



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

JAN 09 2013

AFZX-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CG-01 – Commander's Critical Information Requirements (CCIRs)

1. Purpose. To identify the commanding general's CCIRs and provide guidance on the reporting process.
2. Fort Polk CCIRs fall into two levels of concern based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident to Fort Polk and its immediate populace. A Level 1 CCIR requires the immediate notification of the CG, regardless of the time of day or night, and a Level 2 CCIR requires the CG be notified NLT 0900 the following morning.
  - a. Level 1. The CofS will be notified immediately during duty hours (531-7222) or through the emergency operations center (EOC) during non-duty hours (531-4916/7501) in the event any of the below incidents occur. This does not preclude MSC commanders from notifying the CG directly; however, the CofS must also be notified to ensure the installation staff is informed and tasked as appropriate.
    - (1) Death or serious life-threatening injury to any Fort Polk Soldier, Family member or to any Soldier training at Fort Polk in rotation or undergoing mobilization.
    - (2) Any incident involving an officer or enlisted Soldier in the rank of (E-7) SFC or above.
    - (3) Any incident that has the potential for immediate adverse media attention, publicity, or negative consequences on the Fort Polk population and community.
    - (4) Any security incidents involving potential compromise/unauthorized disclosure of classified or mission critical unclassified information including data spillage from a higher to lower network.
    - (5) Suicide attempt by a Fort Polk Soldier or Family member.
    - (6) Increase in force protection level or intelligence of threats or incidents affecting the security of Fort Polk.

AFZX-CG

SUBJECT: Command Policy Memorandum CG-01 – Commander's Critical Information Requirements (CCIRs)

(7) Ongoing criminal activity committed by or against a Soldier where command action or decision may stop the misconduct or prevent imminent physical harm to another individual (i.e. hostage situations).

(8) Class A or B military aircraft accidents of Fort Polk or rotational unit aircraft.

b. Level 2. The CofS will be notified of the below incidents and brief the CG NLT 0900 the following morning.

(1) Serious injury, requiring hospitalization of any Fort Polk Soldier or Family member.

(2) Arrival of any WIA Soldier to BJACH and/or Fort Polk.

(3) Serious injury, requiring hospitalization of any Soldier at Fort Polk in rotation or undergoing mobilization.

(4) Serious accidents, damage, or crimes that will adversely affect Fort Polk or its community.

(5) Loss of any sensitive or high dollar value items.

(6) Attacks on the Fort Polk information network.

(7) Suspicious activity or other indicators of a possible threat or incident affecting the security of Fort Polk.

(8) Incident involving weapons or ammunition.

(9) Reportable fuel, oil, or chemical spills.

(10) Military vehicle accidents resulting in high dollar property or vehicle damage.

(11) Range fires that threaten government property or the surrounding civilian populace, facilities, or property.

(12) Sexual assaults on any Soldier, assigned and/or on temporary duty to JRTC and Fort Polk.

(13) Damage to barracks or government housing that displaces Soldiers and/or Family members.

AFZX-CG

SUBJECT: Command Policy Memorandum CG-01 – Commander's Critical Information Requirements (CCIRs)

(14) Motorcycle or all-terrain vehicle accidents with injury causing one or more days loss of work.

3. In the event other serious incidents occur that are not addressed in this memo, contact the CofS for guidance during duty hours or the EOC after duty hours. If unable to contact the CofS for Level 1 CCIRs, contact the CG directly.



WILLIAM B. HICKMAN  
Brigadier General, USA  
Commanding

DISTRIBUTION:

A+