

Appendix C – SIR Formats

Serious Incident Report (SIR) Report Format

CLASSIFICATION: CUI

SUBJECT: SIR number (BDE FYXX-XXX (Initial/Follow-up/Final))

1. Category (CCIR/PIR/Other):
2. Type of incident:
3. Date/time:
 - a. DTG Incident:
 - b. DTG BDE Notified:
 - c. DTG 7Ws Submitted:
4. Location of incident:
5. Other information:
 - a. Racially Motivated:
 - b. Trainee involvement:
 - c. Alcohol involvement:
 - d. Next of Kin (If death related):
Name:
Relationship:
Address:
 - e. Seatbelt use (Vehicle Mishaps):
6. Personnel involved:
 - a. Subject(s)
 - (1) Name:
 - (a) Pay grade/MS Level:
 - (b) DODID:
 - (c) Race:
 - (d) Sex:
 - (e) Age:
 - (f) Position:
 - (g) Security Clearance:
 - (h) Unit/School of assignment with address:
 - (i) Duty Status:
Cadre (AD/USAR/ARNG/DAC/Contractor)
Cadet (Contracted/Green to Gold/SMP)
JROTC Instructor/JROTC Student
Student (Non-contracted, participating)
 - (j) Marital Status:

- b. Victim(s):
 - (1) Name:
 - (a) Pay grade/MS Level:
 - (b) DODID:
 - (c) Race:
 - (d) Sex:
 - (e) Age:
 - (f) Position:
 - (g) Security Clearance:
 - (h) Unit/School of assignment with address:
 - (i) Duty Status:
 - Cadre (AD/USAR/ARNG/DAC/Contractor)
 - Cadet (Contracted/Green to Gold/SMP)
 - JROTC Instructor/JROTC Student
 - Student (Non-contracted, participating)
 - (j) Marital Status:

7. Summary of incident (initial): (Complete details of events)

- a. Follow-up
- b. Final

8. Remarks:

- a. Initial Actions
- b. Disposition

9. Publicity (Expected, not expected):

10. Commander reporting:

11. Unit Point of contact:

12. BDE SHARP Point of contact (SARC/VA): for SHARP related reports

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