



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-TO

2 DEC 2013

MEMORANDUM FOR

Commander, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Serious Incident Reports (SIRs)

1. References:

- a. AR 190-45 (Law Enforcement Reporting), 30 Mar 07.
- b. TRADOC Regulation 1-8 (TRADOC Operations Reporting), 16 Nov 10.
- c. AR 608-18 (Army Family Advocacy Program), 30 Oct 07.
- d. AR 600-8-1 (Army Casualty Program), 30 Apr 07.
- e. Fort Knox Regulation 190-40 (Incident Reporting), 15 Apr 08.

2. Purpose:

a. To establish formal Serious Incident Report (SIR) notification procedures. All previous policy memorandums reference SIRs are obsolete.

b. This memorandum does not eliminate the requirement to submit an SIR in accordance with (IAW) AR 190-45, or the submission of other reports, such as aviation accident reports, or Army Ground Accident Reports (AGARs), which are submitted through separate reporting channels. Parallel reports are often required due to separate reporting channels.

3. Scope. Provisions of this memorandum apply to personnel assigned or attached to United States Army Cadet Command (USACC), Junior and Senior Reserve Officers Training Corps (ROTC) cadre and Cadets.

4. Use of Names. All incident reports (IR)/SIR will be submitted with the full name, gender, ethnicity, age, mission set level (MSL), level Cadet (CDT), and grade/rank, if applicable, of the individuals involved in the incident. Additionally, the name of the point of contact (POC) for the reporting unit will be provided.

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5. Use of Addresses. All IR/SIR will provide the full address, to include the zip code, of the incident location. In the event that the incident location is the personal address of the personnel involved in the incident, the street address will be listed as "residence" but city, state, and zip code will be provided.

6. Incidents versus serious incidents. Categories (CATs) are used to distinguish between the two and are listed at enclosure 1.

a. CAT 1 – Serious Incident Report (Command's Critical Information Requirements [CCIR] Related).

(1) Brigade Commanders will telephonically notify a member of the USACC command group (Chief of Staff, Deputy Commanding General, or the Commanding General) immediately upon identification of a CCIR- related incident.

(2) Brigade Commanders will follow up the telephonic notification with the 5 Ws (who, what, when, why, where) Situation Report (SITREP) within one hour of the incident identification (enclosure 2). Recipients of the 5W SITREP are:

- (a) USACC Commanding General
- (b) USACC Deputy Commanding General
- (c) USACC Chief of Staff
- (d) USACC SGS
- (e) USACC DCS, G3
- (f) USACC DCS, G3 SIR POCs identified in paragraph 9 below

(3) Brigade IR/SIR POCs will submit an IR/SIR to the USACC SIR POCs identified in paragraph 9 below, within 24 hours of incident notification using the standard SIR format (enclosure 3) in the body of the email and as an attachment.

(4) Personally Identifiable Information (PII) loss or compromise (hardcopy or electronic): Brigade Commanders will call a member of the command group (Chief of Staff, Deputy Commanding General, or the Commanding General, USACC) no later than one hour after discovery, followed by, submission of an SIR via email directly to the Command Group and HQ USACC SIR POCs within 2 hours using the standard SIR

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format (enclosure 3) in the body of the email and as an attachment. See additional PII loss reporting requirements in paragraph 6.c. below.

b. Additional CAT 1 reporting requirements. The following incidents require brigades to report additional information to USACC immediately following the submission of the SIR requirement. This information will be encrypted and forwarded in a separate email to the USACC SIR POCs identified in paragraph 9 below.

(1) Death of a Soldier, SROTC/JROTC Cadre, SROTC/JROTC Cadre Family Member, SROTC/JROTC Cadet, DA Civilian, or DA Civilian Family Member.

(2) Hospitalization of Soldier, cadre or SROTC/JROTC Cadet. (For SROTC/JROTC Cadet report information, if related to ROTC training or sponsored event).

(3) Cadre arrests. Report the arrest of any cadre member by civil or military law enforcement officials.

(4) Sexual assault. Brigades will report all incidents of sexual assault to HQ USACC as a CAT 1 SIR.

(a) Provide full name. (Include position and rank/grade if Soldier, cadre, or DA Civilian. Provide Cadet rank and Mission Set (MS) or Leadership Education Training (LET) level if SROTC or JROTC Cadet).

(b) Provide school and brigade of assignment.

(c) Next of kin information. If the report is for a death, provide full name of next of kin, relationship to deceased, and complete mailing address. (If Soldier, cadre, or DA Civilian, provide rank/grade and position).

(d) Place the referenced SIR report number in the subject line of the email using naming/numbering convention from the SIR report format.

c. PII. In addition to the CAT 1 SIR requirements identified in paragraph 6.a.(4) above, the following parallel process is required.

(1) The responsible organization, in coordination with and assistance from the USACC, G6, will take corrective actions.

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(2) USACC responsible organization will submit a report to United States-Computer Emergency Response Team (US-CERT) within 1 hour of discovery.

(3) USACC, responsible organization will send an email to pii.reporting@us.army.mil.

(4) USACC responsible organization, with assistance from G6, Public Affairs Office (PAO), and Staff Judge Advocate (SJA) will prepare a letter for the Commanding General's signature to notify affected parties.

(5) USACC, responsible organization will notify affected parties.

(6) USACC, with information provided by the responsible organization, will provide updates to the command as required.

(7) The responsible organization will submit a final SIR when all actions are complete.

d. Death of a Soldier on Active Duty (AD). IAW AR 600-8-1, Chapter 5, incident(s) resulting in death of a Soldier on AD requires notification of the nearest Casualty Assistance Center (CAC).

(1) Cadre death. Care must be taken to distinguish our contract cadre from our Active Guard and Reserve (AGR) cadre. AGR cadre death would require a CAC notification, whereas a contract cadre member's would not in almost all cases.

(2) Cadet death. The death of a Green to Gold Cadet on Active Duty (AD) requires notifying the CAC.

(3) Finding a CAC. To determine the correct CAC to notify, access the Army Casualty website at <https://www.hrc.army.mil/site/active/TAGD/CMAOC/cmaoc.htm>. At the website, scroll down to the reference area in the left hand column, click CAC directory link and follow the directions at the locator site.

(4) Once CAC notification is made, the CAC will appoint a Casualty Notification Officer (CNO). The CNO, in Class A uniform, will personally notify the primary next of kin, secondary next of kin, and adult next of kin, if applicable, within four hours. Making notification is a matter of highest priority and takes precedence over all other responsibilities.

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e. CAT 2 incident reports (non CCIR-related incidents). Brigades will submit SIRs electronically to the USACC SIR POCs, identified in paragraph 9 below, on CAT 2 incidents within 2 hours of incident notification using the standard SIR format (enclosure 3) in the body of the email and as an attachment.

f. Additional CAT 2 reporting requirements:

Domestic violence or allegation. In addition to the initiation of a CAT 2 SIR all incidents of domestic violence, child abuse, and child neglect, are reportable under AR 608-18. These must be reported on a USACC Form 222, Cadet Command Family Advocacy Program – Spouse/Child Intake form, within 24 hours to the HQ USACC Well Being Office. If any of the above incidents result in an arrest or charges being filed, they must be reported through the SIR process, in addition to, filing a USACC Form 222.

7. Numbering and submission. Brigades will assign each report a tracking number and submit all reports via email to the USACC SIR POCs identified in paragraph 9 below.

The numbering system used is:

a. Initial reports. Brigade/fiscal year/sequence number of the initial report, CAT type, incident type (e.g., the first SIR from 1st Brigade in FY 2011 would be numbered (1st BDE-11-01-CAT 1, Death-INITIAL)).

b. Follow-up reports. Assign letters to denote follow-up reports and replace INITIAL with "FOLLOW-UP" (e.g., 1st BDE-11-01A- CAT 1, Death-FOLLOW-UP).

(1) New information provided will be annotated in line 12 of the original SIR in all capital letters (CAPS).

(2) Any previously sent updates in CAPS must be reformatted into sentence case and moved to line 20 to ensure only the newest information is in CAPS.

c. Final reports. When the SIR issue is resolved, the final report number will include FINAL (e.g., 1st BDE-11-01C-FINAL). Final information will be annotated in line 12 of original SIR and conform to requirements outlined in paragraphs 7.b.(1) and 7.b.(2) above.

d. Leader's Training Course (LTC)/Leader Development Assessment Course (LDAC). If the incident occurs during the LTC or LDAC, the incident should be labeled

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with LTC or LDAC (e.g., LTC-11-01 or LDAC-11-01). Upon return of Cadet or cadre from LTC/LDAC, schools and brigades are responsible for follow-up reports.

e. Classification. Mark all reports, worksheets, and email subject lines as "For Official Use Only" (FOUO). Email subject line will state FOUO (e.g., FOUO 1st BDE-11-01-CAT 1, Death-INITIAL). All reports will be digitally signed and encrypted by each sender.

f. Cadet Professional Development Training (CPDT)/Cadet Troop Leadership Training (CTLT)/Cultural and Language Program (CULP) and Internships Brigades will establish a liaison with Airborne and Air Assault School Liaisons Officers (LNOs) for initial and follow-up SIRs.

(1) The school liaison will forward SIRs on Cadets/cadre attending the schools to the brigade headquarters and USACC SIR POCs identified in paragraph 9 below.

(2) Upon return of the Cadet/cadre from CPDT/CTLT/CULP/Internship, the school and assigned brigade are responsible for all follow up reports.

8. Release of information. As indicated in paragraph 7.e. above, all information provided within an SIR is For Official Use Only (FOUO). However, additional information may be required by a higher headquarters to execute actions that are a result of the incident (e.g., disenrollment from a program, revocation of security clearances, etc.). In order to preserve the privacy of all parties, requests for information specific to individuals involved in an incident will be processed as follows:

a. Requests will be forwarded to USACC SIR POCs using the form provided at enclosure 4. Each request will clearly and specifically state the information required. A suspense date/time group (DTG) will be provided in order to facilitate expedience.

b. The USACC SIR POC (listed in paragraph 9 below) will log in the request and forward it to the respective brigade POC.

c. The brigade POC will provide the requested information in the request form (enclosure 4).

d. The brigade POC will send an encrypted email to the USACC POC with the completed form (enclosure 4) as an attachment.

e. The USACC POC will log receipt of the completed form (enclosure 4) and forward to the requesting agency as an attachment in an encrypted email.

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9. Points of contact for the USACC SIR Program are the following program managers:

a. Primary: Mr. Jeff Secor at (502)624-6070, DSN: 464-6070 or jeffery.s.secor.civ@mail.mil.

b. Alternate: Mr Marvin Shears at (502)624-1728, DSN: 464-1728 or marvin.shears.civ@mail.mil.

c. Alternate: Mr. Eric Piernas at (502)624-1640, DSN: 464-1640 or eric.w.piernas.civ@mail.mil

6 Encls

1. USACC SIR Incident Matrix
2. USACC CCIR 5W SITREP Format
3. Report Format
4. USACC SIR Request for RFI
5. Disaster Report Format
6. USACC CCIR (current)



MICHAEL J. CHINN
COL, GS
Chief of Staff

CADET COMMAND SIR INCIDENT MATRIX (FEB 2013)

SIR CAT 1	REQ Immediate Telephonic Notification of USACC CMD Group	Category 1 Serious Incidents: BDE CDR will call CG, DCG or CoS immediately (<1 hour for PIH)	BDE Sends 5W SITREP to CMD Grp < 1 Hour	BDE Sends SIR 2 Hrs to POC list	Direct Report to CG in 1 Hour	Incident Type
1a	Y	Death of any USACC Military, Civilian Employee (DAC or Contractor), SROTC Cadet, JROTC Cadet or any of the above immediate family members	Y	Y	Y	DEATH
1b	Y	Serious injuries with threat to life, limb or eyesight of USACC Military, Civilian Employee (DAC or Contractor), SROTC/JROTC Cadre, Cadets or family members	Y	Y	Y	INJURY
1c	Y	Are there any indicators that a specific criminal or terrorist threat, (foreign or domestic intelligence collection, surveillance or cyber based intrusion) have targeted any facility within the USACC Area of Interest	Y	Y	Y	CRIME/ TERRORIST THREAT
1d	Y	Any specific threat against USACC facilities or missions	Y	Y	Y	CRIME/ THREAT
1e	Y	Racial or ethnically motivated criminal act by any USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet	Y	Y	Y	CRIME
1f	Y	C4 Outage (USACC Critical Systems or Communications)	Y	Y	N	LOSS OF C4
1g	Y	Any anticipated or participation in National Media Events by USACC Military, Civilian Employee (DAC or Contractor), SROTC Cadet, JROTC Cadet or any of the above immediate family members	Y	Y	Y	MEDIA
1h	Y	Any change in Force Protection Conditions (FPCON) levels or additions to any measure	Y	Y	Y	AT/FP
1i	Y	Any incident, event or accident involving USACC personnel, Family Member, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadre or Cadets that could create a negative perception and media attention toward USACC and the Army	Y	Y	Y	MEDIA

Cadet Command SIR INCIDENT MATRIX (FEB 2013)

SIR CAT 1	REQ Immediate Telephonic Notification of USACC CMD Group	Category 1 Serious Incidents: BDE CDR will call CG, DCG or Cos immediately (<1 hour for PII)	BDE Sends 5W SITREP to CMD Grp < 1 Hour	BDE Sends SIR 2 Hrs to POC list	Direct Report to CG in 1 Hour	Incident Type
Ij	Y	Loss or Compromise of Personally Identifiable Information (PII) whether hard copy or electronic	Y	Y	N	PII LOSS
Ik	Y	Arrest (Soldier) in hands of civilian authorities	Y	Y	N	CRIME
Il	Y	Any suicide attempt by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet	Y	Y	Y	SUICIDE ATTEMPT
Im	Y	Suicide Gestures by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet	Y	Y	Y	SUICIDE GESTURE
In	N	Suicide Ideations by USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet	Y	Y	Y	SUICIDE IDEATION
Io	Y	Common sense rule; any incident which, in your opinion, requires CG or Command Group knowledge	Y	Y	Y	OTHER
Ip	Y	Sexual Assault, Rape, Harassment	Y	Y	Y	CRIME
Iq	Y	Hazing Incidents	Y	Y	Y	CRIME

Cadet Command SIR INCIDENT MATRIX (FEB 2013)

IR CAT 2	Category 2 Reportable events and incidents; BDEs send SIR to POC list within 2 hours of notification of incident SIR POC will forward to appropriate CC Director for action or Command Group Notification.	BDE sends SIR within 2 Hrs	USACC Input into Tracking Tool	Incident Type
2a	Actual or alleged incidents of child abuse	Y	Y	CRIME
2b	Actual or attempted break-in or arms room	Y	Y	CRIME
2c	Asylum or indications of defection	Y	Y	OTHER
2d	Aggravated arson	Y	Y	CRIME
2e	Any evidence of tracking AA&E	Y	Y	AT/FP
2f	AWOL	Y	Y	CRIME
2g	Bomb/Bomb threats or explosive incidents.	Y	Y	AT/FP
2h	Breaches of discipline (Group)	Y	Y	CRIME
2i	Cyber threats	Y	Y	AT/FP
2j	Demonstrations	Y	Y	AT/FP

Cadet Command SIR INCIDENT MATRIX (FEB 2013)

2k	Domestic violence incidents (Unrestricted Reporting Only)	Y	Y	CRIME
2l	Family housing fire	Y	Y	OTHER
SIR CAT 2	Category 2 Reportable events and incidents; BDEs send SIR to POC list within 2 hours of notification of incident SIR POC will forward to appropriate CC Director for action or Command Group Notification.	BDE sends SIR within 2 Hrs	USACC Input into Tracking Tool	Incident Type
2m	Federal Crimes	Y	Y	CRIME
2n	Firearm incident	Y	Y	CRIME/OTHER
2o	Kidnapping	Y	Y	CRIME
2p	Loss of Classified Material/Documents	Y	Y	AT/FP
2q	Loss, theft, wrongful disposition, willful destruction or mismanagement	Y	Y	CRIME
2r	Loss, theft or unaccounted for weapons or sensitive items	Y	Y	CRIME/OTHER
2s	Major fires or natural disaster involving death, serious injury, property damage in excess of \$250,000 or damage that seriously degrades unit operational or training capabilities	Y	Y	OTHER
2t	Maltreatment of Soldiers or DA Civilians	Y	Y	CRIME

Cadet Command SIR INCIDENT MATRIX (FEB 2013)

