



DEPARTMENT OF THE ARMY  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NEW YORK 10996

MACC-O

14 February 2022

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #1 – Serious Incident Reports (SIRs)

1. References.

- a. United States Military Academy (USMA) SIR Policy Memorandum, MA-18-43, dated 22 October 2018
- b. Army Regulation (AR) 190-45, Law Enforcement Reporting, dated 27 September 2016
- c. AR 25-22, The Army Privacy Program, dated 22 December 2016
- d. Department of the Army Pamphlet (DA PAM) 385-40, Army Accident Investigations and Reporting, dated 18 March 2015
- e. AR 385-10, The Army Safety Program, dated 24 February 2017

2. Purpose. To establish formal SIR notification procedures for members of the Brigade Tactical Department (BTD).

3. Scope. Provisions of this memorandum apply to personnel assigned, attached, or under Operational Control (OPCON) of BTD. This policy letter is punitive. Violations of this policy are punishable under the Uniform Code of Military Justice, Article 92, Failure to Obey Order or Regulation, Army Regulation 150-1, and USCC Regulation 351-1. All Cadets and BTD members will read and adhere to this regulation.

4. SIR Reporting. This memorandum supports the requirement to submit SIR pursuant to AR 190-45 and AR 385-10.

5. SIR. An SIR is defined as an event that warrants the attention of the command with respect to information tracking, situational awareness, and potential guidance on a course of action. Reportable situations covered in this memorandum include subjects and/or victims that are Cadets and/or uniformed service members in the BTD. This memorandum augments the guidance issued in USMA Policy Memorandum MA-18-43, and AR 190-45, with respect to SIR for all Servicemembers and personnel in the BTD.

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6. SIR Reporting. Given an incident meets the criteria defined in Enclosure #1, three reports will follow: Initial Situation Report (SITREP), Formal SIR, and Close-out Report. All reports outlined below will be transmitted electronically, via email, as the primary method of communication, with additional verbal notification for the Initial SITREP. If email is unavailable, the secondary method is verbal notification with an email to follow once the primary method becomes available again. All information provided within the SIR is For Official Use Only (FOUO) and distribution of such reports should be limited to the greatest extent possible.

a. Initial SITREP. Reference Enclosure # 2. Upon receipt of a serious incident, Company Tactical (TAC) Teams will submit an initial SITREP to their Regimental Tactical Officer (RTO) and Regimental Executive Officer (RXO). Initial SITREP notification timelines are outlined in paragraph 7, below.

b. Formal SIR. Reference Enclosure # 3. Upon receipt of a serious incident, Company TAC Teams will submit a subsequent Formal SIR to their RTO and RXO no later than (NLT) 1 hour after the Initial SITREP is provided. Updates to the Formal SIR will occur every 24 hours after the first submission until the Close-out Report is sent.

c. Close-Out Report. Reference Enclosure #4. Upon resolution of the incident, a Close-out Report for the incident will be submitted to the Brigade Tactical Officer (BTO) summarizing the incident and any final actions taken/decisions made.

7. Initial SITREP Notification Timelines. Reference Enclosure # 1. There are three categories of SIRs. Initial SITREP Notification timelines are based on the SIR category (CAT) and are as follows:

a. CAT 1. Notification to BTO within 2-Hours of incident occurrence. A CAT 1 SIR is “wake-up” criteria for the Chain of Command.

b. CAT 2. Notification to BTO within 4-Hours of incident occurrence. If the incident occurs after 0230, notification is within 4- Hours. If the incident occurs after 2300hrs, notification is no later than (NLT) 0630hrs the following day.

c. CAT 3. Notification to BTO within 6-Hours of incident occurrence. If the incident occurs after 0300, notification is within 6-Hours. If the incident occurs after 2300hrs, notification NLT 0900 the following day.

d. All SIRs must be recorded in an email sent to the BTO, BTG SGM, and BXO.

8. Regimental TAC Teams or the Officer in Charge (OC) will submit a SIR in accordance with enclosures #2, #3, and #4. Leaders will use their best judgment and

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provide notification, based on the incident, even if it deviates from the notification timelines described in paragraph #7.

9. Regimental TAC Teams or the OC will also ensure notification of the USCC Safety representative, Mr. Aubrey Posey at [aubrey.posey@westpoint.edu](mailto:aubrey.posey@westpoint.edu) or DSN 845-938-8682, in accordance with DA PAM 385-40 for reporting. (Class A (on duty) accidents and Class A and B (off duty) accidents require immediate telephonic notification worksheet in accordance with DA PAM 385-40, Table 4-1.) Regimental TAC Teams are also responsible for Army Ground Accident Reports (AGARs) in accordance with DA PAM 385-40 and AR 385-10. For all reports to the USCC Safety Office, the Regiment will include the BTO, BXO, BTG SGM, and BTG S3 as recipients of the communication, as well.

10. On order and/or when required, members of BTG must be prepared to respond to Army Disaster Personnel Accountability and Assessment System (ADPAAS) reporting. Notification of an ADPAAS event will occur through the BTG and Cadet chains of command. ADPAAS sign-in is at <https://adpaas.army.mil>. BTG personnel and Cadets are responsible for keeping ADPAAS information current and up to date.

