DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729

REPLY TO
ATTENTION OF:

ATZH-TB

18 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 18: Incident Reporting

REFERENCES

A. AR 190-40, Serious Incident Report.

B. TRADOC Regulation 1-8, TRADOC Operations Reporting

C. TRADOC Regulation 350-12, Trainee Abuse Reporting

D. TRADOC Regulation 350-6, Enlisted Initial Entry Training (IET) Policies and Administration

E. Garrison Commander's Critical Information Requirements (CCIR), Memorandum

1. Purpose. To establish policies and procedures for the reporting of significant incidents involving students, permanent party Service Members or any members of this command. The most important aspect of an Incident Report (IR) is the quick notification of the entire chain of command of issues and incidents. This policy provides commanders one reference to quickly develop and report incidents to 15th Regimental Signal Brigade (RSB) Commander. All other previous Brigade policies and formats regarding IRs are rescinded.

2. Applicability. This policy applies to all Brigade personnel. Brigade personnel are defined as permanent party military (includes Fort Meade and sister service detachments), civilian employees, contractors, IET and Non-IET Soldiers and visitors and guests while in our care (in lodging or in hotels or en-route to and from our location).

3. Program Management.

a. Fort Meade unit commander should send IRs through the Fort Meade installation chain of command IAW local policy and info copy the Commander, 551st Signal Battalion.

b. Fort Gordon based elements must initiate IRs at company level through the Battalion to the Brigade. IRs will be submitted for all Categories , first telephonically through the chain of command, then immediately followed in hardcopy and electronic format, (on disk if email is not available), to the Brigade Staff Duty Officer/NCO. If after

duty hours, during weekends or holidays, contact the Brigade SDNCO at DSN 780-8314 or commercial 706-791-8314.

c. Once the incident is reported to the Brigade Commander, the Brigade Commander will give authorization to the Staff Duty Officer of NCO are to forward the report to the Installation Operations Center (IOC) and the CofS, USASC& FG, if appropriate. The Brigade Commander will decide if the IR will be forwarded to Fort Gordon Command Group. IRs from Fort Meade will be processed by the installation of assignment. Notification of Command Group personnel is to be reserved by the Brigade Commander.

d. The Brigade S1 will file and maintain all reports for two years.

4. Types of Incidents. Annex A directs the Categories of incidents and the time with which each should be reported telephonically and in hard copy format.

a. **Category 1**. A serious incident that, in the opinion of the Battalion Commander, is of immediate concern to the Brigade Commander **(Telephonic Notification Time: IMMEDIATE.)** Initial telephonic reports are required which will provide minimum basic data such as "who, what, when, where, how." Timeliness will take precedence over completeness on all telephonic reports. If a commander's inquiry is necessary to determine if an incident may have more than likely not occurred, the commander has only 24 hours to conduct the inquiry and get additional supporting information to the Brigade Commander. Commanders still must inform the Brigade Commander within an hour telephonically regardless if a creditable allegation is made.

b. **Category 2**. A serious incident that is of concern to the Brigade Commander **(Telephonic and message notification time: Less than 12 hours)**.

c. **Category 3**. An incident that is of concern to the Brigade Commander but not time sensitive as incidents in Categories 1 and 2 **(Next Day Telephonic Notification)**. The electronic message will be sent IAW Appendix A, Categories of Incidents.

5. Reporting Procedures

a. Reporting is dependent upon level of incident & seriousness of incident. If minor incident occurs after duty hours and situation is stabilized, it is not necessary to alert the Brigade Command Group prior to 0700 next day.

b. **Clarification of Soldier abuse** – any improper or unlawful physical, verbal or sexual act against a trainee (does not include acts involving trainee against trainee). Examples include: assault, extreme physical training not IAW a POI, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by training mission. A trainee's consent to the act in no way affects this definition. Only a **Commander** IAW TRADOC Regulation 350-6 may make a determination that trainee abuse has occurred.

c. Battalion Commanders report incidents to the Brigade Commander. If the Brigade Commander is unavailable, report to the designated representative, normally the Deputy Brigade Commander.

d. The BN commander will ensure category 1 Incidents are reported by telephone immediately to the Brigade Commander.

e. **Brigade Commander determines if incident is reportable to the Commanding General** and applicable Fort Gordon staff and installation support agencies.

f. Electronic copy of Incident Reports will be provided:

(1) Brigade Commander

(2) Deputy Brigade Commander

(3) Command Sergeant Major

(4) Bde SDO: 15RSB-EOC@gordon.army.mil

g.15th Signal Brigade Notification – Fort Gordon Command Group. Bde SDO will forward reports to IOC upon approval from Brigade Commander.

(1) MP Desk

Telephone: MP Desk Sergeant (706) 791-2681/3127 (DSN) 780-XXXX

(2) IOC Battle Captain

NIPRNET Address: IOCBC@gordon.army.mil
SIPRNET Address: gordoneoc@monroe.army.smil.mil
Telephone: IOC/Duty Officer (706) 791-9748/3127 (DSN) 780-XXXX

6. This policy is effective immediately. Violation of this policy by any member of the 15th Regimental Signal Brigade provides a basis for disciplinary action under the Uniform Code of Military Justice or adverse administrative action.

