



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

**GARRISON POLICY
DPTMS - 01**

IMHD-PL

1 0 SEP 2012

MEMORANDUM FOR SEE Distribution

SUBJECT: Serious Incident Report (SIR) Reporting

1. REFERENCES.

- a. Army Regulation (AR) 190-45, Serious Incident Reporting (SIR), dated 30 Mar 07.
- b. IMCOM Regulation (IR) 190-1, Serious Incident Reporting, dated 1 Apr 09.
- c. Memorandum, Installation Management Command, Central Region (IMCN), Subject: Serious Incident Report (SIR) Reporting, dated 18 May 12.
- d. Operation Order PW 11-07-496, III Corps Commanders Critical Information Requirements, dated 28 Feb 12.

2. PURPOSE. To provide guidance to all USAG Fort Hood personnel on the Garrison Commander's Serious Incident Reporting and "Wake Up" criteria.

3. APPLICABILITY. This policy applies to all civilians and military personnel assigned to, and/or, under the operational control of USAG Fort Hood.

4. Two separate reporting criteria exist. The first is "Wake-Up" criteria for the Fort Hood USAG Commander. The second is reporting criteria in accordance with (IAW) established regulatory and policy guidance (references a-d).

a. "Wake-Up" Criteria. The following incidents will be reported immediately to the Garrison Commander, when known, telephonically or in person, as appropriate 24/7. These events constitute "Wake-Up" criteria" and will be treated with that level of urgency during non-duty hours.

(1) Credible threat or actual act of terrorism to the installation.

(2) Death or serious injury to any Garrison employee or immediate Family member. There are three categories of personnel performing USAG functions: Soldiers, DA Civilians and Contracted employees. 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 (para 8-3m of AR 190-45,

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Law Enforcement Reporting). Contracting Officer Representatives, in consultation with Program Managers and the Mission and Installation Contracting Command (MICC) - Mission Contracting of Fort Hood, will ensure proper reporting through the appropriate ISD/ISO and Partner-in-Excellence organization to the Commander (also an SIR if the incident occurs on the Installation IAW AR 190-45).

(3) Serious training incident/accident, which could result in loss of life, limb, eyesight or hearing (also an SIR IAW AR 190-45).

(4) Bomb or explosion incident on the installation (also an SIR IAW AR 190-45).

(5) Any fire on the installation involving death, serious injury or property damage (if unusable for intended mission/purpose) (also an SIR IAW AR 190-45).

(6) Any incident resulting in significant disruption to installation operations (e.g., electrical outages, loss of water/sewage/heating/cooling) or to mission completion (i.e., ARFORGEN training, mobilization/demobilization timeliness, deployment/redeployment operations) (also an SIR IAW AR 190-45).

(7) Any instance of kidnapping or missing children of USAG personnel or Family members (also an SIR IAW AR 190-45).

(8) Any incident, suspected or confirmed, involving a hate crime (racially, ethnically or religiously motivated criminal act) (also an SIR IAW AR 190-45).

(9) Any other incident that the ISD/ISO Director and Office Chiefs determines to be of concern to the Garrison Commander based on the nature, gravity or potential for adverse publicity.

b. CCIR Reporting Criteria. The following incidents will be reported immediately to the Garrison Commander, when known, telephonically or in person, as appropriate during normal duty hours. If during non duty hours, then provide an email and follow-up during duty hours.

(1) Any time DES dispatches the Mobile Command Post.

(2) Any major breach of installation security.

(3) Serious incident or misconduct involving a senior Garrison employee (CSM/SGM, Field Grade Officer, GS-13 or equivalent and above).

(4) Any suicide ideation or attempt (Soldiers anytime; Civilians on-duty only).

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- (5) Any workplace sexual assault or harassment incident.
- (6) Evacuation of Family members from post housing.
- (7) Any hate crime committed on the installation.
- (8) Hospitalization, in-patient, of a Garrison employee.
- (9) Selection of Garrison employee or entity for IMCN/IMCOM/DA/DoD award.
- (10) Any other incident that may be of concern to IMCOM or Fort Hood leadership based on the nature, gravity, or potential for adverse publicity.

5. IMPLEMENTATION. There are two elements essential to successfully implementing the guidance directed in this policy memorandum.

a. Ensure all USAG personnel understand the regulatory and IMCOM policy guidance for SIR and the criteria to determine if an incident requires a SIR. When in doubt – report.

b. Timely reporting through the Installation Operations Center (IOC) to the Garrison Command Group. An initial report provided immediately is better than a 100% accurate report provided late. I expect ISD/ISO Directors and Office Chiefs to call me anytime at their discretion. However, I also expect them to ensure timely reports are provided to the IOC, to ensure all appropriate agencies receive the SIR IAW regulatory and policy guidelines. Report any incident you believe requires the attention of the Garrison Commander.

6. REPORTING PROCEDURES.

a. Submit/Report all SIR Categories as prescribed in references a-d.

b. Submit all written SIRs to the IOC via NIPRNET: usarmy.hood.usag.mbx.ioc@mail.mil, on the global address book displayed as "USARMY FT HOOD USAG MAILBOX IOC".

7. The IOC has staff responsibility for administration of SIR reporting. The IOC will ensure the appropriate Garrison leadership and staff are informed as required and meets the notification timeline to IMCN.

8. PROPONENT. The Directorate of Plans, Training, Mobilization, and Security (DPTMS) point of contact is Edwin Rivera, Chief Installation Operations Center (IOC) at (254)287-1994 or email: edwin.rivera@us.army.mil.

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9. **EXPIRATION.** This policy memorandum supersedes previous SIR policy issued by the Garrison Commander and will remain in effect until superseded or rescinded.

3 Encls

1. IMCOM SIR/CCIR Reporting Matrix
2. OPORD PW 11-07-496
3. USAG Commander Notification Criteria


MATTHEW G. ELLEDGE
COL, IN
Commanding