2u	Material Damage	Y	Y	OTHER
2v	Other Incidents	Y	Y	OTHER
2w	Pandemic Influenza	Y	Y	OTHER
2x	Rape-Moved to CAT1 (1p)	Y	Y	CRIME
SIR CAT 2	Category 2 Reportable events and incidents; BDEs send SIR to POC list within 2 hours of notification of incident SIR POC will forward to appropriate CC Director for action or Command Group Notification.	BDE sends SIR within 2 Hrs	USACC Input into USACC IR Tool	Incident Type
2y	Relief for Cause (Special Duty to include instructor, recruiter or Cadre	Y	Y	OTHER
2z	Riots	Y	Y	CRIME/OTHER
2aa	Serious child injuries or death not resulting from child abuse	Y	Y	OTHER
2bb	Sexual Assault/Misconduct-Moved to CAT 1 (1p)	Y	Y	CRIME/OTHER
2cc	Sexual Harassment-Moved to CAT1 (1p)	Y	Y	CRIME/OTHER
2dd	Suspension of security clearance	Y	Y	OTHER
2ee	Suspicious Activity Report	Y	Y	AT/FP/OTHER
2ff	Theft	Y	Y	CRIME

Cadet Command SIR INCIDENT MATRIX (FEB 2013)

2gg	Theft, loss, suspected theft, unaccounted for or recovered arms, ammunition and explosives (AA&E)	Y	Y	CRIME
2hh	Theft, (Negligence or conflict of interest)	Y	Y	CRIME
2ii	Training and troop movement accidents	Y	Y	INJURY/ACCIDENT
2jj	Threats against weapons and ammunition	Y	Y	CRIME
SIR CAT 2	Category 2 Reportable events and incidents; BDEs send SIR to POC list within 2 hours of notification of incident SIR POC will forward to appropriate CC Director for action or Command Group Notification.	BDE sends SIR within 2 Hrs	USACC Input into USACC IR Tool	Incident Type
2kk	Terrorist activities	Y	Y	AT/FP
2ll	Vandalism	Y	Y	CRIME
2mm	Violations of Army Policy	Y	Y	CRIME/MISCONDUCT
2nn	Violations of Army Standards	Y	Y	OTHER/MISCONDUCT
2oo	Wrongful possession, manufacture or distribution of controlled substances to include narcotics, drugs or marijuana	Y	Y	CRIME
2pp	Wrongful use of a controlled substance	Y	Y	CRIME
2qq	Aircraft incidents involving USACC Military, Civilian Employee (DAC or Contractor) or SROTC/JROTC Cadet	Y	Y	OTHER

USACC CCIR 5W SITREP FORMAT

Who: Cadet/Cadre/DAC full name, age, ethnicity, MSLET level (Cadet), rank (cadre)

What: Type of incident: (From CCIR Matrix in enclosure 1 to USACC Reporting Standard Operations Procedures (SOP) (05-12).

Summary: (Explain what occurred).

When: DTG that incident occurred:

DTG that BDE was notified:

Where: Location of incident (include zip code):

School/BDE/HQ Directorate of assignment:

Why: What were the indicators that led to the incident? (stress, personal issues, or situation)

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CLASSIFICATION: FOUO

SUBJECT: SIR number (BDE FYXX-XXX)

1. Category:
2. Type of incident:
3. Date/time of incident:
4. Location:
5. Other information:
 - a. Racial:
 - b. Trainee involvement:
 - c. Alcohol involvement:
 - d. Next of Kin:
 - e. Seatbelt use:
 - f. Deployment within past year:

6. Personnel involved:

a. Subject(s)

- (1) Name:
 - (a) Pay grade:
 - (b) SSN:
 - (c) Race:
 - (d) Sex:
 - (e) Age:
 - (f) Position:
 - (g) Security Clearance:
 - (h) Unit and station:
 - (i) Duty Status:
 - (j) Marital Status:

- (2) Name:
 - (a) Pay grade:
 - (b) SSN:
 - (c) Race:
 - (d) Sex:
 - (e) Age:
 - (f) Position:
 - (g) Security Clearance:
 - (h) Unit and station:
 - (i) Duty Status:
 - (j) Marital Status:

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b. Victim(s):

- (1) Name:
- (a) Pay grade:
- (b) SSN:
- (c) Race:
- (d) Sex:
- (e) Age:
- (f) Position:
- (g) Security Clearance:
- (h) Unit and station:
- (i) Duty Status:
- (j) Marital Status:

- (2) Name:
- (a) Pay grade:
- (b) SSN:
- (c) Race:
- (d) Sex:
- (e) Age:
- (f) Position:
- (g) Security Clearance:
- (h) Unit and station:
- (i) Duty Status:
- (j) Marital Status:

7. Summary of incident:

8. Remarks:

9. Publicity:

10. Commander reporting:

11. Point of contact: _____

12. Downgrading instructions: FOUO protective markings will not be removed as this contains personally identifiable information.

