

Army Regulation 190–40

Military Police

Serious Incident Report

**Headquarters
Department of the Army
Washington, DC
09 February 2006**

UNCLASSIFIED

SUMMARY of CHANGE

AR 190-40

Serious Incident Report

This rapid action revision dated 09 February 2006--

- o Requires that all deaths (except for those occurring due to natural causes) that occur in Army Medical Treatment Facilities be reported to HQDA (para 2-3m).
- o Modifies paragraph 2-3m for clarity (deletes the word "unattended").
- o Changes office of the Provost Marshal General's electronic mail address.

This major revision dated 15 June 2005--

- o Establishes Law Enforcement Areas of Responsibility (chap 1).
- o Establishes the Provost Marshal General as the proponent for this regulation (para 1-4a).
- o Mandates that all serious incident reports for a soldier is listed as a subject state whether the soldier has deployed within the past year (para 2-1e).
- o Mandates that all reports involving the death of a soldier include whether the next of kin has been notified, and that reports of traffic accident fatalities state whether seatbelts were used or whether alcohol was involved (para 2-3m).
- o Changes the reporting status of reported cases of child abuse that occur within a family unit (para 2-3t).
- o Adds serious domestic violence incidents as a category 2 reportable incident (para 2-3v).
- o Adds the requirement to submit all reports to Headquarters, Office of the Provost Marshal General (DAPM-OPS) and the Army Watch (para 3-2a & b).
- o Specifies electronic mail addresses for Headquarters, Office of the Provost Marshal General (DAPM-OPS), the Installation Management Agency, and the Army Watch for submission of reports (fig 3-7).
- o Adds Management Control Checklist (app B).

Effective 09 March 2006

Military Police

Serious Incident Report

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:



SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This regulation prescribes responsibilities and policy for the Serious Incident Reports system. It also establishes responsibilities and policy for reporting Serious Incident Reports.

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States/Army National

Guard, and the United States Army Reserve, unless stated otherwise.

Proponent and exception authority.

The proponent of this regulation is the Office of the Provost Marshal General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation contains management control provisions and identifies key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters, Office of the Provost Marshal General (DAPM–OPS), 2800 Army Pentagon, Washington, DC 20310–2800.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Office of the Provost Marshal General (DAPM–OPS), 2800 Army Pentagon, Washington, DC 20310–2800.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard of the United States and the U.S. Army Reserve.

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Glossary

Chapter 1

Introduction

1-1. Purpose

- a.* This regulation prescribes responsibilities and updates policy and procedures for reporting serious incidents within the Department of the Army (DA).
- b.* The Serious Incident Report (SIR) system—
 - (1) Provides early notice to Headquarters, Department of the Army (HQDA) that a serious incident has occurred or may have occurred.
 - (2) Provides the chain of command with timely information to respond to queries from Department of Defense (DOD), news media, and others.
 - (3) Meets law enforcement reporting requirements for selected criminal incidents and provides law enforcement personnel such as the Department of Homeland Security (DHS) and Transportation Security Administration (TSA) the most current information available.
 - (4) Is not designed to be used for statistical comparison of commands.
 - (5) Is not intended to include reporting of all criminal acts.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a.* The Provost Marshal General (OPMG) will develop Army policy on reporting serious incidents and will maintain the official record of serious incident reports submitted to HQDA. All official records will be maintained in accordance with AR 25-400-2.
- b.* Continental United States (CONUS) installation commanders will—
 - (1) Report serious incidents to HQDA as prescribed by this regulation.
 - (2) Report incidents occurring off the installation in the geographic areas for Provost Marshal activities prescribed by Table 1-1.
 - (3) Establish additional reporting categories as prescribed in paragraph 2-4, if desired.
- c.* All the Active Army, the Army National Guard (ARNG), or the United States Army Reserve (USAR) unit, agency, or activity commanders, to include commanders of Army elements of unified or combined commands, will—
 - (1) Notify the CONUS installation commander having geographic reporting responsibility or the overseas major Army Command (MACOM) commander, and the Installation Management Agency (IMA)–Europe Director of Emergency Services expeditiously, as appropriate, of serious incidents.
 - (2) Provide follow up information for supplementary reporting, as necessary.
- d.* The CONUS installation commanders may transfer reporting responsibility to another CONUS installation commander by mutual agreement, subject to DAPM-MPD-LE approval. Transfer procedures are described in paragraph 3-4.
- e.* See table 1-1 for geographical areas of responsibility.

Table 1–1
Geographical areas of responsibility

Installation	Areas of Responsibility
Fort AP Hill, VA	a. Virginia counties (1) Caroline (2) King George (3) Louisa (4) Spotsylvania b. West Virginia counties (1) Boone (2) Clay (3) Fayette (4) Greenbrier (5) Jackson (6) Kanawha (7) Lincoln (8) Logan (9) McDowell (10) Mercer (11) Monroe (12) Nicholas (13) Putman (14) Raleigh (15) Roane (16) Wyoming

Table 1–1
Geographical areas of responsibility—Continued

Fort Belvoir, VA

a. Virginia counties

- (1) Albemarle
- (2) Augusta
- (3) Bath
- (4) Clarke
- (5) Culpepper
- (6) Fauquier
- (7) Frederick
- (8) Greene
- (9) Highland
- (10) Madison
- (11) Orange
- (12) Page
- (13) Rappahannock
- (14) Rockingham
- (15) Shenandoah
- (16) Stafford
- (17) Warren

b. West Virginia counties

- (1) Barbour
 - (2) Berkeley
 - (3) Braxton
 - (4) Brooke
 - (5) Calhoun
 - (6) Dodd-Ridge
 - (7) Gilmer
 - (8) Grant
 - (9) Hampshire
 - (10) Hancock
 - (11) Hardy
 - (12) Harrison
 - (13) Jefferson
 - (14) Lewis
 - (15) Marion
 - (16) Marshall
 - (17) Mineral
 - (18) Monongalia
 - (19) Morgan
 - (20) Ohio
 - (21) Pendleton
 - (22) Pleasants
 - (23) Pocahontas
 - (24) Preston
 - (25) Randolph
 - (26) Ritchie
 - (27) Taylor
 - (28) Tucker
 - (29) Tyler
 - (30) Upshur
 - (31) Webster
 - (32) Wetzel
 - (33) Wirt
 - (34) Wood
-

