

11 August 2011

**Military Operations**


**INSTALLATION COMMAND REPORTING**

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FOR THE COMMANDER:

OFFICIAL:

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COL, GS  
Chief of Staff



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**History.** This publication has major revisions.

**Summary.** This regulation sets policies and procedures for reporting a commander's critical information requirement (CCIR), an operations report (OPREP), and a serious incident report (SIR). Timely and accurate OPREPs through the chain of command to Fort Leonard Wood Emergency Operations Center (EOC)/Installation Operations Center (IOC) are necessary to keep the Army leadership and support agencies informed. Immediate input is required to keep the commander informed and permit the staff to coordinate follow-up inquiries with higher headquarters.

**Applicability.** This regulation applies to all U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Installation Management Command (IMCOM), U.S. Army Forces Command (FORSCOM), 1st U.S. Army, Interservice Training Review Organizations (ITRO), and tenant units on Fort Leonard Wood, Missouri.

**Proponent and execution authority.** The proponent of this regulation is the Directorate of Plans, Training, Mobilization, and Security (DPTMS).

**Supplementation.** Supplementation of this regulation is prohibited without prior approval by Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MSCoE (IMNW-LNW-PLOE), Fort Leonard Wood, MO 65473-5000.

**Distribution:** Electronic medium only and posted on the FLW Web site.

# ***Summary of Change***

***To***

## ***FLW Regulation 525-3, Installation Command Reporting***

This major revision, dated 11 August 2011—

- Requires that all (on or off post) alleged or actual driving while intoxicated (DWI)/driving under the influence (DUI) violations involving military members (regardless of rank) be reported as soon as known (paragraph 2-4g).
- Combines several appendixes from previous version into one appendix (see appendix B).
- Requires that General Leonard Wood Army Community Hospital (GLWACH) provide a medical diagnosis to all OPREPs that may involve an infectious disease, a suicidal gesture or attempt, or a serious illness (see paragraph 1-4b(1)).
- Specifies procedures to take for handling sexual assault OPREPs during non-duty days versus duty days.
- Changes the requirement to e-mail IMCOM Northeast Regional Office (NERO) on Category 3a and 3b OPREPs from 12 hours to 2 hours (paragraph 2-7).
- Removes the requirement to report OPREPs to 1st Army.
- Updates phone numbers and e-mail addresses from FORSCOM and IMCOM Northeast.
- Specifies all Category 1 reportable serious incidents within the regulation.
- Requires that any structural fire on the installation as a reportable incident (via OPREP) to IMCOM.
- Requires MSCoE CCIR.
- Updates e-mail addresses, phone numbers, and fax numbers.
- Identifies that physical or verbal acts involving a trainee against trainee is not reportable under trainee abuse per TRADOC Reg 350-6.
- Updates/changes the MSCoE CCIRs per the Commanding General's guidance.

<b>Table of Contents</b>	<b>Para</b>	<b>Page</b>
<b>Chapter 1. Introduction</b>		
Purpose .....	1-1	1
References .....	1-2	1
Explanation of Acronyms and abbreviations .....	1-3	1
Responsibilities .....	1-4	1
<b>Chapter 2. General</b>		
Policies .....	2-1	1
Procedures .....	2-2	1
Serious Incident Report .....	2-3	2
Operations Report .....	2-4	2
Suspicious Activity Report .....	2-5	3
CAC, TRADOC, and FORSCOM CCIRs .....	2-6	3
IMCOM CCIR .....	2-7	3
MSCoE CCIR .....	2-8	4
<b>Chapter 3: Command and Signal</b>		
Combined Arms Command .....	3-1	4
Training and Doctrine Command .....	3-2	4
Forces Command .....	3-3	4
Installation Management Command .....	3-4	4
Maneuver Support Center of Excellence .....	3-5	4
Appendix A. References .....		5
Appendix B. SIR/OPREP Criteria .....		6
Appendix C. TRADOC Suspicious Activity Report (SAR) .....		18
Glossary .....		22



## Chapter 1 INTRODUCTION

### 1.1. Purpose

This regulation provides procedures for preparing OPREPs, CCIRs, and SIRs within or near Fort Leonard Wood (FLW). These procedures do not eliminate the requirement for submission of other reporting agencies/unit requirements, such as the Maneuver Support Center of Excellence Safety Office (MSO), the Staff Judge Advocate (SJA), and line of duty investigations. Criteria in this regulation may require reports through multiple command channels.

### 1.2. References

Required and related publications and references are listed in appendix A.

### 1.3. Explanation of acronyms and abbreviations

Acronyms and abbreviations are explained in the glossary.

### 1-4. Responsibilities

a. All units on FLW, to include ITRO and tenant units are considered as reporting units. Reporting units will—

(1) Report the incident to the FLW EOC/IOC telephonically upon discovery or notification of the event.

(2) Prepare an initial OPREP message, using the format on the FLW EOC/IOC Web site at <<https://vo.wood.army.mil/sites/DPTMS/COP/default.aspx>>. Include all available information.

(3) Upon approval from the reporting unit's chain of command, submit the OPREP to the FLW EOC/IOC via e-mail at <[leon.dptmeoc@conus.army.mil](mailto:leon.dptmeoc@conus.army.mil)>.

**NOTE: The initial OPREP message must be forwarded to the FLW EOC/IOC within 4 hours of initial notification of the incident.**

b. FLW EOC/IOC will—

(1) Ensure that the General Leonard Wood Army Community Hospital (GLWACH) provides a medical diagnosis to the OPREP if there is an indication that an infectious disease, an action that might be classified as a suicidal gesture or attempt, or if a serious illness is involved.

(2) Notify the appropriate Army command (ACOM).

(3) Distribute reports to higher headquarters: All general officers (GOs); MSCoE Command Sergeant Major; Garrison Commander; Staff Judge Advocate; Commander (CDR), Medical Department Activity (MEDDAC); CDR, Dental Activity (DENTAC); Provost Marshal; Director of Human Resources; Maneuver Support Center of Excellence Safety Office (MSO); Office of Intelligence and Security; MSCoE G-3; Public Affairs Officer (PAO); reporting unit (brigade/directorate); and FLW EOC/IOC.

## Chapter 2 GENERAL

### 2-1. Policies

All OPREPs will follow the guidelines in TRADOC Reg 1-8 and IMCOM Reg 190-1.

### 2-2. Procedures

a. Immediate reports through the chain of command to the responsible reporting agencies listed in this regulation are necessary to ensure that the installation leadership, support agencies, and higher headquarters are informed of critical or sensitive events before the event makes the news. Timeliness takes precedence over completeness for the initial report.

b. Events and critical information defined in this regulation are reportable.

**NOTE: Commanders should report any incident that might concern the installation or higher commands, regardless of whether it is specifically listed herein. In determining whether an event/incident is of command concern, the following factors**

**should be considered: its severity, the potential for publicity, and the potential consequences of the event/incident. In case of doubt, report it.**

c. Categories (CATs) 1 and 2 of AR 190-45 listed in appendix B are not all inclusive. The Combined Arms Command (CAC), TRADOC, FORSCOM, IMCOM, and the Commanding General (CG), MSCoE, have additional requirements that are reportable (see appendix B).

d. Many incidents are not covered under AR 190-45 but are still reportable to higher headquarters as an OPREP.

e. Submit OPREPs to the FLW EOC/IOC within 4 hours after the units are made aware of the event.

f. Frequently units will identify corresponding requirements between OPREPs and SIR CATs and must report each as a separate requirement.

g. All OPREPs will be sent as For Official Use Only (FOUO). Data sent as FOUO will, at a minimum, be digitally signed using a common access card/personal identification key (PIK). In addition, installations will use their Role-Based Certificate account to help reduce proliferation.

