



DEPARTMENT OF THE ARMY
HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL
2700 INDIANA AVENUE
FORT CAMPBELL KY 42223-5656

AFZB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #6 – Fort Campbell Policy on Serious Incident Reporting (SIR) and Commander's Critical Information Requirements (CCIR)

1. References:

- a. Army Regulation (AR) 190-45, *Law Enforcement Reporting*, dated 27 September 2016.
- b. U.S. Army Forces Command (FORSCOM) CCIR, dated 30 January 2019.
- c. CHANGE 1 to XVIII Airborne Corps (ABC) SIR and CCIR Directive, dated 10 October 2015.

2. Subordinate Commander's Responsibilities.

- a. *Notification of serious incidents to me is a commander's responsibility.*
- b. Commander's Critical Information Requirements (CCIR). FORSCOM, XVIII ABC, and 101stABN (AASLT) CCIRs are listed in Enclosure 1. Enclosure 2 (101st ABN DIV (AASLT) SIR MATRIX) identifies serious incidents that require an immediate or First Light telephonic notification to me.
- c. All serious incidents listed in Enclosure 2 also require the Major Unit Commander or their designee to immediately send me an email with the who, what, when, where, and why. Additionally, include those in the Command Group who were notified and unit actions taken or that will take place. Ensure the email is carbon copied to the Chief of Staff, Division Command Sergeant Major, Director-Mission Support Staff, and the Division Staff Judge Advocate.
- d. Do not delay the submission of Serious Incident Reports due to incomplete information. Submit the report with all pertinent information known and follow-up as the situation develops.

3. Serious Incident Reports (SIR).

- a. Major unit commands, select tenant units (716 MP, LRC, NCOA, NEC, RASCON, TMDE, TSAAS) and the Directorate of Emergency Services (DES), will complete the

AFZB-CG

SUBJECT: Policy Letter #6 – Fort Campbell Policy on Serious Incident Reporting (SIR) and Commander's Critical Information Requirements (CCIR)

FORSCOM 12-Line SIR (Enclosure 3 / posted on the Division Portal) and send to the Division Emergency Operations Center (IOC/EOC) for processing. The 531st HC and 52nd OD will submit SIR's through their major unit command and carbon copy the IOC/EOC to submit to local chain of command for situational awareness. After receipt, the IOC/EOC will assign an SIR Number and forward to the MSS Director for review and approval. Once approved, the IOC/EOC will send the report to US Army FORSCOM, Installation Management Command (IMCOM), and cc the XVIII ABC EOC. The IOC/ EOC will immediately follow up with a telephonic notification to the FORSCOM Operations Center (FOC) at DSN 312-670-5222, Commercial 910-570-5222 and IMCOM Watch.

b. Subordinate units/DES will submit Category 1 SIRs to the EOC within 6 hours of notification of the incident to the BCT/CAB/BDE Commander. Category 2 and 3 SIRs will be submitted within 12 hours of notification to the BCT/CAB/BDE Commander.

c. The EOC will send Category 1 SIRs to the FORSCOM within 12 hours of notification of the incident to the BCT/CAB/BDE Commander for Category 1 SIRs and will send Category 2 and 3 SIRs within 24 hours notification of the incident to the BCT/CAB/BDE, and cc the XVIII Airborne Corps EOC.

d. All reports will include whether the Soldier involved was deployed within the last year.

e. All SIRs should be reviewed at the BCT/CAB/BDE level for grammar and content.

f. BCT/CAB/BDE's will also include who the unit release authority is in the body of the email.

g. Commanders should ensure their servicing legal advisors are included on appropriate notifications of serious incidents.

4. Categories. SIR categories and incidents are derived from AR 190-45, Law Enforcement Reporting. Additionally, Enclosure 1 identifies minimum telephonic requirements per incident and digital SIR time requirements, and defines certain terms in the notes section.

a. For Category 2.v incidents, I define "serious" as an incident in which the victim is admitted to the hospital and remains hospitalized for beyond 24 hours.

b. For Category 3.k. incidents, I define "spillage" as a situation whereby an individual accessed, received, or discovered any document, email, briefing, etc., which contained classified information or information believed to be classified on a system operating at a lower classification level. The reporting unit is required to send SIRs involving classified "spillage" over the Non-Secure Internet Protocol Router (NIPR)

AFZB-CG

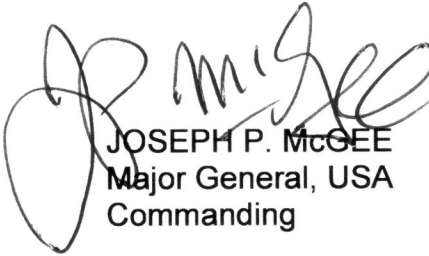
SUBJECT: Policy Letter #6 – Fort Campbell Policy on Serious Incident Reporting (SIR) and Commander's Critical Information Requirements (CCIR)

network. No classified information may be disclosed, only the fact that a spillage occurred. Specific information pertaining to the spillage will be shared over the Secure Internet Protocol Router (SIPR) network and transmitted IAW prescribed reporting timelines.

5. The point of contact for this policy is the Secretary of the General Staff at (270) 798-9964.

3 Encls

1. FORSCOM and 101st ABN (AASLT) CCIR
2. 101st ABN (AASLT) SIR Matrix
3. FORSCOM 12-Line SIR Template



JOSEPH P. MCGEE
Major General, USA
Commanding

DISTRIBUTION: A