Table 1–1
Geographical areas of responsibility—Continued

Fort Benning, GA	a. Florida counties (1) Bay (2) Calhoun (3) Columbia (4) Dixie (5) Escambia (6) Franklin (7) Gadsden (8) Gilchrist (9) Gulf (10) Hamilton (11) Holmes (12) Jackson (13) Jefferson (14) Lafayette (15) Leon (16) Liberty (17) Madison (18) Okaloosa (19) Santa Rosa (20) Suwannee (21) Taylor (22) Wakulla (23) Walton (24) Washington b. Georgia counties (1) Baker (2) Berrien (3) Bleckley (4) Calhoun (5) Chattahoochee (6) Clay (7) Colquitt (8) Columbus-Muscogee (9) Cook (10) Crawford (11) Crisp (12) Decatur (13) Dooly (14) Dougherty (15) Early (16) Grady (17) Harris (18) Houston (19) Lamar (20) Lee (21) Macon (22) Marion (23) Meriwether (24) Miller (25) Mitchell (26) Monroe (27) Peach (28) Pike (29) Pulaski (30) Quitman (31) Randolph (32) Schley (33) Seminole (34) Stewart (35) Sumter (36) Talbot (37) Taylor (38) Terrell (39) Thomas (40) Tift (41) Troup (42) Turner (43) Upson (44) Webster (45) Wilcox (46) Worth
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Table 1–1
Geographical areas of responsibility—Continued

Fort Bliss, TX	a. All New Mexico counties except (1) Catron (2) Grant (3) Hidalgo b. All Texas counties west of and including (1) Bailey (2) Dawson (3) Hockley (4) Lubbock (5) Lynn (6) Martin (7) Midland (8) Terrell (9) Upton
Fort Bragg, NC	a. All North Carolina counties b. Tennessee counties (1) Carter (2) Johnson (3) Sullivan (4) Unicoi (5) Washington c. Virginia counties (1) Bland (2) Buchanan (3) Carroll (4) Dickenson (5) Floyd (6) Grayson (7) Henry (8) Lee (9) Patrick (10) Pulaski (11) Russell (12) Scott (13) Smyth (14) Tazewell (15) Washington (16) Wise (17) Wythe
Fort Buchanan, PR	a. All of Puerto Rico b. U.S. Virgin Islands

Table 1–1
Geographical areas of responsibility—Continued

Fort Campbell, KY	a. Alabama counties (1) Colbert (2) DeKalb (3) Franklin (4) Jackson (5) Lauderdale (6) Lawrence (7) Limestone (8) Madison (9) Marshall (10) Morgan b. Arkansas counties (1) Crittenden (2) Lee (3) Mississippi (4) Monroe (5) Phillips (6) St. Francis c. All Illinois counties east and south of and including (1) Clark (2) Cumberland (3) Fayette (4) Franklin (5) Jackson (6) Jefferson (7) Marion (8) Shelby d. All Kentucky counties west of and including (1) Allen (2) Butler (3) Daviess (4) Ohio (5) Warren e. All Mississippi counties north of and including (1) Clay (2) Coahoma (3) Grenada (4) Monroe (5) Tallahatchie (6) Webster f. All Tennessee counties not listed under Fort Bragg, Fort Knox and Fort McPherson
Carlisle Barracks, PA	a. All Ohio counties east of and including (1) Coshocton (2) Guernsey (3) Holmes (4) Lorain (5) Medina (6) Monroe (7) Noble (8) Wayne b. All Pennsylvania counties not listed under Fort Dix
Fort Carson, CO	a. All Colorado counties b. All Montana counties east of including (1) Fergus (2) Park (3) Phillips (4) Sweet Grass (5) Wheatland c. All Nebraska counties west of and including (1) Arthur (2) Grant (3) Hayes (4) Hitchcock (5) Keith (6) Perkins (7) Sheridan d. All Utah counties e. All Wyoming counties

Table 1–1
Geographical areas of responsibility—Continued

Fort Detrick, MD	Maryland counties (1) Allegany (2) Carroll (3) Frederick (4) Garrett (5) Washington
Fort Dix, NJ	a. All Maine counties b. All Massachusetts counties c. All New Hampshire counties d. All New Jersey counties e. Pennsylvania counties (1) Berks (2) Bucks (3) Chester (4) Delaware (5) Lancaster (6) Lebanon (7) Lehigh (8) Montgomery (9) Northampton (10) Philadelphia f. All Rhode Island counties g. All Vermont counties
Fort Drum, NY	All New York counties except those listed under Fort Hamilton
Fort Eustis, VA	Virginia counties (1) Accomack (2) Charles City (3) Essex (4) Gloucester (5) Hanover (6) Henrico (7) James City (8) King and Queen (9) King William (10) Lancaster (11) Mathews (12) Middlesex (13) New Kent (14) Northampton (15) Northumberland (16) Richmond (17) Surry (18) Westmoreland (19) York

Table 1–1
Geographical areas of responsibility—Continued

Fort Gordon, GA	Georgia counties (1) Baldwin (2) Banks (3) Bibb (4) Bulloch (5) Burke (6) Candler (7) Clarke (8) Columbia (9) Elbert (10) Emanuel (11) Franklin (12) Glascock (13) Greene (14) Habersham (15) Hancock (16) Hart (17) Jackson (18) Jefferson (19) Jenkins (20) Johnson (21) Jones (22) Laurens (23) Lincoln (24) Madison (25) McDuffie (26) Montgomery (27) Morgan (28) Oconee (29) Oglethorpe (30) Putnam (31) Rabun (32) Richmond (33) Screven (34) Stephens (35) Taliaferro (36) Treutlen (37) Twiggs (38) Warren (39) Washington (40) Wheeler (41) Wilkes (42) Wilkinson
Fort Hamilton, NY	a. All Connecticut counties b. All New York counties south of (1) Albany (2) Delaware (3) Rensselaer (4) Schoharie

