



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HAW-ZA

13 NOV 2012

MEMORANDUM FOR All Military Personnel, Department of Defense (DOD) Civilian Employees, DoD Contractors within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-13, Garrison Commander's Critical Information Requirement (CCIR) and Serious Incident Report (SIR) Requirements

1. References.

a. Army Regulation 190-45, Law Enforcement Reporting, 30 Mar 07.

b. Memorandum, New USAG-HI Serious Incident Reporting (SIR)/Commander Critical Information Requirement (CCIR) as of DD Aug 2011, 11 Aug 11.

2. Applicability. This policy applies to all Soldiers, DoD Civilians, Family members, contractors and other personnel who work or reside on US Army installations in Hawaii.

3. Policy.

a. CCIRs identify information needed to make timely and/or critical decisions. They serve as a filter for information by defining what is important to the commander. The nature or seriousness of an incident or event will determine how quickly it must be reported to the Garrison Commander.

(1) The following incidents require immediate notification to the Garrison Commander (656-1153 (duty)/221-7547 (cell)), Deputy Garrison Commander (656-1153 (duty)/220-8672(cell)), and Garrison Executive Officer (656-0608 (duty)/221-7219 (cell)):

a. Death of Soldier, spouse, child (immediate family), or DA Civilian. Operational deaths involving deployed units are excluded from this reporting requirement.

b. Traffic, training, and other accidents resulting in critical injury or major damage to military or civilian property in excess of \$10,000.

c. Any event that will likely result in negative community or media impact, and will be seen on the evening or morning news.

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- d. Any environmental incident or accident that may result in critical infrastructure damage, or involves State or Federal agencies.
- e. Any violent assault that results in critical injury, rape, or kidnapping.
- f. Severe weather warnings or utilities outage projected to last over six hours.

(2) The reporting of the following incidents may be delayed until the first thing in the morning:

- a. Any sexual assault incident.
- b. Any domestic abuse incident.
- c. Garrison Senior NCO (1SG and above) or Officer DUI or other misconduct or inappropriate action.
- d. Loss of accountability of a sensitive item within the garrison.

b. SIRs must be prepared by the Units and Directorates in writing and submitted to the Installation Operations Center NLT 6 hours after the occurrence for Category 1 incidents (terrorist activities, riots, etc.) and NLT 12 hours after the occurrence for Category 2 (sensitive items loss, illegal narcotics, arson, etc.) and Category 3 incidents (traffic accidents, incidents in the billets/post housing, child abuse, etc.). SIRs may be emailed to usarmy.wheeler.imcom-pacific.mbx.installation-operation@mail.mil or faxed to 656-3273/3284 (unsecure) or 656-3269 (secure). (Note that SIRs are FOUO. An example template is attached.)

4. This policy supersedes Policy Memorandum USAG-HI-13, SAB, dated 24 Aug 10 and remains in effect until cancelled or superseded in writing.

5. The point of contact for this policy is the Garrison Operations Officer, 656-0611.

Encl
as


DANIEL W. WHITNEY
COL, SF
Commanding

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