



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

MACC-O

01 July 2018

MEMORANDUM FOR United States Corps of Cadets

SUBJECT: Brigade Tactical Department (BTD) Policy Letter #1 – Serious Incident Reports (SIR).

1. References.

- a. USMA SIR Policy Memorandum
- b. AR 190-45, Law Enforcement Reporting

2. Purpose. To establish formal SIR notification procedures for the United States Corps of Cadets (USCC).

3. Scope. Provisions of this memorandum apply to personnel assigned, attached, or under Operational Control (OPCON) of the United States Corps of Cadets.

4. SIR Reporting. This memorandum supports the requirement to submit an SIR IAW AR 190-45.

5. SIR. A Serious Incident Report 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. Exclusive to the USCC are SIRs with respect to Cadets. This memo augments the guidance establish in AR 190-45 with respect SIR reporting and Cadets assigned to the USCC.

6. SIR Reporting. In the event of a significant incident outlined in Enclosure # 1 of this memo, there are two forms of reporting.

- a. Initial SITREP. Reference Enclosure # 2. Upon receipt of a serious incident outlined in Enclosure # 1, Company TAC Teams will submit an initial SITREP to their RTO and RXO.

- b. Formal SIR Report. Reference Enclosure # 3. Upon receipt of a serious incident outlined in Enclosure # 1, Company TAC Teams will submit a subsequent Formal SIR to their RTO and RXO.

- c. Close-Out Report. Upon completion of the event, Company TAC Teams will submit an email to their RTO and RXO summarizing the event and any final actions taken.

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7. Categories (CAT) of SIRs. Reference Enclosure # 1. There are three categories of SIRs:

a. CAT 1. Serious incidents that require notification of the Chain of Command within two hours of the incident. A CAT 1 SIR is considered “wake-up” criteria for the Chain of Command.

b. CAT 2. Serious incidents that require notification of the Chain of Command within four hours of the incident. A CAT 2 SIR can be communicated to the BTO and higher Chain of Command NET 0630.

c. CAT 3. Serious incidents that require notification of the Chain of Command within six hours of the incident. A CAT 3 SIR can be communicated to the BTO and higher Chain of Command NET 0900.

8. On order from BTD HQ, Regimental TAC Teams or OCs submit a Serious Incident Report (SIR) IAW enclosed.

9. Point of Contact for this memorandum is the Brigade Tactical Department Senior Enlisted Leader at x7904.

3 Enclosures

1. SIR Categories
2. Initial SITREP Report
3. Formal SIR Report

BRIAN J. REED
COL, IN
Brigade Tactical Officer

DISTRIBUTION:

United States Corps of Cadets

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ENCLOSURE # 1 – SIR CATEGORIES

CATEGORY	SERIOUS INCIDENT	NOTIFICATION
1	Death of a Cadet or BTD member, his/her spouse, or child.	Constitutes “Wake-Up” Criteria. Initial SITREP occurs within 2 hours of the incident. Formal SIR submitted within 4 hours of the incident.
	Injury that threatens the life, limb, or eyesight of a Cadet or BTD member, his/her spouse, or child.	
	Suicide attempt by a Cadet or BTD member, his/her spouse, or child.	
	Riot, disturbance, or demonstration in the Cadet barracks area.	
	A Cadet that was unaccounted for at Taps check and remained so at 0400.	
	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	
2	Sexual assault allegation involving a Cadet or BTD member.	Constitutes “First-Order Business” Criteria. Initial SITREP occurs within 4 hours of the incident. Formal SIR submitted within 6 hours of the incident. Notification of BTO and Higher HQ NET 0630.
	Incarceration or arrest of a Cadet or BTD member for offenses including, but not limited to, drinking and driving and drugs.	
	Suicidal ideation by a Cadet or BTD member, his/her spouse, or child.	
	Any hazing incident (as defined in AR 600-20).	
	Allegation of misconduct involving a BTD officer or senior NCO.	
	Loss of a sensitive item.	
	Injury with the potential to hospitalize a Cadet or BTD member overnight.	
	Injury-inducing firearms accident.	
	Injury-inducing vehicular accident.	
3	Negligent discharge.	Initial SITREP occurs within 6 hours of the incident. Formal SIR submitted within 8 hours of the incident. Notification of BTO and Higher HQ NET 0900.
	Allegations of racist behavior involving a Cadet or BTD member.	
	Formal sexual harassment complaint.	
	Domestic dispute involving a BTD member.	
	Suicidal gestures or ideations by a Cadet or BTD member.	
	Positive urinalysis report by a Cadet.	
	Death of a Cadet’s parent, sibling, or grandparent.	
	Birth of a child to a BTD member.	
	Any accolade granted to a Cadet or BTD member from outside West Point to include, but not limited to, honor graduates and community service recognition.	

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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)

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:

iv. CLASS

v. RACE:

vi. SEX

vii. AGE:

viii. DUTY POSITION:

ix. DUTY STATUS:

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7. SUMMARY OF INCIDENT (Brief narrative with 5Ws)
8. REMARKS (impacts on USCC 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)