Table 1–1
Geographical areas of responsibility—Continued

Fort Hood, TX	a. All Texas counties east of (1) Borden (2) Crosby (3) Garza (4) Glasscock (5) Howard b. All Texas counties north of (1) Austin (2) Bastrop (3) Blanco (4) Brazoria (5) Chambers (6) Crockett (7) Fayette (8) Fort Bend (9) Galveston (10) Gillespie (11) Hays (12) Jefferson (13) Kimble (14) Schleicher (15) Travis c. All Texas counties south of and including (1) Archer (2) Baylor (3) Bowie (4) Clay (5) Cooke (6) Dickens (7) Fannin (8) Grayson (9) King (10) Knox (11) Lamar (12) Montague (13) Red River
Fort Huachuca, AZ	a. All Arizona counties b. New Mexico counties (1) Catron (2) Grant (3) Hidalgo
Fort Irwin, CA	a. All California counties not listed under Fort Lewis b. All Nevada counties
Fort Jackson, SC	All South Carolina counties except (1) Beaufort (2) Jasper

Table 1–1
Geographical areas of responsibility—Continued

Fort Knox, KY	a. All Illinois counties east and north of and including (1) Boone (2) Coles (3) DeKalb (4) DeWitt (5) Edgar (6) LaSalle (7) Livingston (8) Macon (9) McLean (10) Moultrie b. All Indiana counties c. All Kentucky counties east of (1) Allen (2) Butler (3) Daviess (4) Ohio (5) Warren d. All Michigan counties e. All Ohio counties west of (1) Coshocton (2) Guernsey (3) Holmes (4) Lorain (5) Medina (6) Monroe (7) Noble (8) Wayne f. Tennessee counties (1) Campbell (2) Claiborne (3) Clay (4) Fentress (5) Hancock (6) Hawkins (7) Jackson (8) Morgan (9) Overton (10) Pickett (11) Scott g. West Virginia counties (1) Cabell (2) Mason (3) Mingo (4) Wayne
Fort Leavenworth, KS	a. All Iowa counties b. All Kansas counties east of and including (1) Brown (2) Coffey (3) Jackson (4) Montgomery (5) Osage (6) Shawnee (7) Wilson (8) Woodson c. All Minnesota counties d. All Wisconsin counties

Table 1–1
Geographical areas of responsibility—Continued

Fort Lee, VA	Virginia counties (1) Alleghany (2) Amelia (3) Amherst (4) Appomattox (5) Bedford (6) Botetourt (7) Brunswick (8) Buckingham (9) Campbell (10) Charlotte (11) Chesterfield (12) Craig (13) Cumberland (14) Dinwiddie (15) Franklin (16) Fluvanna (17) Giles (18) Goochland (19) Halifax (20) Lunenburg (21) Mecklenburg (22) Montgomery (23) Nelson (24) Nottoway (25) Pittsylvania (26) Powhatan (27) Prince Edward (28) Roanoke (29) Rockbridge
Fort Leonard Wood, MO	a. All Arkansas counties not listed under Fort Campbell, Fort Polk and Fort Sill b. All Illinois counties not listed under Fort Campbell and Fort Knox c. All Missouri counties
Fort Lewis, WA	a. California Counties (1) Del Norte (2) Humboldt (3) Modoc (4) Shasta (5) Siskiyou (6) Trinity b. All Idaho counties c. All Montana counties west of (1) Fergus (2) Park (3) Phillips (4) Sweet Grass (5) Wheatland d. All Oregon counties e. All Washington counties

Table 1–1
Geographical areas of responsibility—Continued

Fort McPherson, GA	a. All Alabama counties except those listed under Fort Campbell and Fort Rucker b. Georgia counties (1) Barrow (2) Bartow (3) Butts (4) Carroll (5) Catoosa (6) Chattooga (7) Cherokee (8) Clayton (9) Cobb (10) Coweta (11) Dade (12) Dawson (13) DeKalb (14) Douglas (15) Fannin (16) Fayette (17) Floyd (18) Forsyth (19) Fulton (20) Gilmer (21) Gordon (22) Gwinnett (23) Hall (24) Haralson (25) Heard (26) Henry (27) Jasper (28) Lumpkin (29) Murray (30) Newton (31) Paulding (32) Pickens (33) Polk (34) Rockdale (35) Spalding (36) Towns (37) Union (38) Walker (39) Walton (40) White (41) Whitfield c. All Tennessee counties south and east of and including (1) Anderson (2) Bledsoe (3) Grainger (4) Greene (5) Hamblen (6) Loudon (7) Marion (8) Meigs (9) Rhea (10) Sequatchie (11) Union
Fort Meade, MD	a. All Maryland counties not listed under Fort Detrick and Fort Myer b. All Delaware counties

Table 1–1
Geographical areas of responsibility—Continued

Fort Monroe, VA	Virginia counties (1) Chesapeake City (2) Greenville (3) Isle of Wight (4) Norfolk City (5) Prince George (6) Portsmouth City (7) Southampton (8) Suffolk City (9) Sussex (10) Virginia Beach City
Fort Myer, VA	a. All of District of Columbia b. Maryland counties (1) Montgomery (2) Prince George's c. Virginia cities (1) Alexandria (2) Fairfax (3) Manassas (4) Manassas Park d. Virginia counties (1) Arlington (2) Fairfax (3) Loudoun (4) Prince William
Fort Polk, LA	a. All Arkansas counties south of and including (1) Arkansas (2) Desha (3) Garland (4) Grant (5) Jefferson (6) Montgomery (7) Polk (8) Saline b. All Louisiana parishes c. All Mississippi counties west and south of and including (1) Attala (2) Bolivar (3) Carroll (4) Jefferson Davis (5) Leake (6) Leflore (7) Marion (8) Montgomery (9) Rankin (10) Simpson (11) Sunflower
Fort Riley, KS	a. All Kansas counties not listed under Fort Leavenworth b. All Nebraska counties east of (1) Arthur (2) Grant (3) Hayes (4) Hitchcock (5) Keith (6) Perkins (7) Sheridan c. All North Dakota counties d. All South Dakota counties
Fort Rucker, AL	a. All Alabama counties south of and including (1) Bibb (2) Chambers (3) Chilton (4) Coosa (5) Greene (6) Hale (7) Sumter (8) Tallapoosa b. All Mississippi counties except those listed under Fort Campbell and Fort Polk

Table 1–1
Geographical areas of responsibility—Continued

Fort Sam Houston, TX	a. Texas counties south and east of and including (1) Austin (2) Bastrop (3) Blanco (4) Brazoria (5) Chambers (6) Crockett (7) Fayette (8) Fort Bend (9) Galveston (10) Gillespie (11) Hays (12) Jefferson (13) Kimble (14) Schleicher (15) Travis (16) Val Verde b. Boundary on the west is Terrell county and the Mexican border
Fort Sill, OK	a. Arkansas counties (1) Crawford (2) Franklin (3) Logan (4) Scott (5) Sebastian b. All Oklahoma counties c. All Texas counties north of and including (1) Cottle (2) Floyd (3) Foard (4) Hale (5) Lamb (6) Motley (7) Wichita (8) Wilbarger

Table 1–1
Geographical areas of responsibility—Continued

Fort Stewart, GA

a. All Florida counties except

- (1) Bay
- (2) Calhoun
- (3) Columbia
- (4) Dixie
- (5) Escambia
- (6) Franklin
- (7) Gadsden
- (8) Gilchrist
- (9) Gulf
- (10) Hamilton
- (11) Holmes
- (12) Jackson
- (13) Jefferson
- (14) Lafayette
- (15) Leon
- (16) Liberty
- (17) Madison
- (18) Okaloosa
- (19) Santa Rosa
- (20) Suwannee
- (21) Taylor
- (22) Wakulla
- (23) Walton
- (24) Washington

b. Georgia counties

- (1) Appling
- (2) Atkinson
- (3) Bacon
- (4) Ben Hill
- (5) Brantley
- (6) Brooks
- (7) Bryan
- (8) Camden
- (9) Charlton
- (10) Chatham
- (11) Clinch
- (12) Coffee
- (13) Dodge
- (14) Effingham
- (15) Echols
- (16) Evans
- (17) Glynn
- (18) Irwin
- (19) Jeff Davis
- (20) Lanier
- (21) Liberty
- (22) Long
- (23) Lowndes
- (24) McIntosh
- (25) Pierce
- (26) Tattnall
- (27) Telfair
- (28) Toombs
- (29) Ware
- (30) Wayne

c. South Carolina counties

- (1) Beaufort
- (2) Jasper

USAPAC

- a. All of Alaska**
- b. All of Hawaii**

Notes:

¹ This document outlines the law enforcement area support policy for the Active Component. The Active and Reserve Component installations not listed in this document will be called upon to provide law enforcement support when it is determined that they are within a hundred and twenty mile radius of the designated location.

Chapter 2

Reportable Incidents

2-1. Policy

a. Those incidents listed in paragraphs 2-2 and 2-3 are reportable to HQDA as Category 1 and 2 serious incidents, respectively. The lists are not all inclusive. Commanders should report any incident that might concern HQDA as a serious incident, regardless of whether it is specifically listed in paragraphs 2-2 and 2-3. In determining whether an incident is of concern to HQDA, the following factors should be considered: severity of the incident, potential for adverse publicity, potential consequences of the incident, whether or not the incident is reportable under other reporting systems, and effect of the incident on readiness or the perception of readiness. In cases of doubt, report the incident.

b. Submission of a SIR will not be delayed due to incomplete information. All pertinent information known at the time of SIR submission will be included. Additional required information will be provided in a subsequent add-on report.

c. Those incidents listed in paragraphs 2-2 and 2-3 occurring on Army installations and facilities are clearly reportable. Such incidents occurring off the installation may be reportable based on the degree of Army interest and involvement. Any incident where a soldier (or a command sponsored family member or DA civilian employee outside the United States) is the subject or victim of a serious incident is reportable no matter where it occurs. Incidents where a family member or DA civilian employee is the subject or victim of a similar incident off post in the United States is not reportable, absent other connections to the Army.

d. On occasion, HQDA, Provost Marshal General (PMG) may direct reporting of incidents or crimes that are not normally reportable. In these instances, IMA Region, MACOM, and installation commanders will be notified by message of specific requirements and time periods for reporting.

e. All SIRs in which a soldier is listed as a subject will state whether the soldier has deployed within the past year.

2-2. Category 1 Reportable serious incidents

Actual or alleged incidents involving the following:

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 U.S. 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 United States. 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.

2-3. Category 2 Reportable serious incidents

Actual or alleged incidents involving the following:

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, conflict of interest involving Government non-appropriated funds 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 (CCI).

(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 U.S. 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 biological or chemical 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) LSD, 6 grams or more.
 - (7) 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 non-appropriated fund (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, or mine.
 - (2) Any machine gun or automatic fire weapon.
 - (3) Any fragmentation, concussion, or 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 (such as detonation cord, blocks of explosives (C-4), and so forth).
 - (5) One or more semi-automatic or manually operated firearms.
 - (6) Five or more rounds of ammunition greater than .50 caliber.
 - (7) 1,000 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, or fires. Additionally, deaths of family members that occur off the installation which are suspected 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**, 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 (AR 190-30, AR 190-53, and AR 525-1), or acquisition and storage of non-affiliated U.S. person information (AR 380-13).
- t.* Child abuse. Actual or alleged incidents that takes place within an Army organizational setting or facility (such as, child development center, youth activities center, medical treatment facility, gymnasium, and so forth) or an Army sponsored or sanctioned activity (such as, quarters-based family child care home, youth sports, or recreation activities, field trips, and so forth). This paragraph applies to incidents of 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); 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 non-medical facility (in other words, child development center, quarters-based family child care home, youth activities

center, and so forth) 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. 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.