### **2-3. Serious Incident Report (SIR)**

a. The Directorate of Emergency Services (DES) is the SIR proponent and will prepare and transmit SIRs in accordance with AR 190-45. SIR reporting CATs are listed in AR 190-45, paragraphs 8-2 through 8-4.

b. All commands are required to report actual or alleged SIR incidents to DES who will obtain approval for the SIR. DES will then forward to the FLW EOC/IOC for distribution to higher headquarters.

c. CAT 1 SIRs will be reported telephonically immediately upon notification of the incident to the Army Watch and Provost Marshal General (PMG) and followed-up with a written report/electronic message within 12 hours. CAT 2 SIRs will be submitted by

electronic message within 24 hours of notification of incident to the Army Watch and PMG.

### **2-4. Operations Report (OPREP)**

a. The Privacy Act of 1974 (Section 552a, Title 5, United States Code) applies to OPREPs. Dissemination and use of OPREPs will be restricted to persons who need the reports to perform their official duties.

b. Appendix B lists specific reportable events that require an OPREP. This list is not limited to other events that could be of interest to the command.

c. The OPREP format found at <https://vo.wood.army.mil/sites/DPTMS/COP/default.aspx> [select Command Information Report and Blank OPREP] is used to report any significant incident involving any Service member, Family members, or Department of Defense (DOD)/Department of the Army (DA) civilians on FLW or in its area of responsibility.

d. DES is normally the first organization aware of an event that is reportable; however, the commandant, commander, director, or supervisor is still responsible for the timely preparation and submission of the OPREP.

e. The FLW EOC/IOC can be reached 24 hours a day. Timeliness takes precedence over completeness for the initial report. Under no circumstance will the time that the FLW EOC/IOC receives an OPREP exceed 4 hours.

f. Include information about all parties involved, date/time group, location, and a synopsis of the event. Specifically the information to address the who, what, where, when, and how of the event should be the summary of the incident. Include the chain of command notifications.

g. All alleged or actual driving while intoxicated (DWI)/driving under the influence (DUI) violations involving military members (regardless of rank) occurring on/off the installation will be reported as soon as is known.

h. The following special procedures apply for handling of sexual assault OPREPs.

(1) The unit will send the OPREP to FLW IOC/Watch Office without names. The OPREP will say "victim" and "subject" only.

(2) The IOC/Watch Office will contact the Sexual Assault Response Coordinator (SARC), 596-0212 or cell phone (573) 433-9085 to ensure that the SARC is aware of the alleged assault.

(3) The IOC/Watch Office will then place this information on the OPREP.

(4) The IOC/Watch Office will sanitize the OPREP by removing the names and social security numbers, and replace with subject/victim (if provided). The OPREP will then be forwarded to the Chief of Staff/the Garrison Commander for approval.

(5) After the OPREP is approved, the IOC/Watch Office will forward the sanitized OPREP to higher headquarters, as appropriate, using the computer distribution lists.

i. Timeliness takes precedence over completeness for the initial report. Additional notification is dependent upon the situation as requested by the FLW EOC/IOC. Report any incident or accident that in the commander's/ supervisor's judgment could fit in any of the reportable categories. If in doubt, report it to the FLW EOC/IOC.

## **2-5. Suspicious Activity Report (SAR)**

a. A SAR will be submitted to the EOC/IOC/Watch Office immediately. Telephonic notification of the suspicious activity must be made to TRADOC within 30 minutes of discovery or notification of the suspicious activity. A written SAR (see appendix C) will be sent to the TRADOC IOC within 4 hours. The reporting command will notify the FLW EOC/IOC by the fastest means available utilizing the SAR format in appendix C.

b. Transmit SARs via secure communication means such as the Secret Internet Protocol Router Network (SIPRNET) or secure telephone equipment (STE)/secure

telephone unit 3 (STUIII) telephones. Select the means of transmission by balancing efficiency, urgency, and security, based on the degree of threat to the installation.

c. Submit follow-up reports via the OPREP format until all open issues are resolved. Submit first follow-up report after immediate action is taken to deal with or mitigate the threat.

## **2-6. CAC, TRADOC, and FORSCOM CCIRs**

a. The Chief of Staff will approve all CAC, TRADOC, and FORSCOM reports prior to submission.

b. CAC, TRADOC, and FORSCOM reporting requirement categories are additional incidents not covered under SIR categories, and are found in Appendix B-3 of this regulation.

c. Urgency and level of reporting of incidents will be based on adverse impacts, publicity, and likelihood of regional or national implications.

## **2-7. IMCOM CCIR**

a. The Garrison Commander will approve all IMCOM reports prior to submission.

b. IMCOM reporting requirement categories and the formats are found in Appendix B-6 of this regulation. IMCOM CAT 3a incidents will be reported telephonically immediately upon notification of the incident to the IMCOM Command Group and a follow-up written report will be e-mailed to IMCOM Northeast Region within 2 hours.

c. IMCOM CAT 3b incidents require only a written report to be e-mailed to IMCOM Northeast within 2 hours.

d. Urgency and level of reporting of incidents will be based on relevance to IMCOM responsibilities, adverse impacts, and likelihood of regional or national implications. When an incident such as those listed in the regulation occurs, contact IMCOM EOC/IOC in accordance with (IAW) established guidelines at Appendix B.

## 2-8. MSCoE CCIR

a. The Chief of Staff will approve the Commanding General's reports prior to submission to any ACOM.

b. The CG's reporting requirements are found at Appendix B.

## Chapter 3 COMMAND AND SIGNAL

### 3-1. Combined Arms Command

CAC	
Unclassified e-mail:	<i>leav-ftlvneoc@conus.army.mil</i>
Classified e-mail:	<i>LEAV_CGSC_GCCS@conus.army.smil.mil</i>
Unclassified fax:	913-684-4677
Classified fax:	
Phone:	913-684-0051
Secure Phone:	913-684-0051

### 3.2. Training and Doctrine Command

TRADOC	
Unclassified e-mail:	<i>tradoc.eocwatch@conus.army.mil</i>
Classified e-mail:	<i>tradoc.eocwatch@conus.army.smil.mil</i>
Unclassified fax:	757-788-2997
Classified fax:	757-788-3687
Phone:	757-788-2256
Secure Phone:	757-788-3687

### 3.3. Forces Command

FORSCOM	
Unclassified e-mail:	<i>forscomg3focwatchteam@conus.army.mil</i>
Classified e-mail:	<i>focwatch@force1.army.smil.mil</i>
Unclassified fax:	404-464-3686
Classified fax:	404-464-3686
Phone:	404-464-5222
Secure Phone:	404-464-5222

### 3.4. Installation Management Command

IMCOM	
Unclassified e-mail:	<i>monr.nerowatch@conus.army.mil</i>
Classified e-mail:	<i>monr.nerowatch@conus.army.smil.mil</i>
Unclassified fax:	(757) 788-3088
Classified fax:	N/A
Phone:	(757) 553-8076
Secure Phone:	(757) 788-6376

### 3.5. Maneuver Support Center of Excellence

MSCoE	
Unclassified e-mail:	<i>leon.dptmeoc@conus.army.mil</i>
Classified e-mail:	<i>flw.eoc@conus.army.smil.mil</i>
Unclassified fax:	573-563-4143
Classified fax:	573-563-4043
Phone:	573-563-4045
Secure Phone:	573-563-4045



## **Appendix A REFERENCES**

### **A. Required Publications**

- a. AR 40-5, Preventive Medicine, 25 May 2007. Cited in paragraph B-3a(5).
- b. AR 190-30, Military Police Investigations, 1 November 2005. Cited in paragraphs B-2s and B-3q.
- c. AR 190-45, Law Enforcement Reporting, 30 March 2007. Cited in paragraphs 2-2c, 2-2d, 2-3a, appendix B, B-3e, and B-7 NOTE 2.
- d. AR 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes, 3 November 1986. Cited in paragraphs B-2s and B-3q.
- e. AR 200-1, Environmental Protection and Enhancement, 13 December 2007. Cited in paragraph B-3i(2).
- f. AR 380-13, Acquisition and Storage of Information Concerning Non-Affiliated Persons and Organizations, 13 September 1974. Cited in paragraphs B-2s and B-3q.
- g. AR 381-10, US Army Intelligence Activities, 3 May 2007. Cited in paragraph B-2x.
- h. AR 420-90, Army Facilities Management, 12 February 2008, Rapid Action Revision (RAR) Issue Date: 28 March 2009. Cited in paragraph B-2o.
- i. AR 710-2, Supply Policy Below the National Level, 28 March 2008. Cited in paragraph B-2d(2).
- j. DA Pam 600-24, Health Promotion, Risk Reduction, and Suicide Prevention, 17 December 2009, RAR Issue Date: 7 September 2010. Cited in paragraph B-3a(7).
- k. TRADOC Reg 1-8, TRADOC Operations Reporting, 16 November 2010. Cited in paragraphs 2-1 and B-7 NOTE 2.
- l. TRADOC Reg 350-6, Enlisted Initial Entry Training Policies and Administration, 28 January 2011. Cited in the Summary of Changes and paragraph B-4a(1).
- m. IMCOM Reg 190-1, Installation Management Command –Serious Incident Report (SIR) Reporting, 30 April 2007. Cited in paragraphs 2-1 and B-7 NOTE 2.

### **B. Related Publications**

- a. AR 380-5, Department of the Army Information Security Program, 29 September 2000.
- b. Memorandum, HQ TRADOC, ATCS-IOC, 8 April 1997, subject: TRADOC Operations Reporting (OPREP).
- c. E-mail, Combined Arms Command, 12 October 1997, Serious Incident Command Reporting Requirements.
- d. TRADOC Command Guidance, NOBLE EAGLE #02-002 (SPOTREP and OPREP), 27 October 2001.

e. Memorandum, HQ IMA, IMAH-OPD-O, Feb 16 2006, subject: ACSIM Commanders Critical information Requirement (CCIR) and Serious Incident Reports (SIR).

f. E-mail, HQ IMA-NWR, March 17, 2006 7:17 AM, subject: CCIR and SIR Guidance (Interim).

g. Message, HQDA, 10 April 2006, ALARACT 078/2006, Restricted Reporting Policy for Domestic Abuse.

## **Appendix B**

### **SERIOUS INCIDENT REPORT (SIR)/OPERATIONS REPORT (OPREP) CRITERIA**

Use the OPREP for all significant incidents occurring on the installation and in its geographical area of responsibility as outlined in AR 190-45, table 1-1. When a Soldier is listed as a subject in an OPREP, include whether the Soldier has deployed within the past year. At a minimum, commanders must report the following incidents (regardless of whether DES submits a SIR or an OPREP covering the incident):

**B-1. Category 1 (CAT 1) reportable serious incidents.** All actual or alleged CAT 1 SIR reportable incidents require an OPREP from the commander/director to the FLW EOC/IOC no later than 4 hours from the event. Upon approval of the OPREP, the FLW EOC/IOC will forward the OPREP to the appropriate ACOM.

a. On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.

b. War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilian internees; violations of the Geneva Conventions; and atrocities.

c. Requests by members of the Army for political asylum in foreign countries or indications of defection.

d. Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or involve military personnel or property off an installation.

e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.

f. Incidents involving material damage that seriously degrade unit operational or training readiness.

g. Threats against government weapons and ammunition.

h. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other persons under U.S. Secret Service (USSS) protection.

i. Any other incident the commander determines to be of immediate concern to Headquarters, Department of the Army (HQDA) based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

**B-2. Category 2 (CAT 2) reportable serious incidents.** All actual or alleged CAT 2 SIR reportable incidents require an OPREP from the commander/director to the FLW EOC/IOC no later than 4 hours from the event. Upon approval of the OPREP, the FLW EOC/IOC will forward the OPREP to the appropriate ACOM:

- a. Theft, suspected theft, wrongful appropriation, or willful destruction of government property or appropriated funds valued at more than \$100,000.
- b. Theft, suspected theft, negligence, or conflict of interest involving government nonappropriated funds (NAF) or property valued at more than \$100,000.
- c. Racially or ethnically motivated criminal acts.
- d. Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following:
  - (1) Evidence.
  - (2) Sensitive items, other than arms and ammunition, identified by controlled inventory item code (CIIC) 1–6, 8, 9, Q, R, or Y (see AR 710–2).
  - (3) Controlled cryptographic items.
  - (4) Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 as Schedules I, II, III, IV, and V controlled substances. Schedule II - V drugs are government-controlled medical substances and are identified as R and Q controlled medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the Act, are only used by DOD for research and are not available through the supply system.
  - (5) Any chemical agent, research chemical agent, or biological select agent or toxin.
- e. Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:
  - (1) Cocaine, 100 grams or more.
  - (2) Marijuana, 1000 grams or more.
  - (3) Hashish, 1000 grams or more.
  - (4) Heroin, 100 grams or more.
  - (5) Methamphetamines or barbiturates, 100 grams or more.
  - (6) Lysergic acid diethylamide (LSD), 6 grams or more.
  - (7) Phencyclidine (PCP), 100 grams or more.
  - (8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.
- f. Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities by Soldiers or DA or NAF employees.
- g. Incidents involving prisoners or detainees of Army confinement or correctional facilities to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all prisoner deaths.
- h. Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following quantities:

- (1) Any missile, rocket, mine, artillery, or mortar rounds.
- (2) Any machine gun or automatic fire weapon.
- (3) Any fragmentation, concussion, high-explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.
- (4) Any explosives, to include demolition explosives (for example, detonation cord, blocks of explosives, and so on).
- (5) One or more semi-automatic or manually operated firearms.
- (6) Five or more rounds of ammunition greater than .50 caliber.
- (7) One thousand or more rounds of .50 caliber or smaller ammunition.
- i. Actual or attempted break-ins of arms rooms or storage areas for AA&E.
- j. Armed robbery or attempted armed robbery of AA&E.
- k. Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.
- l. Aggravated arson.
- m. Except for deaths occurring due to natural causes in medical treatment facilities, all deaths occurring on Army installations must be reported, including, but not limited to, homicides, suicides, and deaths resulting from traffic accidents, training accidents, fires, or other incidents. Additionally, deaths of family members that occur off the installation which are deemed to be criminal in nature will be reported. All deaths of Soldiers that occur off the installation will be reported. If the manner of death is unknown, the incident should be reported as "undetermined manner of death." The manner of death should be reported by add-on SIR as soon as determined. Whether the next of kin has been notified should be included in the SIR. Seatbelt and alcohol use should also be included in the SIR.
- n. Kidnapping.
- o. Major fires or natural disasters involving death, serious injury, property damage in excess of \$250,000 (see additional reporting requirements in AR 420–90), or damage that seriously degrades unit operational or training capabilities.
- p. Group breaches of discipline involving 10 or more persons who collectively act to defy authority.
- q. Training and troop movement accidents resulting in serious injury or death.
- r. Maltreatment of Soldiers or DA civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved.
- s. Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190–30, and AR 190–53), or acquisition and storage of non-affiliated U.S. person information (see AR 380–13).

t. Actual or alleged incidents of child abuse which takes place within an Army organizational setting or facility (for example, child development center, youth activities center, military treatment facility (MTF), or gymnasium) or an Army sponsored or sanctioned activity (for example, quarters-based family child care home, youth sports or recreation activities, field trips, and so on). This paragraph applies to incidents of child abuse occurring within the family unit which involve the use of a weapon (for example, a firearm, knife, or other devices which will cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.

u. Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a nonmedical facility (that is, child development center, quarters-based family child care home, youth activities center, and so on) or within an Army sponsored or sanctioned activity. This paragraph does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.

v. Serious domestic violence incidents (unrestricted reporting only). This report will include whether the Soldier was deployed within the past year leading up to the incident.

w. Incidents involving firearms that cause injury or death.

x. Federal crimes reportable under AR 381-10, when they meet reporting criteria.

y. Any other incident that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

**B-3. CAC, TRADOC, and FORSCOM Operations Report (OPREP) Criteria - CAT 2.** The following incidents are additional ACOM requirements that must be reported to the appropriate ACOM. These incidents are considered as TRADOC/FORSCOM CAT 2 incidents and are required to be reported to CAC, TRADOC, or FORSCOM. All actual or alleged incidents require an OPREP from the commander/director to the FLW EOC/IOC no later than 4 hours from the event. Upon approval of the OPREP, the FLW EOC/IOC will forward the OPREP to the CAC, TRADOC, or FORSCOM.

a. Accidents, incidents, or medical situations resulting in—

(1) Any death of a service member that occurs on or off an installation.

(2) The death of a family member or DA civilian that occurs on the Installation. The death of a family member or DA civilian that occurs off an installation is reportable only when the death is suspected to be criminal in nature. When the cause of death is unknown, report it as "undetermined manner of death." The report should also include when the next of kin were notified, and in the case of vehicle accidents, whether or not seatbelts were used, and if alcohol was involved.

(3) Serious injury or illness of a Soldier that creates a danger of loss of life, limb, or eyesight.

(4) Life threatening injury or illness of a family member.

(5) Significant environmental injury to Soldiers and family members, that could impact or potentially impact FLW missions (such as heat stroke, rhabdomyolysis, carbon monoxide poisoning, hypothermia, frostbite, heat exhaustion, and communicable illnesses, such as influenza, hepatitis, and West Nile virus). Consult with the local MTF to determine the significance of these events; see AR 40-5, paragraph 2-18d, for DOD reportable medical events.

(6) Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses, such as avian influenza. Consult with the local MTF.

(7) Suicide (all overt acts of self-destructive behavior that result in death) or attempted suicide (all overt acts of self-destructive behavior that does not result in death) by a Soldier, family member or DA civilian occurring on the Installation, and suicide or attempted suicide by a Soldier occurring off an installation. If suicide or attempted suicide involves a Soldier attending initial entry training (basic combat training, advanced individual training, and one station unit training) then indicate initial entry training status in the OPREP summary of incident section. (See DA Pam 600-24 for suicide prevention information).

(8) Training use of riot control agent or chemical biological simulator release outside of established parameters.

(9) Any reportable incident or event involving Soldiers assigned or attached to the warrior transition unit.

b. Aircraft accident or incident (Class A, B, and C only).

(1) Manned aircraft accidents or incidents. Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel. Reporting requirements extend to tenant or transient aircraft from another Service or ACOM using FLW facilities or land in the geographic area of responsibility.

(2) Unmanned aircraft accident or incidents. Any type of unmanned aerial vehicle accident or incident that causes damage to the vehicle or injury to personnel. Reporting requirements extend to tenant or transient aircraft from another service or ACOM using FLW facilities or land in the geographic area of responsibility.

c. Criminal activity.

(1) Serious crimes (for example, aggravated assault, sexual assault, kidnapping, larceny exceeding \$50,000, and murder or attempted murder committed by or against a Soldier, family member, or DA civilian).

(2) Major fires, arson, and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000.

(3) Racially or ethnically motivated criminal acts.

(4) When sexual assault victims elect the restricted reporting option, report only the following sections: the reporting individual's name (operations center watch officer or unit representative), date of initial report, installation name, and summary of incident. Write "Restricted report/Sexual assault" in the summary of incident section. All the other OPREP sections are to remain blank.

d. Property theft/loss.

(1) Property damage or loss of property or equipment exceeding \$50,000.

(2) Theft, suspected theft, loss, wrongful appropriation, or willful destruction of government property (appropriated or non-appropriated funds) valued at more than \$50,000.

(3) Theft, suspected theft, loss or recovery of sensitive items, and the discovery of a loss of accountability (for example, night vision devices, classified material (excluding FOUO) and controlled cryptographic items).

(4) Loss or theft of any chemical agent, research chemical agent, biological agent, or radioactive material.

e. Wrongful possession, manufacturing, and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances. See AR 190-45, paragraph 8-3e, for the minimum reportable amounts.

f. Arms, ammunition, and explosives (AA&E). Theft, suspected theft, loss, or recovery of weapons, explosives, and munitions in the types and quantities listed below:

(1) Any missile, rocket, mine, artillery, or mortar rounds.

(2) Any machine gun or automatic weapon.

(3) Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.

(4) Any explosives, to include demolition explosives.

(5) Any type of small arms ammunition (5.56mm, 7.62mm, or 9mm) in the amount of 200 rounds or greater.

(6) Any amount of ammunition of any type greater than .50 caliber.

(7) Any type of .50 caliber ammunition in the amount of 100 rounds or greater.

(8) Any type of blank ammunition when the amount is equal to or greater than the issue amount in a wire bound wooden box.

(9) Additionally, report actual or attempted AA&E break-ins of arms rooms or storage areas; AA&E armed robbery or attempted armed robbery; any evidence of AA&E trafficking; and any incidents involving firearms that cause injury or death.

g. Command, control, communications, and computers (C4) outages/information systems intrusions/personally identifiable information (PII).

(1) All significant, unplanned degradations of C4 assets occurring at the Installation or in the EOC/IOC. Significant degradation is defined as the loss of 50 percent or greater of a specific communications capability inhibiting the ability of the senior commander (SC) to exercise command and control longer than 2 hours.

(2) Major installation power outages that impact operations and training.

(3) Information system intrusions (both suspected and confirmed), to include incidents of hacking of government Web sites.

(4) Report all incidents of lost, stolen, or compromised PII in electronic or physical form. Current TRADOC guidance memorandum, subject: Reporting the loss of PII provides detailed reporting procedures and is located on the Army Knowledge Online, TRADOC Deputy Chief of Staff, G-6 page titled "Command Guidance" at <<https://www.us.army.mil/suite/page/309>>.

h. Bomb threats at FLW.

i. Environmental accidents or incidents on FLW that result in:

(1) Any release of a hazardous substance (to include fuel) resulting in injury, death, evacuation of facilities, or potential severe degradation of the environment. Examples include spills of petroleum,

oil, and lubrication products into storm drains or waterways; release of substances such as chlorine gas and other hazardous substances in reportable quantities or greater, as defined in federal, state, and local regulations; or when effects cause illness to the exposed individual(s).