11. Point of contact for this memorandum is the BTG SGM at x4029, or the BXO at x6004.

4 Encls

1. SIR Categories
2. Initial SITREP Report
3. Formal SIR Report
4. Close-Out Report

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Brigade Tactical Officer

**DISTRIBUTION:**

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**ENCLOSURE 1 – SIR CATEGORIES**

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CCIR CAT	INCIDENT TYPE	NOTIFICATION TIMELINE
1	a. Death of a Cadet or BTM member, his/her spouse, or child. <b>(2M, 2U, 3I)*</b>	Initial SITREP will occur <b>immediately</b> after receiving necessary initial information (5Ws) and a formal SIR report must be submitted NLT 2 hours after notification. A CAT 1 SIR is "wake up" criteria for the Chain of Command.
	b. Injury that threatens the life, limb, or eyesight of a BTM member, his/her spouse, or child. <b>(3B)*</b>	
	c. Suicide attempt by a BTM member, his/her spouse, or child. <b>(3F)*</b>	
	d. Riot, disturbance, or demonstration in the Cadet barracks area. <b>(1A)</b>	
	e. A Cadet that is unaccounted for (no contact has been made) for more than 3 hours. This will require immediate notification of DES and the TAC to change the duty status of the cadet to absent-unknown. Next of kin notification will be required within 8 hours of the noted absence. <b>(3G)*</b>	
	f. Severe safety hazards to include, but not limited to, building fires, extreme weather, and structural failures with the potential to damage infrastructure within the Cadet area and/or injure Cadets. <b>(1F)*</b>	
	g. Injury induced by the discharge of a firearm (regardless of severity). <b>(2W)*</b>	
	h. Unaccounted for sensitive item. (Note: An item is considered unaccounted for if initial search efforts are unsuccessful after 1 hour.)	
2	a. Sexual assault allegation involving a BTM member.	Notification NLT 0630 Hours if after 2200 or within 4-Hours if the incident occurs between 0630-2200.
	b. Domestic dispute involving a BTM member. <b>(2V)*</b>	
	c. Incarceration or arrest of a BTM member. <b>(3E, 3K)*</b>	
	d. Suicidal ideation by a BTM member, his/her spouse, or child. <b>(3F)*</b>	
	e. Allegation of misconduct involving a BTM officer or NCO.	
	f. Injury with the potential to hospitalize a BTM member overnight.	
	g. Compromise of classified material or PII breach	
	h. Incident resulting in unfavorable public perception of significant media attention. <b>(3A, 3Q, 3R)*</b>	
	i. Loss/theft of PII	
3	a. Negligent discharge.	Notification within 6 hours.
	b. Allegations of racist behavior involving a BTM member.	
	c. Formal sexual harassment complaint.	
	d. Allegation of any hazing incident (as defined in AR 600-20).	
	e. Positive urinalysis report by a BTM member.	

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	f. Death of a BTM member's parent or sibling.	
	g. Birth of a child to a BTM member.	
	h. BTM Member/Family dislocated due to an RCI Housing Life-Health-Safety Issue	
	i. Any accolade granted to a BTM member from outside West Point to include, but not limited to, honor graduates and community service recognition.	
	j. Injury induced by vehicular accident that does not constitute a CAT 1.b. SIR (life, limb, or eyesight).	

***\* Alphanumeric designators (associated w/ USMA SIR category and found at the end of the incident type description) indicate a potential overlap of a USMA SIR and BTM CCIR. If an overlap occurs, reporting should follow the stricter reporting timeline.***

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**ENCLOSURE 2 - INITIAL SITREP REPORT**

WHO: Full name(s) of personnel involved

WHAT: Summarize the incident, i.e. what occurred

WHEN: DTG of the incident and when the reporting unit was notified

WHERE: Location of incident with as much specific detail as possible

WHY: Identify any pertinent facts that may explain why it happened

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**ENCLOSURE 3 – FORMAL SIR REPORT**

FROM:  
TO:

SUBJECT:

1. CATEGORY (1, 2, or 3)

2. TYPE OF INCIDENT:

3. DATE TIME GROUP OF INCIDENT:

4. LOCATION:

5. OTHER INFORMATION:

- a. RACIAL: (yes or no)
- b. CDT INVOLVEMENT (yes or no)
- c. TELEPHONIC NOTIFICATION TO SAFETY OFFICE REQUIRED (yes or no)  
COMPLETED (yes or no)
- d. AGAR REQUIRED (yes or no)  
SUBMITTED (yes or no)

6. PERSONNEL INVOLVED:

a. SUBJECT:

- i. NAME:
- ii. RANK:
- iii. COMPANY:
- iv. CLASS
- v. RACE:
- vi. SEX
- vii. AGE:
- viii. DUTY POSITION:
- ix. DUTY STATUS:

b. VICTIM:

- i. NAME:
- ii. RANK:
- iii. COMPANY:

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iv: CLASS

v: RACE:

vi: SEX

vii: AGE:

viii: DUTY POSITION:

ix: DUTY STATUS:

7. SUMMARY OF INCIDENT: (Brief narrative with 5Ws)

8. REMARKS: (impacts on BTD or actions taken because of incident)

9. PUBLICITY: (note media coverage anticipated)

10. COMMANDER REPORTING: (Rank and name of reporting commander)

11. POC: (Name, rank, phone/email of person to contact for follow-up information)

12. UPDATES SINCE SIR REPORT SUBMISSION: (provide updates every 24 hrs until Close-out Report is complete)



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**ENCLOSURE 4 – SIR CLOSE-OUT REPORT**

FROM:  
TO:

SUBJECT:

CLOSE-OUT SUMMARY:

FINAL ACTION/DECISION MADE:

CLOSE-OUT DTG: