



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

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JUN 01 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #15 – Critical Command Information Requirements (CCIR)

1. References.

- a. Army Regulation (AR) 190-45, Law Enforcement Reporting, 30 March 2007
- b. Installation Management Command Regulation 190-1, IMCOM Serious Incident Report (SIR), 29 March 2013
- c. IMCOM Regulation 190-45-1, U.S. Army Serious Incident Reports, 21 September 2015
- d. OPERATIONS ORDER 16-061: IMCOM Commanders Critical Information Requirements (CCIR), 25 March 2016
- e. Annex A (IMCOM CCIR Report Matrix) to OPORD 16-061: IMCOM Commander's Critical Information Requirements, 5 February 2016
- f. Command Policy Memorandum CG-01, Commander's Critical Information Requirements (CCIR), 24 April 2015

2. Purpose.

- a. To identify the Garrison Commander's CCIRs and prescribe responsibilities for reporting serious incidents and critical information within the Fort Polk Garrison Area of Responsibility (AOR).
- b. The Army's Serious Incident Reporting (SIR) system provides early notice to the Installation Management Command (IMCOM) chain of command and Army leadership that a serious incident has or may have occurred.
- c. This policy reinforces Army regulatory reporting requirements, incorporates Installation Management Command, Central (IMCOM-CN) SIR reporting requirements, and directs timelines and procedure for reporting SIRs.

3. Applicability.

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a. This guidance memo establishes SIR procedures for all military and civilian leaders within the USAG, Fort Polk garrison.

b. The Directorate of Plans, Training, Mobilization and Security (DPTMS) along with the assistance of the Installation Operations Center/Emergency Operations Center (IOC/EOC) has staff responsibility for administering SIR reporting. The IOC/EOC will ensure notification timelines are met when informing appropriate garrison leadership and staff to include the Garrison Commander (GC), JRTC and Fort Polk Commanding General (CG), and the Department of the Army (DA).

c. HHC, USAG Commander and all directors/activity chiefs will establish and implement reporting systems within their areas of responsibility to ensure compliance with the timelines and procedures in this guidance memo.

4. CCIR Categories: Fort Polk CG's CCIRs fall into three categories of reporting based on the incident nature, gravity, potential for adverse publicity, or negative consequences to Fort Polk and its immediate populace.

a. Level 1. In the event of an incident listed below, the CG, Chief of Staff (CoS) and Post Command Sergeant Major (PCSM) will be notified immediately during duty hours or through the IOC/EOC during non-duty hours; the GC, the Deputy to the Garrison Commander (DGC) and the Garrison Command Sergeant Major (GCSM) must also be notified to ensure installation staff is informed and tasked as appropriate.

(1) Death or serious, life-threatening injury to any Fort Polk Soldier, Family member, DA Civilian, Soldier in training at Fort Polk in rotation or undergoing mobilization, or contract employee working on Fort Polk.

(2) Any deployed Fort Polk Soldier killed in action (KIA).

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

(4) Suicide attempt by a Fort Polk Soldier, Family member, DA Civilian or contract employee of Fort Polk.

(5) Sexual assaults/harassment incidents on a Fort Polk Soldier, Family member, DA Civilian or contract employee of Fort Polk.

(6) Damage to barracks or government housing, facilities, or affects on heating/cooling, utilities (electric, gas, water) that displaces Soldiers, Family members, or DA Civilians.

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(7) Increase in force protection levels or intelligence of threats or incidents affecting the security of Fort Polk.

(8) Attacks or outage on the Fort Polk information network – both secure and non-secure networks.

(9) Any incident that has the potential for immediate adverse publicity or negative consequences on the Fort Polk population, community and which may discredit the Army, IMCOM or any of its members.

(10) Increase in force protection conditions that indicate heightened threats.

(11) Loss of any sensitive or high dollar value item.

(12) Incidents involving weapons or ammunitions.

(13) Reportable fuel, oil or chemical spills (42 Gallons).

b. Category 2. In the event of an incident listed below, the CG, CoS and PCSM will be notified NLT 0900 the following morning; the GC, DGC and GCSM must be notified NLT 0800 the following morning to ensure the GC has accurate and updated information prior to briefing the CG.

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

(2) Any deployed Fort Polk Soldier wounded in action (WIA). Ensure that the category and extent of the WIA is listed (Very Serious, Serious, Routine), as well as the 5Ws.

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

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

(5) Serious or threatening incidents involving senior leaders (SFC or above, DA Civilians (GS 9 or above), and contract employees of Fort Polk.

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

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

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

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

(10) All off post responses to emergency services (vehicle accidents, fires, etc.).

(11) Any reported loss of Time Fuse (DODAC MN41), Fuse Igniters (MN08), Detonation Cord (M456), Shock Tube (MN07, ML47, MN02, MN03, or MN39), or blasting caps (MN06, M130, or M131) from the ASP (MSC or RTU).

(12) Any suspected spillage or access by outside agencies of Personal Identifiable Information (PII) of Military, DA Civilian, Family Members, and Contractors with ties to Fort Polk or the surrounding Communities.

c. Category 3a. In the event of an incident listed below, the GC, DGC, and GCSM will be notified immediately during duty hours or through the IOC/EOC during non-duty hours and will be brief the JRTC & FP CG.

(1) Disasters or crisis resulting in significant disruption to installation operations exceeding 24 hours, (loss of electrical power, water, sewage, heating, cooling or training support).

(2) Initiation of contingency operations/deployment/mobilization.

(3) Any aircraft accident or incident on military property or which has IMCOM Air Traffic Control involvement or culpability.

d. Category 3b. In the event of an incident listed below, the GC, DGC, and GCSM will be notified and brief the JRTC & FP CG.

(1) Serious communication with a Flag/General Officer (GO) at Fort Polk, especially if negative.

(2) GC, DGC, GCSM, and/or directors/activity chiefs are out of communication or temporarily away the organization. This includes TDY, leave, etc.

(3) Incidents involving Flag/General Officer or Family members of same.

(4) Significant changes to normal activities on the installation that might prompt interest from senior occupants, including changes that negatively affect mission,

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commander's readiness, and non-routine or unusual support to sister services or other governmental agencies.

(5) Visits by a Major General or above and elected officials for official business involving installation operations.

(6) Changes to projects that have command interest (delay in completion dates and increased funding requirements).

(7) Any active or reserve component unit deploying, mobilizing, or demobilizing that may miss its movement latest arrival date due to perceived or actual base operations shortfall.

(8) Any animal attack on the installation.

5. IMCOM CCIR. In addition to the above reporting requirements, IMCOM has other reporting requirements which may or may not be the same as the FORSCOM/JRTC and Fort Polk Senior Commander's requirements. The IMCOM reporting requirements are listed below.

a. IMCOM CCIR Related Incidents listed below will be reported IAW the following: GC/GM/DGC/DGM will provide Immediate Telephonic Notification to the DCG/CoS, RD and IMCOM Operations Center. Written report will follow within 2 Hours of notification. Note: Event 5: CDC "Child Abuse" issues will be reported IAW AR 190-45.

(1) Death or Serious injury involving loss of life, limb, or sight to any IMCOM Member (Soldier, Civilian, and Contractors) residing on or off the installation. **NOTE:** Commanders will within one or two days, or as it becomes available provide pertinent information to help the IMCOM CG prepare 3-Star notes to send to the grieving Family Members of the Soldier or Civilian (send the name and mailing address of the next of kin, any "go-by-names," as well as any additional info that is fitting or special in nature that will help to personalize the note).

(2) Any sexual assault reported by any IMCOM assigned military or civilian employee.

(3) Any major crisis resulting in disruption to installation operations, electrical outage, loss of water, sewage, heating, communications, cooling capabilities that effect quality of life (QOL) or damage/destruction to the installation.

(4) Imminent or forecasted natural or man made disaster impacting IMCOM installation (tsunami warning, earthquake, hurricane warning, flooding, winter weather

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(causing closure or delay) major brush or wild fires). This includes Immediate Response (IR) Actions.

(5) Any incidents occurring in a CYS Services program or facility that include:

(a) Injury to a child/youth sustained in a CYS Services program or facility resulting in admission to a hospital or which prevents/precludes the child/youth from participating in school/Child Development Center (CDC)/Youth Programs for more than three (3) days.

(b) Child neglect, or physical or sexual abuse allegations resulting in arrest of any person working or volunteering in any CYS Services program, even if the allegation did not involve a child enrolled in a CYS Services program.

(c) Any substantiated child neglect or abuse charge.

(d) Revocation or deferment of accreditation for any CDC or School Age Center.

b. IMCOM CCIR Related Incidents listed below will be reported IAW the following: GC/GM/ DGC/DGM will email a written report within 2 hours to the DCG/CoS, RD, IMCOM Operations Center, and the Region.

(1) Any visit by the SECARMY, Chief of Staff, Vice Chief of Staff of the Army, Sergeant Major of the Army, the Assistant Secretary of the Army (M&RA), the Assistant Secretary of the Army (IE&E) any 4 star GO and 3 star or 3 star equivalent and above personnel; or elected/appointed Government officials.

(2) Environmental incident or action that has shutdown operations or training at an installation due to spills, range fires, legal suits, administrative order that would stop operations. Environmental incident requiring immediate notification to any DoD or external agency.

(3) Potentially adverse public affairs issues on the installation that effects the mission or the ability to provide services to the IMCOM community.

(4) Any change in FPCON baseline.

(5) Any incident not covered in this matrix or regulatory guidance that the SC or GC deem to be of interest to the IMCOM Leadership, based on the nature of gravity, potential for adverse publicity or potential consequences of the incident.

c. IMCOM Garrison Commanders/Managers are required to report HQDA SIR CAT 2 (3.m.) and (3.t.) using DA Reg 190-45, ref (b). This is a separate action from the required report by IMCOM Reg 190-45-1, ref (c).

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(1) Death or Serious injury involving loss of life, limb, or sight to any IMCOM Member's immediate Family Member (spouse, children) residing on or off the installation.

(2) **NOTE:** Commanders will within one or two days, or as it becomes available provide pertinent information to help the IMCOM CG prepare 3-Star notes to send to the grieving family members (send the name and mailing address of the next of kin, any "go-by-names," as well as any additional info that is fitting or special in nature that will help to personalize the note).

d. SIR Cat 1 (HQDA) – IMCOM RELATED ONLY: GC/GM/DGC/DGM will provide Immediate Telephonic Notification to the Army Watch, and notify the DCG/CoS, RD and IMCOM Operations Center within 2 hours. A written report will follow within 12 hours.

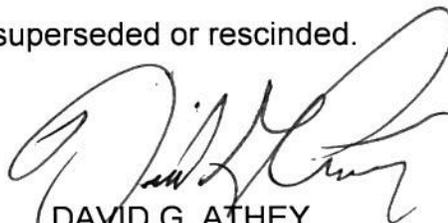
e. SIR Cat 2 (HQDA) – IMCOM RELATED ONLY: GC/GM/DGC/DGM will provide a written EXSUM report emailed within 6 hours of discovery or notification to the IMCOM Operations Center and Region. A written report will be submitted to the Army Watch within 24 hours.

6. Information Requirements (IR). In the event of other serious incidents not addressed in this memo, contact the DGC or GCSM for guidance during duty hours or the IOC/EOC after duty hours. If unable to contact the DGC or GCSM for CCIR Categories 3a and 3b, contact the GC directly.

7. Procedures. For DA reportable CCIR Category 1 or 2, directors/activity chiefs will notify me verbally (preferred) or through a written (email) report. Upon my review/approval, I will forward the report to JRTC & FP CG and Director, IMCOM-CE.

8. Proponent. The Directorate of Plans, Training, Mobilization and Security is the proponent for this policy.

9. This policy will remain in effect until superseded or rescinded.



DAVID G. ATHEY
COL, AR
Commanding

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