(2) Serious or catastrophic failure to an operating system at a facility, that has been licensed by a state or federal regulatory agency (for example, sewage treatment plant, drinking water treatment plant, hazardous waste treatment or storage facility). Particularly, if provisions in the permit and/or governing regulations require timely reporting to the regulatory agency with oversight authority, and, it is reasonable to expect an enforcement action will follow. Notices of violations require coordination with Army legal counsel. (See AR 200-1, para 2-3, for notices of violation.)

j. Chemical or radiological event.

(1) A chemical or radiological event encompassing chemical surety or radiological material accidents, incidents, and other circumstances where there is a confirmed or potential release to the environment, exposure of personnel above established limits, threat to the security of chemical surety or radiological material, or any event of concern to the local commander or director of the chemical surety or radiological training facility that potentially impacts the mission.

(2) Any potential chemical agent exposure resulting in greater than 10 percent depression of red blood cell cholinesterase through initial lab analysis.

k. Change in threat or force protection condition.

l. Incidents/accidents involving international students and personnel assigned to FLW. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.

m. Child abuse and domestic violence.

(1) Actual or alleged child abuse that takes place within an Army organizational setting or facility (that is, a child development center, youth activities center, MTF, or gymnasium) or an Army sponsored or sanctioned activity (such as, quarters-based family child care home, youth sports, recreation activities, or field trips).

(2) Incidents of actual or alleged child abuse occurring within the family unit which involve the use of a weapon (such as a firearm, knife, or other devices, which may cause serious bodily injury) or where the victim suffers a broken limb, is sexually abused, choked, strangled, or is admitted to the hospital due to injuries incurred during the incident.

(3) Any incident of domestic violence incidents (violence against a family member or person residing in the home or quarters of a military sponsor or as otherwise defined by state law that involves the use of a weapon, such as a firearm, knife or similar instruments that may cause serious bodily injury or that results in the victim being admitted to the hospital because of the injuries received, or when the victim is sexually abused, choked, or strangled). In cases of restricted reporting of domestic violence, only complete the following sections: reporting individual's name (operations center watch officer or unit representative), date of initial report, installation name, and summary of incident. Write "Restricted report/Domestic violence" in the summary of incident section. All the other OPREP sections are to remain blank.

n. Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities.

o. Any incident, event, or accident that may generate adverse publicity.



p. Incidents involving prisoners or detainees of Army confinement or correctional facilities on an installation with a TRADOC SC, to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all deaths.

q. Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30, AR 190-53) or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).

#### **B-4. TRADOC Specific CAT 2 Reports.**

a. Trainee abuse and drill sergeant misconduct.

(1) Allegations of trainee abuse as defined in TRADOC Regulation 350-6, paragraph 2-5 (any improper or unlawful physical, verbal, or sexual act against a trainee; does not include acts (physical or verbal) involving a trainee against trainee). However, if the credibility of the allegation can be quickly assessed (within two hours) and the command considers it not credible, an OPREP is not required. The non-credible allegation will be recorded and kept on file at the unit.

(2) Allegations of drill sergeant misconduct not related to trainee abuse

b. Any military personnel, family members, or DA civilians assigned to a TRADOC Senior Command or to a TRADOC Senior Command installation that has lost, or is in danger of losing life, limb or eyesight.

c. Any accident or incident involving TRADOC personnel which results in death or VSI of civilians.

d. Forecasted natural or man-made disaster potentially impacting TRADOC equities.

e. Confirmed or suspected major network attack which significantly compromises TRADOC operations.

f. TRADOC personnel reported missing, taken hostage, captured; confirmed discovery, rescue or release.

g. Designation of a TRADOC asset as a DOD Base Support Installation (BSI) or a Federal Emergency Management Agency (FEMA) Mobilization Center.

h. Any HQDA decision to significantly delay or accelerate implementation of Army enterprise.

i. Any DA or Office of the Secretary of Defense (OSD) resourcing decision that negatively impacts TRADOC's support to the operating force doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOTMLPF) integration or the future force.

j. BRAC funding shortfalls that delay implementation or degrade an installation or facility's ability to execute to required standards.

k. Significant changes to TRADOC force structure, mobilizations, demobilizations, or receipt of additional forces.

l. External directive or Army Campaign Plan/Decision Point requiring a substantial shift in mission, resources, capabilities, or training requirements.

m. Any significant change to ARFORGEN requirements.

n. Identification of training shortfalls that impact ARFORGEN.

o. TRADOC unable to provide trained and ready Soldiers or training required by operating force for ARFORGEN.

**B-5. CAC/TRADOC/FORSCOM Operations Report Format Example: Version Date: 2 Feb 09**

From: CDRMSCoE Ft Leonard Wood MO//ATZT-CG//  
TO: CDRUSATRADOC Ft Monroe VA//ATTG-ZOO  
Info: IMCOM Opns Ctr

Subj: OPREP Number 09-0000 (Initial/Update/Final)

1. Category: 2
2. Type of incident: Heat Stroke/Death
3. Date/time of incident/DTG Received in IOC: 010730 July 07/011000 July 07
4. Location: Range 33, Fort Leonard Wood
5. Other information:
  - a. Racial: no
  - b. Trainee involvement: yes
6. Personnel involved:
  - a. Subject
    - (1) Name: Doe, John
    - (a) Pay grade: PV2
    - (b) SSN: 123-45-6789
    - (c) Race: White
    - (d) Sex: Male
    - (e) Age: 18
    - (f) Position: Trainee
    - (g) Security Clearance: S-NAC
    - (h) Unit and station: A Co, 2-29 IN (TRADOC)
    - (i) Duty Status: Present
  - b. Victim: N/A
7. Summary of incident: At approximately 010730 Jul 07, while conducting PT PV2 Doe complained of headache, nausea, and muscle cramps. Immediately SSG Smith took his core body temp at 105.3 and applied ice sheets and started an IV. Emergency Medical Services (EMS) personnel were called and PV2 Doe was transported to MACH. His body temp was 105.1 upon arrival at MACH. At approximately 010845 Jul, PV2 Doe went into massive renal failure and died.
8. Remarks:
  - a. Next of Kin Notification: Yes, parents
  - b. Was the soldier recently deployed? To OIF; To OEF: No
  - c. Were seatbelts worn: N/A
  - d. Was alcohol involved: N/A
  - e. Was personal protective gear/equipment worn: N/A
  - f. Any previous medical history: UNK
  - g. Were Combat Lifesavers present: Yes
  - h. Was CPR performed at the scene: No
  - i. Anyone notice anything different concerning Soldier's performance: Yes. Unstable, ungainly gait.

