United States Army Cadet Command
SOP 23-11

Operations

U.S. Army Cadet Command Incident Reporting

Headquarters
United States Army Cadet Command
Ft. Knox, KY
05 Mar 2024

UNCLASSIFIED

SUMMARY of CHANGE

USACC Standard Operating Procedure
U.S. Army Cadet Command Incident Reporting

- This SOP replaces USACC SOP 23-11, dated 1 October 2022.
- Updated USACC CCIR Matrix.
- Updated terminology and verbiage relating to higher headquarters and reporting to the USAREC Command Operations Center.

Department of the Army
Headquarters, United States Army Cadet Command
1st Cavalry Regiment Road
Fort Knox, Kentucky 40121-5123

Effective 05 March 2024

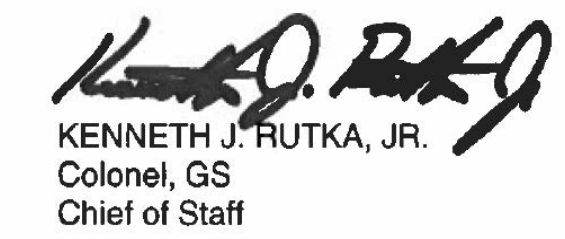
Operations

U.S. Army Cadet Command Incident Reporting

FOR THE COMMANDER:

OFFICIAL:

ANTONIO V. MUNERA
Major General, U.S. Army
Commanding



KENNETH J. RUTKA, JR.
Colonel, GS
Chief of Staff

History: This printing publishes USACC SOP 23-11 Incident Reporting. This publication replaces current U.S. Army Cadet Command (USACC) SOP 23-11, 1 October 2022. USACC reporting requirements were updated as part of the realignment of USACC under the U.S. Army Recruiting Command (USAREC).

Summary: This SOP prescribes the operational reporting of significant incidents to Headquarters (HQ), USACC.

Applicability: This SOP applies to all elements of USACC, to include HQ USACC, subordinate commands, activities, and units, including those elements not on an installation. This SOP also applies to non-organic elements while in a direct supporting role of Cadet Summer Training (CST).

Proponent and exception authority: The proponent of this SOP is the USACC Chief of Staff. The proponent has the authority to approve exceptions or waivers to this SOP that are consistent with controlling laws and regulations. The proponent may delegate this approval authority in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this SOP by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent.

Army management control process. This SOP contains management control provisions and identifies key management controls that must be evaluated in accordance with Army Regulation (AR) 11-2 (Manager's Internal Control Program).

Supplementation. Supplementation of this SOP is prohibited without prior approval from the Deputy Chief of Staff, G-3, Chief, G-3 Operations Division (ATCC-TOC), 1st Cavalry Regiment Road, Fort Knox, KY 40121.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G-3, Chief Operation Division (ATCC-TOC), 1st Cavalry Regiment Road, Fort Knox, KY 40121.

Distribution. Distribution of this SOP is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

Contents (Listed by paragraph and page number)

Chapter 1
Introduction

1-1. Purpose:

This SOP establishes policies and procedures for the reporting of significant incidents involving USACC facilities, activities, and personnel. The primary purpose of this process is to provide a means to inform USACC and U.S. Army Recruiting Command (USAREC) senior leadership of incidents which impact USACC elements. The secondary purpose is to provide HQ USACC staff the data to perform trend analysis, develop mitigation policies, and to analyze and integrate the data into the appropriate forums to refine procedures and mitigate incidents. This SOP combines Incident Reports (IR), PII/Cyber Incidents, Suspicious Activity Reports (SAR), Disaster Reporting (DR), Force Protection Condition Change reporting and Commanders Critical Information Requirements (CCIR), Friendly Forces Information Requirements (FFIR) and Priority Information Requirements (PIR) into one SOP. Reportable incidents listed in this SOP are not all inclusive. Commanders should use discretion in reporting incidents that are not specifically listed in this SOP.

1-2. References:

The primary sources for reporting requirements are the USACC Commander's Critical Information Requirements, USAREC Information Requirements, Law Enforcement Reporting (Army Regulation 190-45), ARs, DA Pams, and DA Forms are available at http://www.armypubs.army.mil/. A list of publications can be found in Appendix A.

1-3. Explanation of Abbreviations:

Common abbreviations and terms used in this SOP are contained in the Glossary.

1-4. Responsibilities:

USACC HQs, USACC subordinate commanders, USACC activity, unit, and Headquarters and Headquarters Detachment (HHD) personnel will ensure that the policies and procedures of this SOP are implemented in their organizations.

a. Commanding General (CG), USACC is responsible for reporting the events and incidents defined in the USAREC CCIR Matrix, as well as any other matter that the CG determines to be of concern to the CG, USAREC.

b. USACC HQs, staff directorates, subordinate commanders, activities, units, and HHD personnel are responsible for reporting the events and incidents defined throughout this SOP, as well as any other matter that commanders determine to be of concern to the CG, USACC.

c. USACC HQs staff and report through the HHD Commander or their representative. Subordinate units report through their respective Brigades. CST personnel report through the CST TOC.

d. Deputy Chief of Staff (DCS), G-3, Chief Operations Division (G-3), or an Operations Division (G-3) representative is responsible for notifying the USACC Command Group and USACC staff of SIRs.

e. DCS, G-3, Operations Division Security Specialist or a G-3 designated representative will analyze each SAR and ensure U.S. Army Criminal Investigation Division (USACID) enters the incident into eGuardian if it meets the eGuardian criteria.

   DCS, G-3, Operations Division Security Specialist or designated representative is responsible for collecting, analyzing, and referring all SIRs and SARs to the Chief, Operations Division (G-3), USACC leadership, and to appropriate HQ and staff sections, adjacent, and higher commands as appropriate. The G-3 Security Specialist will receive reports, request follow-ups, and report incidents to the USACC leadership and to USAREC staff via the approved procedures and maintain a database of reported incidents for trend analysis.

f. The DCS, G-6 is responsible for updating PII guidance, as necessary.

Chapter 2
Reporting Policy

2-1. Policy

a. All reports must be submitted using USACC incident report guidance, completed correctly and in the proper format. Failure to submit reports IAW established guidelines could result in late reports that require a commander's endorsement for lateness. As the information concerned is developed, subordinate commands will submit follow-up reports, corrections to reports, and final reports in accordance with (IAW) guidelines. Reports are sent to the USACC SIR Point of Contact (POC(s)) via encrypted email to; USARMY Ft Knox USACC List SIR usarmy.knox.usacc.list.sir@army.mil.

b. Report incidents to HQ, USACC, as defined in paragraph 2-2 and 2-3. The lists are not all inclusive. Commanders and Professors of Military Science (PMS) should report any incident that might concern the CG, USACC as a serious incident, regardless of whether specifically listed. In determining whether an event/incident is of concern to CG, USACC, the following factors should be considered: severity of the incident, potential for adverse publicity, potential consequences of the incident, whether or not the incident is reportable under other reporting systems, effect of the incident on readiness or the perception of readiness. If in doubt, submit an SIR.

c. Reporting procedures outlined in this SOP do not replace the reporting procedures outlined in AR 190-45 (Law Enforcement Reporting) or the submission of other reports (for example, SHARP Related Incidents, PII breach, SAR, or mishap reports submitted through separate reporting channels). Parallel reports are often required due to specific incident types.

d. Direct coordination between organizations, offices, agencies, or activities within USACC is authorized and encouraged. In addition, all USACC subordinate headquarters will coordinate directly with local supporting law enforcement/campus security agencies, Provost Marshal Office (PMO), Criminal Investigation Division (CID) or Joint Terrorism Task Forces (JTTF) on matters of force protection or criminal activity. Commanders and representatives must realize the reporting of incidents or coordination with outside activities will generate reports within that agency. It is therefore mandatory that any outside coordination is reported to the next higher headquarters.

e. Simultaneous with official reporting through operational channels, CG, USACC, or their designated representative, will provide the CG and DCG, USAREC an email with the 7 "Ws" amplification of serious incidents. This "Green Tab" parallel information is in addition to the official operations reporting requirement.