2-4. Installation management agency regions and major command directed reporting criteria

The IMA Regional Directors and MACOM commanders may, by approved supplementation to this regulation, establish additional reporting criteria to be known as "Category 3." Means and format for reporting will be as prescribed by the IMA Region or MACOM with the requirement that numbering sequences for Category 3 reports will be separate from those used for reports to HQDA.

2-5. Incidents not reportable by serious incident report

The events or incidents listed below are not normally reportable by SIR but may be reported through other channels.

a. Those operational events reported according to Joint Chiefs of Staff Publication 6.

b. Aircraft accidents and related mishaps, unless they meet other SIR criteria.

c. Nuclear weapons incidents (NUCFLASH, BROKEN ARROW, BENT SPEAR, and DULL SWORD).

d. Nuclear reactor mishaps (FADED GIANT).

e. Chemical agent accidents or incidents.

f. Incidents involving foreign students.

g. Requests from civil authorities for military support of civil disturbances or counter-terrorist operations.

h. Incidents involving subversion and espionage directed against the U.S. Army and deliberate security violations.

i. Incidents covered under Executive Order 12333, as implemented by DOD 5240.1-R.

Chapter 3 Reporting Procedures

3-1. Special handling of reports

a. Reports submitted according to this regulation are law enforcement reports (see AR 25-55). They will be assigned a proper security classification according to AR 380-5 or marked with a minimum classification of For Official Use Only (FOUO) according to AR 25-55. Reports or any information from them will be released according to AR 25-55 and AR 190-45. These two regulations implemented the 1974 Amendment to the Freedom of Information Act (section 552, title 5, United States Code (USC)).

b. The Privacy Act of 1974 (section 552a, Title 5, USC) applies to SIRs. (See AR 340-21.) Dissemination and use of SIRs will be restricted to persons who need the reports to perform their official duties.

3-2. Time requirements and means of reporting

a. *Category 1 Serious Incident.* Category 1 serious incidents will be reported by telephone to the Army Watch immediately upon discovery or notification at the installation level. The telephonic report will be in the format in Figure 3-1. It will be followed by a written report, preferably by electronic mail or if electronic mail is not available, by electronic message, to OPMG (DAPM-OPS) and the Army Watch within 12 hours of discovery or notification. Facsimile may be used as a supplemental transmission.

b. *Category 2 Serious Incidents.* Category 2 Serious Incidents will be reported by electronic mail or if electronic mail is not available, by electronic message to OPMG (DAPM-OPS) and the Army Watch within 24 hours of discovery or notification at the installation level. Facsimile may be used to supplement the transmission. See figure 3-7 for electronic message addresses and facsimile numbers.

3-3. Types of serious incident reports and reporting formats

There are three types of SIRs:

a. Serious Incident Report, original submission (see figs 3-1 and 3-4).

b. "Add-on" submitted to provide information not available at the time of the original report or when more pertinent information, such as results of autopsy, identification of subject, and so forth, is developed, or in response to a request for more information from HQDA (see figs 3-2 and 3-5).

c. "Correction" submitted at any time to correct an error in a previous report (see figs 3-3 and 3-6).

3-4. Reporting incidents when reporting responsibility is transferred

When reporting responsibility is transferred between commands—

- a.* The first report submitted after an agreed transfer will contain the name and SIR number of the original submission and a statement added to the “Remarks” paragraph that reporting responsibility was transferred.
- b.* The command and IMA Region accepting SIR transfer will provide the relinquishing command an information copy of all future reports on the incident.

3-5. Required information addressees on serious incident reports

Commanders will ensure that information addressees are included on Serious Incident Reports as follows:

- a.* For all SIRs, the reporting command’s MACOM, the respective IMA Region and the U.S. Army Criminal Investigation Command (USACIDC).
- b.* If the incident involves personnel or equipment of another unit, installation, IMA Region or MACOM, that unit or installation and its respective IMA Region and MACOM will be information addressees.
- c.* If the incident involves ARNG personnel, facilities, or equipment, the respective State Adjutant General and the National Guard Bureau will be information addressees.
- d.* If the incident involves AR personnel, facilities, or equipment, the Commander, U.S. Army Reserve Command, will be an information addressee.
- e.* If the incident involves Military Police personnel as the subject of a criminal offense or other misconduct, the Commandant, U.S. Army Military Police School, will be an information addressee.
- f.* If the incident involves threats to the President of the United States, other high Government officials, or anyone under the protection of the USSS, and Defense Intelligence Agency (DIA) will be information addressees.
- g.* If the incident involves non-appropriated fund personnel, resources, or property, child abuse or the injury or death of a child in an Army organizational setting or Army sponsored activity (para 2-3*t* and *u*), or serious domestic violence (para 2-3*v*), the Commander, U.S. Army Community and Family Support Center, will be an information addressee.
- h.* If the incident involves federal crimes reportable under AR 381-10 and this regulation, include the Army General Counsel as a “To” addressee and HQDA Deputy Chief of Staff, G-2 (DCS, G-2) (DAMI-CD) as an information addressee.

This format is used with every method of reporting. Do not omit paragraphs or subparagraphs. If information is not known at the time of reporting, enter "unknown" where appropriate.

Subject: The SIR number. This number will always be a six-digit number. The first two digits will contain the last two digits of the calendar year in which the report is being prepared. The last four digits, beginning with 0001, are the sequential number for reports submitted to HQDA in that calendar year.

Paragraph:

1. Category: Indicate Category 1 or 2.

2. Type of incident. Indicate type of offense or incident, such as "suicide, murder, or undetermined death." If multiple offenses are involved, list in order of the most serious first. Do not add terms such as "suspected" or "alleged" or attempt to couch the incident in favorable terms.

3. Date and time. Enter date-time group when the incident occurred using local time. If exact time is unknown, enter "unknown" followed by a window of date-time groups in which the incident might have occurred.

4. Location. Enter specific type of structure, facility, or area and exact address or location where the incident occurred; for example, on-post, off-post, troop barracks, hospital ward, arms room, building number, open field, quarters address.