LORI L. SUSSMAN
COL, SC
Commanding

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APPENDIX A (Categories of Incidents) to Policy Letter 18, Incident Reporting

APPENDIX A - 15th Signal Brigade (Internal) Incident Notification

INCIDENT	CAT	TELEPHONIC CMD REPORT TIME	WRITTEN SIR DUE	CO CDR	BN CDR	BDE CDR	CSM
Alleged Drill Sergeant Misconduct	1	1 Hour	8 Hours	X	X	X	X
Alleged Cadre Misconduct	1	1 Hour	8 Hours	X	X	X	X
Attempted Murder	1	1 Hour	8 Hours	X	X	X	X
Bomb Threat	1	1 Hour	8 Hours	X	X	X	X
Death On Post (ALL)	1	1 Hour	8 Hours	X	X	X	X
Death Off Post (DAC/SM/FM)	1	1 Hour	8 Hours	X	X	X	X
Fire – Major	1	1 Hour	8 Hours	X			X
Murder	1	1 Hour	8 Hours	X	X	X	X
Rape	1	1 Hour	8 Hours	X	X	X	X
Sodomy	1	1 Hour	8 Hours	X	X	X	X
Suicide	1	1 Hour	8 Hours	X	X	X	X
Trainee Abuse*	1	1 Hour	8 Hours	X	X	X	X
Trainee Maltreatment	1	1 Hour	8 Hours	X	X	X	X
Training Incident – Group – Serious	1	1 Hour	8 Hours	X	X	X	X
Vehicular Accident – serious	1	1 Hour	8 Hours	X	X	X	X
Property Damage - $10K+	1	4 Hours	8 Hours	X	X	X	X
Suicide Attempt	2	1 Hour	8 Hours	X	X	X	X
Loss/Stolen Sensitive Items	2	8 Hours	8 Hours	X	X	X	X
Loss/Stolen Classified Material	2	8 Hours	12 Hours	X	X	X	X
Aggravated Assault (1)	2	12 Hours	12 Hours	X	X		X
Child Abuse	2	12 Hours	12 Hours	X	X		X
Arson	2	12 Hours	12 Hours	X	X		X
Child Neglect	2	12 Hours	12 Hours	X			X
Illness – Leadership – Serious	2	12 Hours	12 Hours	X	X		X
DUI: 03+	3	4 Hours	12 Hours	X	X		
Robbery	3	8 Hours	12 Hours	X	X	X	X
Burglary	3	12 Hours	12 Hours	X			X
Drunk on Duty (PP)	3	24 Hours	24 Hours	X	X		X
DUI: Enlisted E 8/E9	3	12 Hours	24 Hours	X	X		X
Firearm Incident on/off post	3	12 Hours	24 Hours	X	X		X
Officer Offenses 04 & below	3	12 Hours	24 Hours	X	X	X	
Officer Offense 05 +	3	12 Hours	24 Hours		X	X	
(PP) Placed in Confinement	3	24 Hours	48 Hours	X	X		X
Spouse Abuse	3	24 Hours	48 Hours	X	X	X	X
Suicide Gesture	3	24 Hours	48 Hours	X	X		X
Suicide Ideation	3	24 Hours	48 Hours	X	X		X
Serious or Catastrophic Operational Facility Outages (effect Soldier Well Being, i.e., utilities, communications…)	3	24 Hours	48 Hours	X	X	X	X

Reporting is dependent upon level of incident & seriousness of incident. If minor incident occurs after duty hours and situation is stabilized, it is not necessary to alert the Brigade Command Group prior to 0700 next day.

***Trainee abuse** – any improper or unlawful physical, verbal or sexual act against a trainee (does not include acts involving trainee against trainee). Examples include: assault, extreme physical training not IAW a PO, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by training mission. A trainee's consent to the act in no way affects this definition. Only a **Commander** IAW TRADOC Regulation 350-6 may make a determination that trainee abuse has occurred*

APPENDIX B (SIR Format) to Policy Letter 18, Incident Reporting

SERIOUS INCIDENT REPORT

From: CDR, xxx Company xxx Signal Battalion, 15th SIG BDE, Fort Gordon, GA 30905
Thru: CDR, xxx Signal Battalion, 15th SIG BDE, Fort Gordon, GA 30905
To: CDR, 15th SIG BDE, ATTN: ATZH-TB, Fort Gordon, GA 30905
Info: Chief of Staff, USASC & Fort Gordon ATTN: ATZH-CS, Fort Gordon, GA. 30905
Info: Installation Operations Center, (IOC), IMSE-GOR-PL, USASC&FG, Fort Gordon, GA 30905
Info: IOC, Ft Meade, MD, *(Ft Meade Only)*

Subject: SIR

1. Category: N/A

2. Type of incident:

3. Date/time of incident:

4. Location of incident: Ft. Gordon, Ga.

5. Other information:
   a. Racial Motivation: Yes/No
   b. Trainee Involvement: Yes/No

6. Personnel Involved:
   a. Subject
      (1) Name:
      (2) Pay Grade:
      (3) SSN:
      (4) Race:
      (5) Sex:
      (6) Age:
      (7) Position:
         a. Arrival Date:
         b. Graduation Date:
      (8) Security clearance:
      (9) Unit and station of assignment: xxx Company xxx Signal Battalion, 15th SIG BDE, Fort Gordon, GA 30905
      (10) Component/Duty status: Regular Army/ Active

7. Summary of incident: Who, What, When, Where, Why, and How

8. Remarks:

9. Publicity:

10. Name, SSN, Unit and Phone Number of Person Reporting the SIR:

11. Date/Time/Name of the following when notified:
    a. Battalion SDNCO:_____hrs
    b. Brigade SDNCO:
    c. Downgrading instructions:

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