- j. Times leading up to Soldiers Death:
  - (1) Time CPR started: N/A
  - (2) Time 911 called: 0735
  - (3) Time EMS personnel arrived on scene: 0745
  - (4) Time EMS departed scene en route to hospital: 0750
  - (5) Time EMS arrived at hospital: 0800
  - (6) Time Soldier pronounced dead: 0845
- k. Soldier's Component: AD
- l. Ages/gender of family members: N/A
- m. Type of Training: One station unit training
- n. Phase of Training: 3d week
- o. Weather conditions at time of incident: Overcast, temp in low 70's
- p. Other factors contributing to the incident:
- q. Is the soldier married: No
- r. If the soldier was an E-5 or below, did he/she enlist with a waiver: No

9. Publicity: None expected at this time

10. Commander Reporting: COL I.M. Short, COS

11. Point of Contact: Mr. Jim Jones, DSN 676-4045, <leon.dptmeoc@conus.army.mil>

12. Downgrading instructions: The FOUO protective marking may be removed on DDMMYYYY.

#### NAME/ POSITION OF CHAIN OF COMMAND NOTIFIED

Co CDR:		DPTM:	
Bn CDR:		CofS:	
Bde CDR:		Gar CDR:	
Sch Cmdt:			

**B-6. IMCOM Operations Report Criteria and Requirements.** The following incidents (Table B-1) are IMCOM-specific incidents and are required to be reported to IMCOM. IMCOM incidents are divided into four categories, and the required response depends upon the CAT of incident.

- a. When forwarding IMCOM CAT 3a and CAT 3b, the following format will be utilized:

#### IMCOM SIR REPORTING FORMAT

- 1. What:
- 2. Who:
- 3. Where:
- 4. When:
- 5. Who was notified:
- 6. Summary:

- b. All written reports will be forwarded to the IMCOM Operations/Watch Officer. Notification is made through the FLW EOC/IOC.

TABLE B-1. IMCOM-specific incidents

	HODA SIR CATEGORY 1	HODA SIR CATEGORY 2	IMCOM SIR CATEGORY 3a	IMCOM SIR CATEGORY 3b
	1. Immediate telephonic notification 24/7 to Army Watch & Region Director 2. E-mail SIR report to Army Watch and OPMG WII 12 hours	1. Telephonic notification optional 2. E-mail SIR report to Army Watch and OPMG WII 24 hours	1. Immediate telephonic notification 24/7 to Region Director 2. E-mail EXSUM to Region Director, Region OPS Center, and IMCOM OPS Center WII 2 hours	1. Telephonic notification optional 2. E-mail EXSUM to Region OPS Center and IMCOM OPS Center WII 2 hours
R E P O R T A B L E I T E M S	a. On/off post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel. b. War crimes, including mistreatment of enemy POWs, detainees, displaced persons, retained persons or civilian internees, violations of the Geneva Conventions, and atrocities c. Requests by U.S. Army personnel for political asylum or indications of defection. d. Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation, or involve military personnel or property off an installation. e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property. f. Incidents involving material damage that seriously degrade unit operational or training readiness. g. Threats against government weapons and ammunition. h. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the U.S., Vice President of the U.S., or other persons under US Secret Service (USSS) protection. i. Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	a. Theft of gov appropriated funds or destruction of government property valued at >\$100K. b. Theft of government non-appropriated funds or property valued at >\$100K. c. Racially or ethnically motivated criminal acts. d. Loss, theft, wrongful disposition of evidence, sensitive items, controlled cryptographic items, night vision devices, or drugs. e. Wrongful possession, distribution of controlled substances. f. Cocaine => 100 grams g. Marijuana => 1000 grams h. Hashish => 1000 grams i. Heroin => 100 grams j. Amphetamines or barbiturates => 100 grams k. LSD => 6 grams l. PCP => 100 grams m. Significant violations of Army standards of conduct. n. Incidents involving prisoners or detainees of Army confinement or correctional facilities or deaths. o. Theft, loss, unaccounted, or recovered munitions in the following quantities: p. Any missile, rocket or mine q. Any machine gun or automatic fired weapon r. Any frag, concussion or HE grenade, s. Artillery round or ground burst simulator. t. Any explosives, i.e. det cord, C-4, etc u. One or more semi or manually operated firearm. v. Five or more rounds => 50 cal w. Actual or attempted break in of arms room. x. Armed or attempted armed robbery. y. Trafficking of arms, munitions & explosives z. Aggravated arson aa. Deaths ab. Kidnapping ac. Major fires or natural disasters => \$250k ad. Mutiny (=> 10 persons) ae. Trng accidents with death or serious injury af. Maltreatment of Soldiers and DA Civilians ag. Child abuse ah. Serious child injury or death ai. Serious domestic violence incidents aj. Incidents involving firearms ak. Federal crimes when they meet reporting criteria al. Above list is not all inclusive - See AR 190-45	a. Death or serious injury to any IMCOM senior leader (GO,SES,GC). b. An environmental incident or action (Regulators EPA) that has shutdown operations or training at an installation due to reportable spills, range fires, legal suits, administrative order that would stop operations, and an environmental incident requiring immediate notification to any DOD or external agency. c. Any Disasters or crises resulting in disruption to installation operations including electrical outage, loss in water, sewage, heating, cooling, training support, quality of life (QOL) and damage/destruction to any Flag/GO qtrs. d. Any change in HURCON Conditions e. Serious incident/misconduct involving a senior IMCOM leader. f. Any major breach of security including ACP's g. Potentially adverse public affairs issues which may discredit the Army, IMCOM or its members. h. Any change in FPCON baseline i. Negative communications with or regarding a Flag/General Officer. j. The following shall be reported as it relates to Warrior in Transition Soldiers, SFAC, and Billeting: k. Any congressional inquiries/visits l. Any public affairs issues (positive or negative) m. Any facility that presents a life, health, or safety issue where Warriors in Transition Soldiers reside. n. Life, health, and safety issues involving mold, specifically, in barracks, chapels, hospitals / health care facilities, or any other facility deemed necessary by the Garrison chain of command. o. Any other incident based on the nature, gravity potential for adverse publicity, or potential consequences of the incident	a. Other death or serious injury to any IMCOM Soldier, DA civilian, or full time contract employee not covered in SIR CATEGORY 3a. b. Any incident which impacts the Garrison mission requiring an SIR. c. Senior IMCOM leader out of communications or temporarily away from the organization including TDY and leave and who is acting in their absence (RD's, DO's). d. Visit from a Brigadier General or above and elected officials for official business involving installation operations e. Significant changes to normal activities on the installation that prompts interest from senior occupants. f. Changes negatively affecting a senior commander's readiness or IMCOM mission accomplishment. g. Non-routine support to sister services or other governmental agencies. h. Changes to projects that have command interest. i. Anti-Deficiency Act violation or impending violation. j. Loss or suspension of security clearance of any Senior IMCOM leader. k. Report of environmental enforcement actions. l. Pending adverse or referred rating, disciplinary action, or DUI involving a senior IMCOM leader. m. Any installation structure fire. n. Any requests by external agencies to the installation for mutual aid/support regardless of any standing agreements o. Any other incident based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

- a. When forwarding IMCOM CAT 3a and CAT 3b, the following format will be utilized:

### **IMCOM SIR REPORTING FORMAT**

1. What:
2. Who:
3. Where:
4. When:
5. Who was notified:
6. Summary:

- b. All written reports will be forwarded to the IMCOM Ops/Watch Officer. Notification is made through the FLW EOC/IOC.

### **B-7. Commanding General's CCIR (as of 21 January 2011)**

- \*1. Any death or very serious injury (VSI) involving an MSCoE or FLW member (military, civilian, or family\_.
2. Any incident or accident involving an MSCoE or FLW member - Military, Civilian, Family, foreign student, or foreign dignitary that could create a negative perception or negative publicity toward FLW, the MSCoE, TRADOC, and the Army.
3. Print or electronic communication of any adverse publicity for the MSCoE or FLW.
4. Officer or senior noncommissioned officer (NCO) (E-8, E-9) misconduct.
5. Visits or actions of national level elected officials and O-8s and above, to include their command sergeants major (CSMs), that impact the MSCoE or FLW.
6. Congressional requests or inquiries from any US/Missouri officials.
7. Base realignment and closure (BRAC)/restationing plans and decisions that impact the MSCoE or FLW.
8. Army Computer Emergency Response Team (ACERT)/Regional CERT notifications for information systems intrusions (confirmed) to include incidents of hacking any FLW Web site.
9. Any environmental event with potential to negatively affect the MSCoE or FLW.
- \*10. Any Chemical Surety incidents, unexpected alarms or any potential or suspected exposure of an individual to a chemical agent at the Chemical Defense Training Facility (CDTF). (Immediate-Voice notifications are to be followed-up within 2 hours with OPREP report).
11. Any activity or incident that may reflect on FLW, the MSCoE, TRADOC, or the Army with respect to the Don't Ask, Don't Tell policy and the Don't Ask, Don't Tell Repeal Act of 2010.
12. Service members, civilian employees, contractor employees, or Family members exhibiting indicators of potential violence. (Refer to ALDODACT 09/10)

**\*NOTE 1: The only CCIR that require immediate notification to the CG are related to #1 and #10 above - specifically, death of a MSCoE or FLW military, civilian, or Family member; and CDTF incident. In this situation, brigade commanders/commandants should notify the CG**

immediately via telephone and follow up with an e-mail. Use discretion but if this requires waking the CG with a phone call at night, then do it.

**NOTE 2:** For all other CCIR, brigade commanders/commandants should notify the CG soonest via e-mail, using discretion; understanding CAC and TRADOC Commanders' CCIR; and, complying with applicable regulations including: FLW Reg 525-3, TRADOC Reg 1-8, AR 190-45, and IMCOM Reg 190-1.

**NOTE 3:** Any CCIR reporting that contains personal information will be protected in accordance with established privacy guidelines for personal/sensitive information.

## **Appendix C**

### **TRADOC SUSPICIOUS ACTIVITY REPORT (SAR)**

#### **C-1. Criteria**

The intent of suspicious activity reporting is to ensure the TRADOC leadership has a clear picture of the scale of these phenomena by capturing the information. The raw data information collected and reported on the SAR allows the intelligence community to analyze trends and provide actionable intelligence for commanders to use in decision making. Telephonic notification to higher headquarters is due NLT 30 minutes after the incident. A SAR is due to higher headquarters NLT 4 hours after the incident. Reportable suspicious incidents include, but are not limited to the following criteria:

- a. Non-specific threat. A non-specific threat received by any means, which states a specific time, location, or area for an attack against U.S. forces, facilities, or missions. This includes, but is not limited to, any event or incident, or series of events or incidents, which in and of themselves may indicate the potential for a threat to U.S. forces, facilities, or mission, regardless of whether the threat posed is deliberately targeted or collateral (that is, demonstrations).
- b. Surveillance. Any reported possible surveillance in which an attempt to record information or to use unusual means to monitor U.S. assets or activities is observed. Such attempts may include use of cameras (still or video), note taking, annotated maps or drawings, hand-drawn maps or diagrams, use of binoculars or other vision enhancing devices, or any reports from host nation security forces of possible surveillance of U.S. assets.
- c. Elicitation. Any attempt to obtain security related or military specific information by anyone who does not have the appropriate security clearance and the "need to know." Elicitation attempts may be made by mail, fax, telephone, computer, or in person.
- d. Tests of security and intrusions (attempted or successful). Any attempt to measure security reaction times or strengths; any attempts to test or to penetrate physical security barriers or procedures; any attempts to acquire or duplicate uniforms, badges, passes, or other security related documents.
- e. Repetitive activities. Any activity that meets one of the other criteria listed in this paragraph and has occurred two or more times in the same location by the same person and/or vehicle, within a 1 month period.
- f. Suspicious activities/incidents. This CAT should ONLY be used if the reportable information DOES NOT meet any of the above criteria. Any activity/incident that does not specifically fit into the aforementioned five categories, yet is believed to represent a force protection threat should be reported under this CAT. Examples of this include: incidents resulting in the scrambling of homeland defense

assets; thefts of material that could be used to manufacture false identification cards; and thefts of military uniforms which may be used to gain access to a military installation, and vandalism.

## **C-2. Format**

1. SAR NUMBER: XX-001 (For example, the XX would be the last two numbers of the calendar year.)
2. CLASSIFICATION: (U/FOUO/LES)
3. REPORTING DATE/TIME: DD MMM YY/0000
4. REPORTING UNIT/ORGANIZATION: (Unit/Organization/Activity and location)
5. INCIDENT DATE/TIME: DD MMM YY/0000 (If unknown state "unknown.")
6. INCIDENT TYPE: (Non-specific threat/ Surveillance/ Elicitation/ Tests of security/ Intrusions/ Repetitive activities/ Suspicious activities/Incidents)

a. Non-specific threat. A non-specific threat received by any means, which contain a specific time, location or area for an attack against U.S. forces, facilities or missions. This includes, but is not limited to, any event or incident, or series of events or incidents, which in and of themselves may indicate the potential for a threat to U.S. forces, facilities, or mission, regardless of whether the threat posed is deliberately targeted or collateral (that is, demonstrations).

b. Surveillance. Any reported possible surveillance in which an attempt to record information or to use unusual means to monitor activities is observed. Such attempts may include use of cameras (still or video), note taking, annotated maps or drawings, hand-drawn maps or diagrams, use of binoculars or other vision enhancing devices, or any reports from host nation security forces of possible surveillance of U.S. assets.

c. Elicitation. Any attempt to obtain security related or military specific information by anyone who does not have the appropriate security clearance and the "need to know." Elicitation attempts may be made by mail, fax, telephone, computer, or in person.

d. Tests of security and intrusions (attempted or successful). Any attempt to measure security reaction times or strengths; any attempts to test or to penetrate physical security barriers or procedures; any attempts to acquire or duplicate uniforms, badges, passes, or other security related documents.

e. Repetitive activities. Any activity that meets one of the other criteria listed in this paragraph and has occurred two or more times in the same location by the same person and/or vehicle, within a 1 month period.

f. Suspicious activities/Incidents. This CAT should ONLY be used if the reportable information DOES NOT meet any of the above criteria. Any activity/incident that does not specifically fit into the aforementioned five categories yet is believed to represent a force protection threat should be reported under this CAT. Examples of this include: incidents resulting in the scrambling of homeland defense assets; thefts of material that could be used to manufacture false identification cards; thefts of military uniforms which may be used to gain access to a military installation, and vandalism.

7. STATUS: (open/resolved; open/unresolved; closed/resolved; closed/unresolved.)

8. SYNOPSIS: (One sentence description of incident, for example, possible photograph of front entrance to Camp Gate, Fort Patton, VA.)

9. **FACTS OF INCIDENT:** *(Answer the questions who, what, when, where, why and how? For example, at 1300, 10 Sep 07, SMITH was conducting surveillance of the Camp Gate using binoculars and a video camera. SMITH was apprehended by the MPs and interviewed. SMITH stated the video was to be used for plotting an attack against Ft Patton.)*

10. **PERSON(S) BRIEFED:** (For example, Garrison Commander, COL XXXX on DD MMM YY)

11. **ACTION(S):** (For example, incident was reported to local police, Criminal Investigation Division (CID) or Military Intelligence (MI) and they have taken the lead in the investigation; or the above information was passed on to \_\_\_\_\_ and they have taken the lead for investigative action.)

12. **FOLLOW-UP:**

13. **PERSON(S)/AGENCIES INVOLVED:** (For example, witness, antiterrorism officer, military intelligence, Criminal Investigation Division, provost marshal office, or local law enforcement.)

14. **REPORT RECEIVED BY:** (Name and position of individual initiating the report.)

**C-3. FLW CCIR.** The following incidents (Table C-1) are FLW-specific incidents and are required to be reported to the Garrison Commander. The required response is dependent upon the CAT of incident.



TABLE C-1. FLW-specific incidents

INCIDENT/EVENT FLW AOR										
	GC	CSM	DGC	DES	CofS	CG	NER	Primary Staff	OPS Centers	
1 - Any death or very serious injury (VSI) involving an IMCOM or FLW member - military, civilian, or family .	I	I	I	I	I	I	I	I	AR	
2 - Any CBRNE event/rendersafe action or discovery/use of NBC weapons (WMD). Any Chemical Surety incidents, unexpected alarms, or suspected exposure of an individual to a chemical agent at the CDTF.	I	I	I	I	I	I	I	I	AR	
3 - Category 1 reportable serious incident IAW Chapters 8 & 9 of AR 190-45; App B of IMCOM Reg 190-1; and App B of FLW Reg 525-3 (i.e., terrorist activities, sabotage, on/off post/riots, serious disturbances/demonstrations targeted against the Army or involving Army personnel, bomb or explosive incidents, etc).	I	I	I	I	I	I	I	I	AR	
4 - Category 2 reportable serious incident IAW Chapters 8 & 9 of AR 190-45; App B of IMCOM Reg 190-1; and App B of FLW Reg 525-3 (i.e., kidnapping, theft/destruction of Gov't appropriated funds/property valued at >\$50K; theft/destruction of Gov't non-appropriated funds/property valued at >\$50K; racially or ethnically motivated criminal acts; aggravated arson; theft, loss, unaccounted or recovered ammunitions [see App B for amounts] or any explosives/C4/detonation cord, etc).	FL	FL	FL	FL	FL	FL	FL	FL	FL	
5 - Notification of an increase in FPCON or DEFCON by DoD, CoC, or ASCC.	FL	FL	FL	FL	FL	FL	FL	FL	FL	
6 - Imminent/forecasted natural or man-made disaster impacting FLW installation/assets (i.e., tornado, earthquake, snow, ice, flooding, fire, etc).	AR	AR	AR	AR	AR	AR	AR	AR	AR	
7 - Any incident/accident involving an IMCOM or FLW member (military, civilian, or family) or printed electronic communication that could create a negative perception/publicity toward FLW, IMCOM, and the Army.	AR	AR	AR	AR	AR	AR	AR	AR	AR	
8 - Officer or Senior Non-Commissioned Officer (E-8 & E-9) misconduct.	AR	AR	AR	AR	AR	AR	AR	AR	AR	
9 - ACERT/RCERT notifications for information systems intrusions (confirmed) to include incidents of hacking any FLW website.	AR	AR	AR	AR	AR	AR	AR	AR	AR	
10 - IMCOM Category 3a reportable serious incidents IAW App D of FLW 525-3, App B of IMCOM Reg 190-1 reporting matrix or a significant event impacting IMCOM infrastructure (i.e., death or serious injury to any IMCOM senior leader [General Officer, Garrison Cdr, etc); life, health, & safety issues involving mold, specifically in barracks, chapels, hospitals, or other facilities deemed necessary by the Garrison CoC; any disasters or crises resulting in disruption to installation operations including electrical outage/power grid, loss in water, training support, sewage, heating, cooling, etc).	AR	AR	AR	AR	AR	AR	AR	AR	AR	
LEGEND:										
"I" = IMMEDIATELY										
"FL" = FIRST LIGHT (0600 HRS, 7 DAYS A WEEK)										
"AR" = AS REQUIRED BASED ON SEVERITY OF EVENT/INCIDENT										
Original signed by Charles A. Williams, COL, MP, Commanding										
AS OF 131400ZAPR2011										

## Glossary

AA&E  
arms, ammunition, and explosives

ACERT  
Army Computer Emergency Response Team

ACOM  
Army command

AIT  
advanced individual training

ALDODACT  
all Department of Defense activities

AR  
Army regulation

ARFORGEN  
Army Force Generation

ARNG  
Army National Guard

BCT  
Basic Combat Training

BRAC  
base realignment and closure

BSI  
Base Support Installation

C4  
Command, control, communications, and computers

CAC  
United States Army Combined Arms Command

CAT  
category

CCIR  
Commander's Critical Information Requirement

CDR  
commander

CDTF  
Chemical Defense Training Facility

CG  
commanding general

CIIC  
controlled inventory item code

CPAC  
Civilian Personnel Advisory Center

CSM  
command sergeant major

DA  
Department of the Army

DENTAC  
Dental Activity

DES  
Directorate of Emergency Services

DOD  
Department of Defense

DOL  
Directorate of Logistics

DOTMLPF  
doctrine, organization, training, materiel, leadership and education, personnel, and facilities

DPTMS  
Directorate of Plans, Training, Mobilization, and Security

DPW  
Directorate of Public Works

DRM  
Directorate of Resource Management

DTG  
date/time group

DUI  
driving under the influence

DWI  
driving while intoxicated

EMS  
Emergency Medical Services

EOC  
Emergency Operations Center

FEMA  
Federal Emergency Management Agency

FLW  
Fort Leonard Wood

FORSCOM  
United States Army Forces Command

FOUO  
for official use only

FPCON  
force protection condition

GLWACH  
General Leonard Wood Army Community  
Hospital

GO  
general officer

HQDA  
Headquarters, Department of the Army

IAW  
in accordance with

IET  
initial entry training

IOC  
Installation Operations Center

IMCOM  
U.S. Army Installation Management Command

ITRO  
Interservice Training Review Organization

LSD  
lysergic acid diethylamide

MSCoE  
Maneuver Support Center of Excellence

MSG  
message

MEDDAC  
Medical Department Activity

MP  
military police

MSO  
Maneuver Support Center of Excellence Safety  
Office

MTF  
military treatment facility

NAF  
nonappropriated funds

NCO  
noncommissioned officer

NLT  
not later than

NERO  
Northeast Regional Office

OCS  
Officer Candidate School

OPREP  
operations report

OSD  
Office of the Secretary of Defense

OSUT  
one station unit training

PAO  
Public Affairs Officer

Pam  
pamphlet

PCP  
Phencyclidine

PII  
personally identifiable information

PIK  
personal identification key

PMG  
Provost Marshal General

POV  
privately owned vehicle

Reg  
regulation

ROI  
report of investigation

SAR  
suspicious activity report

SARC  
Sexual Assault Response Coordinator

SC  
senior commander

SDO  
staff duty officer

SIPRNET  
Secret Internet Protocol Router Network

SIR  
serious incident report

SJA  
Staff Judge Advocate

STE  
secure telephone equipment

STUIII  
secure telephone unit 3

TRADOC  
United States Army Training and Doctrine  
Command

U.S.  
United States

USACBRNS  
United States Army Chemical, Biological,  
Radiological, Nuclear School

USAES  
United States Army Engineer School

USAMPS  
United States Army Military Police School

USAR  
United States Army Reserve

USSS  
United States Secret Service

VSI  
very serious injury