5. Other information.

a. Racial. Indicate by stating "yes" or "no" whether not the incident was motivated in whole or in part by race. If racial, explain circumstances fully in paragraph 8, Remarks. If race or ethnic factors are suspected, but not confirmed, report "yes."

b. Trainee involvement. Indicate by stating "yes" or "no" whether or not incident involved a trainee, or a student in the Army School System, as the victim. For such victim, indicate whether Active Army, ARNG, or USAR. Also, for ARNG or USAR victim, indicate initial active duty for training, annual training, or active duty for training status. Explain circumstances fully in paragraph 8, Remarks, if necessary.

6. Personnel involved. List data pertaining to subject and victim. If no identified subject and victim exist, state "none." Do not list "U.S. Government" as victim.

a. Subject: (1) Name: (last, first, middle).

(a) Rank or grade: For military, enter proper abbreviation of rank; for civilian employees, enter category and grade, that is, "WG6," "GS11," or "GM14"; for other civilians, including family members, enter "civilian."

(b) Social Security Number: Self-explanatory. For those who do not have an SSN, for example, foreign nationals, state "none."

(c) Race: Use appropriate terms from AR 680-29, in other words, "white," "black," "American Indian," and so forth.

(d) Sex: Self-explanatory.

(e) Age: Self-explanatory.

(f) Position: If military, enter duty assignment; if civilian employee, enter job title; if family member, enter relationship to sponsor, that is "family member-spouse." For other civilians, enter occupation.

(g) Security clearance: Enter "Top Secret," "Secret," or "Confidential," or "none," as appropriate.

(h) Unit and station of assignment: If military, enter the unit designation and address; if civilian employee, enter the organization name and address; if family member, enter the rank and name of followed by the home address; if other civilian, enter the home address.

(i) Duty status: If military, enter "on duty," "leave" or "absent without leave (AWOL)," as appropriate; for civilian employees, enter "on duty," "off duty," as appropriate. For other civilians, to include family members, enter "NA" (not applicable).

List additional subjects in consecutive paragraphs, such as, a(2), a(3), and so forth, and repeat all data elements in a(1)(a) through (i), above.

Figure 3-1. Format and instructions for preparing a serious incident report

b. Victim:

- (1) Name: (last, first, middle).
- (a) Rank or grade.
- (b) Social Security Number.
- (c) Race.
- (d) Sex.
- (e) Age.
- (f) Position.
- (g) Security clearance.
- (h) Unit and Station of Assignment.
- (i) Duty status.

List additional victims in consecutive paragraphs, such as, b(2), b(3), and so forth and repeat all data elements in b(1)(a) through (i), above. (Note: Identifying data is needed for subjects and victims only. Other persons related to the report such as witnesses or complainants can be included in paragraph 7 with brief descriptive data, such as, "LTC Tom Smith, CDR, 1-66TH INF BN, discovered. . . .")

7. Summary of incident. Provide a brief, narrative summary of the incident. Tell the who, what, where, why, and how that is basic to law enforcement reporting. Include such information as estimated dollar loss, medical condition of victims, or disposition of offenders. Avoid jargon and trivial data that is not needed at HQDA level, such as, license numbers and colors of vehicles, or Military Police patrol designations. Do not include descriptions of subjects and victims provided in paragraph 6.

8. Remarks. Provide any additional information that helps explain the incident or comment on any impacts on the installation or actions taken because of the incident. Provide the corresponding military police report number and, if appropriate, the USACIDC report of investigation (ROI) number.

9. Publicity. Note the extent and type of news media coverage anticipated, that is, "National television coverage has occurred." or "Local print media inquiries have been received." This determination is best made by the Command public affairs office.

10. Commander reporting. Enter rank and full name of reporting commander.

11. Point of contact. Enter rank, name, defense switched network (DSN) telephone number, and e-mail address of person to call for additional information.

12. Downgrading instruction. Provide downgrading instructions for classified report or removal date of FOUO markings, as appropriate.

Figure 3-1. Format and instructions for preparing a serious incident report – continued

Subject: Use the same number as the original SIR, followed by "add-on."

Paragraph:

1. *Type of incident.* Repeat type of incident indicated on original SIR.
2. *Date and time.* Repeat date-time group of incident shown in original SIR.
3. *Additional information.* Provide information that supplements or adds to that provided in the original SIR or answers questions posed by higher headquarters. Repeat information only where necessary for clarity.
4. *Commander reporting.* Enter rank and full name of installation commander reporting.
5. *Point of contact.* Enter rank, name, and DSN telephone number of person to call for additional information.
6. *Downgrading of classified material.* Provide downgrading instructions for classified reports or the removal date of FOUO protective markings, as appropriate.

Figure 3–2. Format for add-on serious incident report

Subject: Use the same number as the original SIR followed by the word "correction."

Paragraph:

1. *Type of incident.* Repeat type of incident shown in original SIR.
2. *Date and time.* Repeat date-time group of incident shown in original SIR.
3. *Correction.* Identify the erroneous data and give the correct information. If a correction is made to the SIR number, all reports following the correction report, if any, will refer to the SIR by the correct number.
4. *Commander reporting.* Self-explanatory.
5. *Point of contact.* Enter the rank, name, and DSN telephone number of person to call for additional information.
6. *Downgrading of classified material.* Provide downgrading instructions for classified reports or the removal date of FOUO protective markings, as appropriate.

Figure 3–3. Format for preparing a correction of a serious incident report

From: CDRUSATC Ft Jackson SC//AHCP-PM//
TO: DA WASH DC//DAMO-ODL
armywtch@hqda-aoc.army.pentagon.mil
Info: CDRUSACIDC WASH DC//CIOP-SA//
CDRTRADOC Ft Monroe VA//ATPL//
IMA Regional Office

Subj: SIR number 040002

1. Category 2.
2. Type of incident: murder
3. Date/time of incident: 212000 Feb 04 (est)
4. Location: subject's off-post residence, 2508 Lisbon Lane, Columbia, SC 12334.
5. Other information:
 - a. Racial: no
 - b. Trainee involvement: no
6. Personnel involved:
 - a. *Subject*
 - (1) Name: Barkey, James Paul
 - (a) Pay grade: CW2
 - (b) SSN: 123-45-6789
 - (c) Race: white
 - (d) Sex: male
 - (e) Age: 38
 - (f) Position: maintenance officer
 - (g) Security clearance: secret
 - (h) Unit and station of assignment: HHC, USAG, Ft Jackson SC
 - (i) Duty status: leave
 - (2) Name: Jensen, Joyce
 - (a) Pay grade: NAF 6
 - (b) SSN: 733-45-8888
 - (c) Race: other
 - (d) Sex: female
 - (e) Age: unknown
 - (f) Position: cocktail waitress
 - (g) Security clearance: none
 - (h) Unit and station of assignment: Ft Jackson Officers' Club, DPCA, Ft Jackson, SC
 - (i) Duty status: off-duty
 - b. *Victim*
 - (1) Name: Barkey, Mary Ann
 - (a) Pay grade: civilian
 - (b) SSN: 023-45-6780
 - (c) Race: American Indian
 - (d) Sex: female
 - (e) Age: 33
 - (f) Position: family member-spouse
 - (g) Security clearance: none
 - (h) Unit and station of assignment: CW2 James P. Barkey, 2508 Lisbon Lane, Columbia, SC 12334
 - (i) Duty status: NA
7. Summary of incident: CW2 Barkey and Jensen were seen by a neighbor entering CW2 Barkey's residence at approximately 1945 hrs (est), 21 Feb 04. After hearing yelling followed by gunshots, the neighbor called police. Police arrived at approximately 2015 hrs (est), and found M. Barkey on the kitchen floor dead of apparent gunshots. CW2 Barkey and Jensen remain at large.

Figure 3-4. Sample serious incident report

8. Remarks: Ft Jackson military police attempted to locate subject on-post at the request of local police. Military police report number is 00287-04-MPC053. CID ROI number is 0123-04-CID032-01234.

9. Publicity: Local print and electronic media coverage anticipated.

10. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.

11. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234, tjohnson@jackson.army.mil.

12. Downgrading instructions: The FOUO protective markings may be removed on (date).

Figure 3-4. Sample serious incident report-continued

From: CDRUSATC Ft Jackson SC//AHCP-PM//
To: DA WASH DC//DAMO-ODL//
armywtch@hqda-aoc.army.pentagon.mil
Info: CDRUSACIDC WASH DC//CIOP-SO//
CDR TRADOC Ft Monroe VA//ATPL//

Subj: SIR number 040002 add-on

1. Type of incident: murder

2. Date/time of incident: 212000 Feb 04 est

3. Additional information: CW2 Barkey and Jensen were arrested by civilian police at Jensen's residence at 1600 hrs (est), 21 Feb 04. A .38 caliber revolver, believed to be the murder weapon, was recovered from CW2 Barkey's vehicle. CW2 Barkey and Jensen remain in the Columbia county jail pending arraignment on 23 Feb 04. The preliminary results of the autopsy of M. Barkey indicate that she died of a gunshot to the front of her head, the manner of death was determined as murder.

4. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.

5. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234.

6. Downgrading instructions: FOUO protective markings may be removed on (date).

Figure 3-5. Sample add-on serious incident report

From: CDR Ft Jackson SC//AHCP-PM//
TO: DA WASH DC//DAMO-ODL//
armywtch@hqda-aoc.army.pentagon.mil
Info: CDRUSACIDC WASH DC//CIOP-SA//
CDRTRADOC Ft Monroe VA//ATPL//

Subj: SIR number 040002—correction

1. Type of incident: murder
2. Date/time of incident: 212000 Feb 04 est
3. Correction: The SIR number is incorrect. The correct number for this and two previous reports is 040003.
4. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.
5. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234.
6. Downgrading instructions: FOUO protective markings may be removed on (date).

Figure 3-6. Sample correction of serious incident report

Message addresses and facsimile numbers

Commonly used information addresses on SIRs are listed below.

HQDA OPMG (DAPM-MPD-LE):
MSG: OPMG - LAW ENFORCEMENT BRANCH (MC)
FAX: (703) 693-6580 DSN: 223-6580

Army Watch
MSG: armywtch@hqda-aoc.army.pentagon.mil

IMA
MSG: IMAOPSCENTER@hqda.army.mil
FAX: (703) 602-1703 DSN: 332-1703

USAREUR:
MSG: CINCUSAREUR HEIDELBERG GE//AEAPM//
FAX: 011-49-621-730-7324 DSN: 8-314-381-7324

FORSCOM:
MSG: CDR FORSCOM FT MCPHERSON GA//AFPM//
FAX: (404) 464-5938 DSN: 367-5938

USARPAC:
MSG: CDRUSARPAC FT SHAFTER HI//APPM//
FAX: (808) 438-9313 DSN: 315-9313

EUSA:
MSG: CDRUSAEIGHT SEOUL KOR//PMJ//
FAX: 011-822-7918 DSN: 738-6290

TRADOC:
MSG: CDRTRADOC FT MONROE VA//ATTG-J
FAX: (757) 788-3504 DSN: 680-3504

AMC:
MSG: CDRAMC FORT BELVOIR VA//AMCOPS-CS//
FAX: (703) 806-9280 DSN: 656-9280

USAISC:
MSG: CDRUSAISC FT HUACHUCA AZ//ASIS-S//
FAX: (602) 538-8787 DSN: 879-8787

SDDC:
MSG: CDRMTMC FALLS CHURCH VA//MTSS//
FAX: (703) 756-0547 DSN: 289-0547

MEDCOM:
MSG: CDRUSAMEDCOM FT SAM HOUSTON TX//MCOP-O-PM//
FAX: (210) 221-6055 DSN: 471-6055

USACIDC:
MSG: CDRUSACIDC FT BELVOIR VA//CIOP-ZA//
FAX: (703) 806-0307

DIA: MSG: DIA WASHINGTON DC//OS-1/JSO//

USSS: MSG: U.S. SECRET SERVICE WASHINGTON DC

NGB: MSG: CNGB WASHINGTON DC//NGBZA//

Figure 3-7. Message addresses and facsimile numbers

USAR: MSG: CDRUSARC FT MCPHERSON GA//AFRC-CG//

USAMPS: MSG: COMDT MPSCH FT LEONARDWOOD MO//ATZN-MP-Z//

U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER: MSG: CDRUSACFSC ALEXANDRIA
VA//CFSC-FSC//

Figure 3-7. Message addresses and facsimile numbers-continued

Appendix A

References

Section I

Required Publications

AR 25–55

The Department of the Army Freedom of Information Act Program. (Cited in para 3–1a.)

AR 340–21

The Army Privacy Program. (Cited in para 3–1b.)

AR 380–5

Department of the Army Information Security Program. (Cited in para 3–1a.)

AR 380–13

Acquisition and Storage of Information Concerning Non-affiliated Persons and Organizations. (Cited in para 2–3s.)

AR 381–10

U.S. Army Intelligence Activities. (Cited in paras 2–3x and 3–5h.)

AR 710–2

Inventory Management Supply Policy Below the National Level (Cited in para 2–3d(2).)

Section II

Related Publications

A related publication is additional information. The user does not have to read it to understand the publication.

AR 25–11

Record Communications and the Privacy Communications System.

AR 25–400–2

The Army Records Information Management System (ARIMS).

AR 40–61

Medical Logistics Policies.

AR 190–11

Physical Security of Arms, Ammunition, and Explosives.

AR 190–30

Military Police Investigations.

AR 190–45

Law Enforcement Reporting.

AR 190–53

Interception of Wire and Oral Communications for Law Enforcement Purposes.

AR 525–1

The Department of the Army Command and Control System (DACCS).

DOD 5240.1–R

Procedures Governing the Activities of DOD Intelligence Components that Affect United States Persons. (Available at dtic.mil/whs/directives/.)

Executive Order 12333

United States Intelligence Activities. (Available at http://www.archives.gov/federal_register/executive_orders/.)

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

This section contains no entries.

Appendix B

Management Control Checklist (US Army requirement only)

B-1. Function

The function covered by this checklist is serious incident report.

B-2. Purpose

The purpose of this checklist is to assist assessable unit managers and Management Control Administrators (MCAs) in evaluating the key management controls outlined below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test Questions

- a.* Are Provost Marshals reporting incidents that occur off the installation in their geographic areas in accordance with Table 1-1?
- b.* Are thefts, suspected thefts, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$100,000 being reported as a category 2 serious incident report?
- c.* Are category 1 serious incidents being reported to HQDA within 12 hours of discovery or notification at the installation level?
- d.* Are "Add-on" serious incident reports being completed to provide information not available at the time of the original report?
- e.* Are category 2 serious incidents being reported to HQDA within 24 hours of discovery or notification at the installation level?

B-5. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: HQDA, Office of the Provost Marshal General (DAPM-MPD-LE), 2800 Army Pentagon, Washington, DC 20310-2800.

Glossary

Section I Abbreviations

AA&E

arms, ammunition, and explosives

AR

Army Reserves; Army regulation

ARNG

Army National Guard

AWOL

absent without leave

CCI

controlled cryptographic item

CIIC

controlled inventory item code

CONUS

continental United States

DA

Department of the Army

DCS, G-2

Deputy Chief of Staff, G-2

DIA

Defense Intelligence Agency

DHS

Department of Homeland Security

DOD

Department of Defense

DSN

defense switched network

FAX

facsimile

FOUO

for official use only

HQDA

Headquarters, Department of the Army

IMA

Installation Management Agency

MACOM

major Army command

MCA

Management Control Administrators

NAF

non-appropriated fund

OPMG (DAPM-MPD-LE)

Headquarters, Department of the Army, Office of the Provost Marshal General, Military Police Division, Law Enforcement Branch

PMG

Provost Marshal General

ROI

report of investigation

SIR

serious incident report

TSA

Transportation Security Administration

USACIDC

United States Army Criminal Investigation Command

USAMPSA

United States Army Military Police Support Agency

USAR

United States Army Reserve

USC

United States Code

USSS

United States Secret Service

Section II**Terms****Category 1 Serious Incident**

A serious incident that is of immediate concern to HQDA. Incidents that must be reported to HQDA as Category 1 serious incidents are listed in chapter 2, paragraph 2-2.

Category 2 Serious Incident

A serious incident that is of concern to HQDA. Incidents that must be reported to HQDA as Category 2 serious incidents are listed in chapter 2, paragraph 2-3.

Category 3 Serious Incident

An incident that is of concern to the MACOM or IMA Region (see chap 2 paragraph 2-4), any incident that must be reported to the MACOM or IMA Region as a Category 3 Serious Incident according to an approved MACOM or IMA Region supplement to this regulation. Establishment of Category 3 Serious Incidents is neither required nor reportable to HQDA.

Controlled Cryptographic Items

The CCIs are described as secure telecommunications or information handling equipment, associated cryptographic components, or other hardware items, which perform a critical COMSEC function.

Controlled Inventory Item Code (CIIC)

The CIICs are items, which require quarterly inventory with characteristics that require special identification accounting, security, or handling to ensure their safeguard. These items are considered controlled items that require a high degree of protection and control, because of statutory requirements, or regulations; high-value, highly technical, or

hazardous items; small arms, ammunition, explosives, demolition material, night vision devices, and navigation systems (GPS).

Family Member

Includes those individuals for whom the Service member provides medical, financial, and logistical (for example, housing, food, and clothing) support. This includes, but is not limited to, the spouse, children under the age of 18, elderly adults, and persons with disabilities.

Serious domestic violence

Any incident of domestic violence where a weapon (such as a firearm, knife or motor vehicle) is involved; the victim suffers a broken limb, is injured during pregnancy, is sexually abused, is choked or strangled or is admitted to the hospital because of injuries incurred during the incident; domestic violence incidents where a violation of a protective order (military or civilian) has occurred.

Serious incident

Any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, that, because of its nature, gravity, potential for adverse publicity, or potential consequences warrants timely notice to HQDA.

Serious Incident Report

A formal notification to HQDA of a serious incident as prescribed by this regulation.

Section III

Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 002220-000

USAPD

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER WIN32 Version 227

PIN: 002220-000

DATE: 02-14-06

TIME: 11:26:52

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