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USACC SIR Request for Information (RFI)

FOUO

1. SIR Reference Number		2. Suspense DTG	
3. Requesting Agency/Directorate			
4. Required Information	<i>(Be as specific as possible)</i>		
5. Justification For Information Request	<i>(State clearly the reason(s) information is required)</i>		
6. Name and Contact Information of Requestor	<i>(Include phone numbers and email address)</i>		
7. BDE/BN POC Reply	<i>(BDE/BN POC will use this area to answer requested information. DO NOT SUPPLY ADDITIONAL INFORMATION. Answer only those questions asked as specifically as possible)</i>		
8. Name and Contact Information of BDE/BN POC	<i>(Include phone numbers and email address)</i>		

- Requesting Agencies/Directorates must forward RFI through the USACC POC'S
- BDE/BN POCs will answer RFI in Block 7 and forward reply to the USACC POC'S using encrypted email.
- The USACC POC will process the reply and forward to the requesting agency/directorate using encrypted email.

FOUO

USACC CCIR DISASTER FORMAT

Disaster reports are sent as an unencrypted email.

Date/time of report:

1. Actions Taken
 - a. Initial
 - b. Subsequent
2. Accountability of personnel
 - a. Cadre
 - b. Cadet
 - c. Family members in the local area (as applicable)
3. Impact on:
 - a. Training/Campus Activities- i.e. Closures/evacuations
 - b. Facility damage/equipment loss
 - c. Home damage
 - d. Mandatory evacuation order
4. Current Local Weather
5. Any service or assistance provided to other units/services
6. Any support required from HHQ

USACC Commanders Critical Information Requirements (CCIR)

1. Commander's Critical Information Requirement (CCIR). A CCIR is an information requirement identified by the commander as being critical to facilitating timely decision making. The two key elements are friendly force information requirements and priority intelligence requirements. A CCIR is time sensitive and must be reported to the commander immediately by any means available.

a. Friendly Force Information Requirements (FFIR). Information the commander and staff need to understand the status of friendly force and supporting capabilities. FFIRs follow:

(1) Change to Force Protection Condition (FPCON) or changes to other national alert and security status levels (Defense Readiness Condition [DEFCON], Information Operations Conditions [INFOCON]) or additions to any FPCON measure directed either by Department of the Army (DA), Army Training and Doctrine Command (TRADOC), Unit Commander (CDR), or prompted by a threat reported in the vicinity of any USACC facility or asset.

(2) Danger of or actual serious injury or death of any military personnel, family member, DA Civilian/contractor or cadet (SROTC/JROTC) assigned to USACC.

(3) An incident involving USACC assigned personnel or asset resulting in significant positive or negative media coverage.

(4) TRADOC- Actual or anticipated request for assistance (RFA) to TRADOC from United States Army North (USARNORTH) or other primary federal agency for Defense Support of Civilian Authorities (DSCA) or if TRADOC commanders exercise immediate response for local civilian authorities to save lives, prevent human suffering, or mitigate property damage. USACC - Any USACC personnel (National Guard [NG]/Reserves [RES]) activated by the state to save lives, prevent human suffering, or mitigate property damage or the designation of a USACC facility as a support facility of Federal Emergency Management Agency (FEMA)/Red Cross for disaster relief.

(5) Identification of changes or potential impacts to USACC Force Structure or Summer Training Tables of Distribution and Allowances (TDAs) (LDAC/LTC) including loss or receipt of additional forces, equipment, facilities, or assets that significantly affect USACC's ability to perform its mission or Continuity of Operations (COOP).

(6) External directives, decisions, Army Force Generation (ARFORGEN) changes, or decision points requiring a substantial shift in missions, resources, capabilities, Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, and Facilities (DOTMLPF) integration, or training requirements that would impact LDAC, LTC and other leadership training programs.

USACC Commanders Critical Information Requirements (CCIR)

(7) Operating Force identification of training shortfalls or gaps that could be filled through acceleration of warrior tasks and battle drill reviews.

(8) USACC unable to provide trained and ready officers, functional training, leader development training, or collective training required by the Operating Force in support of ARFORGEN.

(9) Any unplanned Command, Control, Communications, and Computers (C4) outage at any USACC Subordinate Organization with an anticipated duration of 1 hour or longer. Any unplanned C4 outage at HQ USACC of 30 minutes or longer. Secret Internet Protocol Router Network (SIPRNet) or Internet Protocol Router Network (NIPRNet) outages meeting these criteria are reportable without delay to HQ TRADOC EOC.

(10) Commanders at all levels will report threats of or actual violence to service members or any adverse local publicity related to the Army's policies on homosexuality through operations channels.

(11) USACC Soldiers, civilian employees, contractor employees, Family members, or Cadets (SROTC/JROTC) exhibiting indicators of potential violence. Refer to All Army activities (ALARACT) 09/10

(12) USACC subordinate commands, and HQ USACC elements are responsible for reporting unrestricted reports of alleged incidents of sexual assault (including rape) and hazing.

(13) USACC will report any unusual or "curious" sexual assault related incident, not reportable under any other friendly forces information requirements (FFIR). (i.e., sexual assault case verdict overturned by Court Martial Convening Authority)

Budget/Sequestration Related (TRADOC)

(14) Loss or interruption of support provided by supporting commands (Army Installation Management Command [IMCOM], Army Materiel Command [AMC], Army Network Enterprise Technology Command [NETCOM], or Army Medical Command [MEDCOM]). Provide report a minimum of five days prior to the projected loss of support.

(15) Cancellation or non-conduct of scheduled class due to required resources not being available or students being unable to attend the course. Provide report a minimum of seven days prior to the projected cancellation.

(16) Any situation caused by a lack of resources or support creating an immediate life, health or safety issue. Provide report immediately.

USACC Commanders Critical Information Requirements (CCIR)

b. Priority Intelligence Requirements (PIR). PIR is an intelligence requirement, stated as a priority for intelligence support that the commander and staff need to understand the adversary or the operational environment.

c. PIRs follow:

(1) What terrorist activity, extremist violence, foreign criminal enterprise, and manmade or natural disasters are likely to impact USACC personnel on or off installations across Continental United States (CONUS) and overseas?

(2) What foreign collection activities (surveillance, elicitation, solicitation, etc.) are targeted against USACC schools, personnel, and interests?

(3) What are the future developments in the operational environment (contemporary, mid-term and far-term) that will impact the way in which USACC recruits, develops leaders, trains and educates Soldiers, civilians and Cadets or impacts future concepts, requirements and capabilities?

(4) What are the indications and impacts of ongoing adversary cyber warfare efforts on USACC information systems across CONUS and overseas?

(5) What individuals or groups are negatively targeting our Centers of Influence or Cadets who want to serve in the Army?

2. Essential Elements of Friendly Information (EEFI). An EEFI establishes an element of information to protect rather than one to collect. Answers to EEFIs identify critical information of friendly forces that, if compromised, would jeopardize mission success. When sharing critical information with others, use secure means to include encrypted emails. Do not discuss critical information with people who do not have a "need to know". Discuss EEFIs only via secure communications (secure voice, encryption, and SIPR). Do not discuss EEFI in open public conversations. Shred or burn all discarded documents and media that contain critical information.

EEFIs follow:

(1) What are the vulnerabilities and security measures of USACC information systems?

(2) What are the major, non-public USACC event times, locations, attendees, and security plans?

(3) What are the itineraries of General Officers, senior executive services officials, VIPs/DVs (07 and above) visiting a USACC facility, asset or function?

USACC Commanders Critical Information Requirements (CCIR)

(4) What are the USACC critical assets, Mission Essential Vulnerable Areas (MEVA's), High Risk Targets (HRTs) and the security measures and plans applied to those assets on or off a DOD installation (preventing unauthorized photos, geo-tags, etc.)?

(5) What are the protection and response capabilities of USACC assets, activities, or service providers on or off a DOD installation?

(6) What are the plans for initiation of contingency operations, deployment of units, or mobilization of units affecting USACC facilities, or assets on or off a DOD installation?

(7) What are the sources of lessons learned or emerging Tactics, Techniques and Procedures (TTPs) related to any ongoing operation or major training event (LDAC, LTC, CULP, or Internship)?

(8) What are the shortfalls in funding concerning training, planning, manning, equipping and travel?

(9) What is the Personal Identifiable Information (PII) of our personnel, family members, or others?

(10) What are the training and travel schedules for personnel or groups (staff, LDAC, LTC, CULP, CPDT or Intership)?