2-2. Reportable events and incidents

USACC SIRs are derived from multiple sources; however, primary sources are:

a. HQDA CCIRs as published and maintained by Department of the Army Management Office of Operations and Contingency Planning (DAMO-ODO).

b. USAREC CCIRs as published in USAREC Operation Orders and Fragmentary

Orders.

c. AR 190-45 and SIRs per Chapters 8 & 9, Category (CAT) I & II reportable incidents.

d. USACC CCIRs as published in USACC Operations Orders and Fragmentary Orders. Current USACC CG CCIR Matrix is located at Appendix B.

2-3. Report Type:

Each type of report is described below. Specific report formats and other written requirements are contained in subsequent areas of this SOP.

All report types below are reported as an Initial, Follow-Up, or Final report.

a. **Serious Incident Report (SIR):** These reports include all CCIR and additional incidents.

*Note: Report format located at Appendix C.

(1) CCIR: Incidents which are of great concern to the commander, includes Friendly Force Information Requirements (FFIR) and Priority Intelligence Requirements (PIR). These incidents are contained in the CCIR Matrix located in Appendix B.

(2) USACC Other Reporting Requirements**:** This category was developed to minimize confusion and replaces what was previously known as “CAT II”.

b. **Disaster Report (Natural/Manmade):** Disasters require the submission of disaster incident reports when the result of a disaster causes displacement of personnel. In addition, disaster reports are required when the operational capabilities of a unit are affected so as to limit the unit’s capabilities to support the mission. The Disaster Report is submitted to the USACC Protection Division in the body of an email.

(1) All disasters, natural and technological – manmade, will be reported as a Disaster Report that affects operations and displacement of Soldiers, family members, or the civilian workforce. The Disaster Report will be utilized to report disasters. The DRs are listed below:

(2) Report the type of disaster (i.e., hurricane) using the Disaster Report format. At a minimum, the number of USACC personnel including family members affected will be reported. Identify the number of personnel displaced by the disaster. Include the name of all affected USACC facilities. Identify if it is a man-made disaster, and any actions taken by unit to request assistance for personnel and/or equipment and status of requests with overflow information placed in the remarks section. Follow up reports are due every 24 hours at 1200 hours (EST) to the USACC Operations Center.

(3) All or any requests for assistance from HQ USACC are listed. Place Request For Assistance (RFA) in bold in the block and provide specific needs that are above the capabilities of the brigade, detachment, or university.

(4) Commanders should focus on taking care of personnel and resumption of mission operations as soon as possible.

(5) Report format located at Appendix D.

USACC Disaster Reporting	
Natural	**Technological - Manmade**
Drought	Power Failure
Earthquake	Terrorism
Floods	Transportation Accident
Wildfire	Civil Disorder
Tornado	Dam Failure
Hurricane	Fuel Shortages
Windstorm	Hazardous Materials Incident
	Mass Cyber Attack

c. **Suspicious Activity Report:** The intent of suspicious activity reporting is to ensure the USACC leadership have a clear picture of the scale of these phenomena by capturing the information. SARs will be reported in the same manner as SIRs. The raw data information collected and reported on the SAR allows the intelligence community to analyze trends and provide actionable intelligence for commanders to use in decision making.

Reportable suspicious incidents include:

1. Defined Criminal Activity and Potential Terrorism Nexus Activity

    a. Breach/Attempted Intrusion. Unauthorized person attempting to enter or actually entering a restricted area, or nonpublic area. Impersonation of authorized personnel.

    b. Misrepresentation. Presenting false information or misusing insignia, documents, and/or identification to misrepresent one's affiliation as a means of concealing possible illegal activity.

    c. Theft/Loss/Diversion. Stealing or diverting something associated with a facility/infrastructure or secured protected site such as uniforms, IDs, etc.

    d. Sabotage/Tampering/Vandalism. Damaging, manipulating, defacing, or destroying part of a secure site.

    e. Cyberattack. Compromising or attempting to compromise or disrupt an organization's information technology infrastructure.

    f. Expressed or Implied Threat. Communicating a threat to commit a crime that will result in death or bodily injury to another or to damage or compromise a secure site.

g. Aviation Activity. Learning to operate, operating an aircraft, or interfering with the operation of an aircraft in a manner that poses a threat of harm to people or property and that would arouse suspicion of terrorism/criminality in a reasonable person. This category also includes unmanned aerial systems (UAS) and drone use that may be construed as suspicious (photography, criminal acts, etc.).

2. Potential Criminal or Non-Criminal Activities Requiring Additional Information

a. Eliciting Information. Questioning individuals or otherwise soliciting information at a level beyond mere curiosity about an event or particular facets of a facility's purpose, operations, security procedures, etc.

b. Testing or Proving of Security. Deliberate interactions with, or challenges to, installations, personnel, or systems that reveal physical, personnel, or cybersecurity capabilities.

c. Recruiting/Financing. Providing direct financial support to criminals and/or criminal/terror organizations; compiling personnel data, banking data, travel data, or contacts to build operational teams.

d. Surveillance/Photography. An interest in or taking pictures/videos of personnel, facilities, security features, or infrastructure in an unusual or covert manner. Drones may also be used in this capacity.

e. Material Acquisition/Storage. Acquisition and/or storage of unusual quantities of precursor materials (fuel, chemicals, toxic materials, timers, cell phones, or other triggering devices).

f. Acquisition of Expertise. Attempts to obtain or conduct training or otherwise obtain knowledge or skills in security concepts, military weapons or tactics, or other unusual capabilities.

g. Weapon Collection/Discovery. Collection or discovery of unusual amounts or types of weapons, explosives, chemicals, or shows evidence of, detonations or other residue, wounds, or chemical burns.

h. Sector Specific Incident. Actions associated with a characteristic of unique concern to specific sectors (e.g., the education, public health, government, etc.), with regard to their personnel, facilities, systems, or functions.

(13) Report format located at Appendix E.

d. **PII Breach Report:** PII breach report is initiated when there is actual or suspected compromise of PII. The breach will be reported via the SIR process. PII breach actions and instructions are located at Appendix F.

e. **Sexual Harassment and Assault Reporting:** The intent of the SHARP report (located in Appendix C) is to provide the required information IAW AR 600-20 (Army Command Policy). All known personnel information (victim(s) and subject(s)) will be reported to the USACC SIR team. USACC SIR team will redact the necessary information before submitting to the staff and USAREC. When reporting sexual harassments only include the type of sexual harassment (quid pro quo and/or hostile environment, wrongful broadcast of distribution of intimate visual images, indecent viewing/recording/broadcasting), DO NOT include specific details of the harassment. When reporting sexual assault include the type of assault and what crime is being investigated (rape, sexual assault, aggravated sexual assault, abusive sexual contact, or sodomy), DO NOT include specific details of the assault (IAW AR 600-20, App. J-2). Brigades will ensure their SARC/VA review all reports of sexual harassment and/or assault prior to submitting to HQs, USACC.

2-4. Additional Guidance

a. **Suicide Attempts:** The Commander, Command Sergeant Major or Command representative as soon as medically permissible will conduct a face-to-face discussion with each Soldier who has attempted suicide. The intent is to develop a better understanding of the Soldier's situation and environment and to identify any potential action(s) that may prevent suicidality. The end state of the discussion should reveal responses to five key questions (within 96 hours from initial report):

(1) All that we know now?
(2) What we didn't know?
(3) What we wish we had done but did not do?
(4) What lessons were learned?
(5) Was the Soldier part of a cohesive team – unit, battle buddy, family connections?

b. **Suicides/Suspected Suicides:** Commanders at all levels will develop and submit a DA Form 7747 (Commander's Suspected Suicide Event Report) for every suicide or equivocal death which is being investigated as a possible suicide. Active duty units are required to submit Section 1 of the DA 7747 within 24 hours to usarmy.pentagon.hqda-dcs-g-1.mbx.csser@army.mil within 24 hours of the incident, IAW AR 190-45, para 9-2b. Section II of the DA From 7747 is required within five days of the incident. The report is completed with the submission of Section III within 60 days of the incident. Within 96 hours of initial report provide answers to the five key questions, listed in paragraph 2-4a and provide to the USACC G33 SIR team.

Chapter 3
Reporting Procedures

3-1. Time requirements

a. **Immediate**: For incidents on USACC CG's CCIR list; the Brigade Commander or representative will notify a member of the command group (CG, DCG, Chief of Staff or Deputy Chief of Staff) immediately upon identification of a CCIR related incident. The Brigade will first attempt to contact the CG. If the CG does not acknowledge receipt within 15 minutes, then the Brigade will contact, in order, the DCG, CoS, and the DCoS until acknowledged.

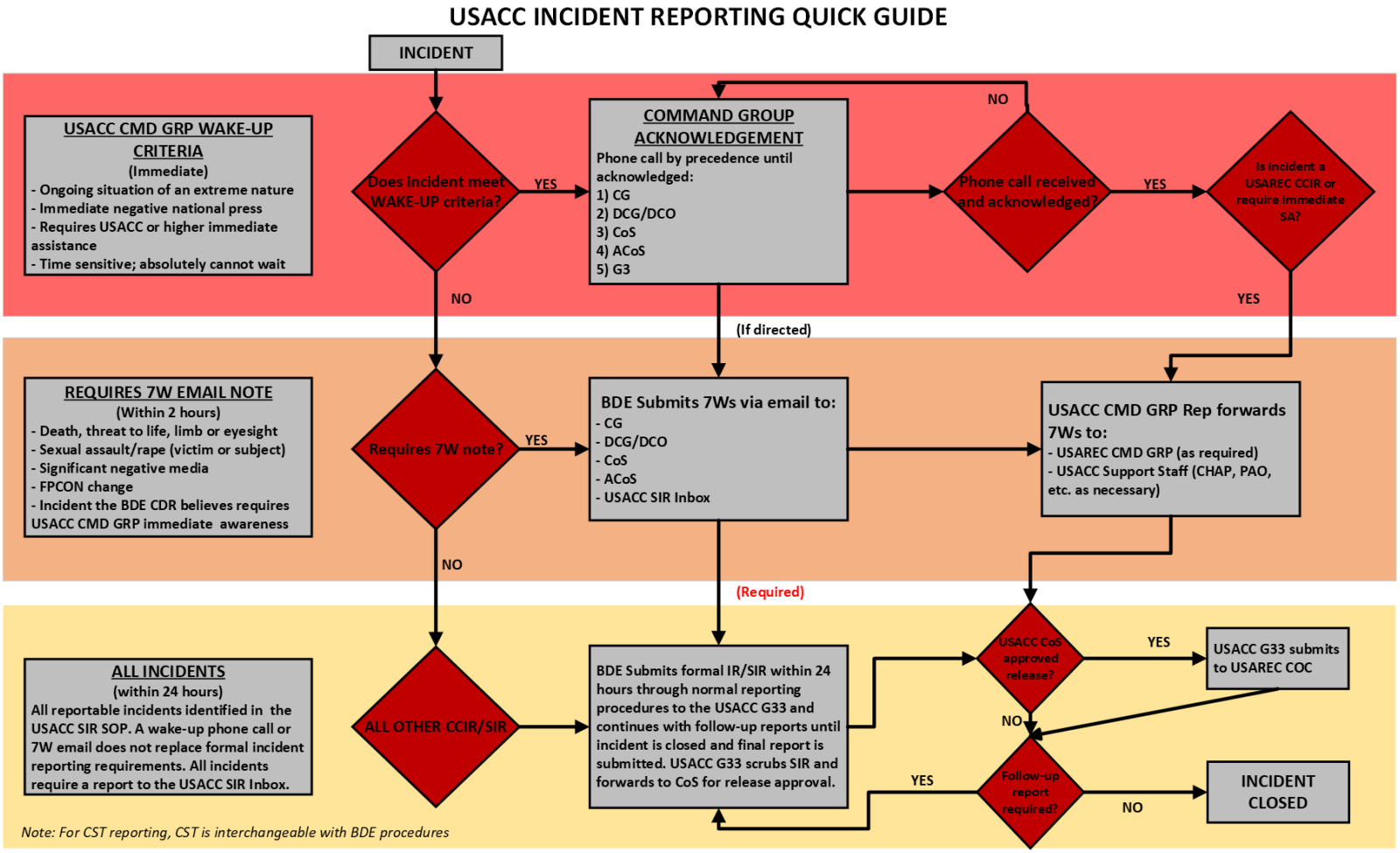
b. **Two Hours**:

(1) Brigade Commander or representative will follow up the CCIR telephonic notification with a 7W's message (who, what, when, where, why, actions taken, assistance required) within two hours of the incident identification. Recipients of the 7W's are; CG, DCG, CoS, DCoS, DCS G3, DCS G33 SIR POC list.

c. **24 hours**: Written Initial reports are due in SIR format Appendix C to next higher headquarters within 24 hours of discovery.

d. Follow up reports are required as new information becomes available or circumstances change. Multiple follow up reports are given a letter designation

e. Final reports should be submitted once all incident actions and investigations are complete. The submitting unit will review open SIRs monthly to ensure timely closure of open reports.



USACC SIR Inbox: usarmy.knox.usacc.list.sir@army.mil

Figure 1. USACC Incident Reporting Quick Guide

3-2. Required Information

a. All pertinent information will be entered onto the proper report format. The report formats are located in the appendices. Reports will include all available, relevant facts and information. This includes, but is not limited to: names, addresses, next of kin and any other information pertinent to the clear understanding of the incident being reported. All items on the required format will be completed with information available at the time of submission.

b. Brigades will assign each report a tracking number and submit all reports via email to the USACC SIR POCs. The numbering system used will be the following:

(1) Initial reports: Brigade/fiscal year/sequence number of initial report, incident type (e.g., the first SIR from 1st Brigade in FY 2023 would be numbered (1st BDE-23-001, Death-INITIAL)).

(2) Follow-up reports: Assign letters to denote follow-up reports and replace "INITIAL" with "FOLLOW-UP" (e.g., 1st BDE-20-001A, Death-FOLLOW-UP). New information provided on follow-up reports will no longer be in all CAPS.

(3) Final reports: When the SIR issue is resolved, the final report number will include "FINAL" (e.g., 1st BDE 20-001B, Death-FINAL). Final information will be annotated in line 12 of original SIR and conform to requirements outlined in sub-paragraphs (1) and (2) above.

3-3. Handling of reports

a. Due to the potentially sensitive nature of SIRs all e-mails and reports will be marked at a minimum of Controlled Unclassified Information (CUI). Data sent will be digitally signed and encrypted using common access card/Public Key Infrastructure. In addition, installations will use their role-based certificate account to help reduce proliferation.

b. Health Insurance Portability and Accountability Act (HIPAA) considerations. POCs will only transmit personal health information in SIRs as it relates to the SIR incident. POCs will not report unrelated patient health information in an SIR to a third party without the patient's consent in accordance with HIPAA.

3-4. Parallel report(s)

Incidents sometimes require cross reporting lines, coordination, or reports to other agencies. The coordination will generate reports from the agency involved. The reporting unit is required to notify their next Higher Headquarters (HHQ) of any outside coordination or reports for awareness and assistance as necessary.

3-5. Request for Information

Additional information may be required by a higher headquarters or other agency 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 with the same protections as the initial report. All Requests for Information (RFIs) are sent via encrypted email.

a. Request will be forwarded to the USACC SIR POC.

(1) Each request will clearly state the information required and a suspense date/time group (DTG) will be provided in order to facilitate expedience.

(2) USACC SIR POC will forward the request to the respective brigade/organization POC.

(3) Brigade/organization POC will gather and provide the requested information to the USACC SIR POC.

(4) USACC SIR POC will forward the information to the requesting agency to close out the request.

(5) RFI format is located at appendix H

Appendix A - References

References

Section I
Required Publications

ARs, DA Pamphlets, and DA forms are available at www.armypubs.army.mil. USAREC publications and forms are available at https://adminpubs.USAREC.army.mil. DoD publications and forms are available at https://www.esd.whs.mil/Directives/issuances/dodi/.

DoDM 5400.11-R, DoD Privacy Program

AR 25-2, Army Cybersecurity

AR 145-1, SROTC Program, Organization, Administration, and Training

AR 190-45, Law Enforcement Reporting

AR 190-59, Chemical Agent Security Program

AR 200-1, Environmental Protection and Enhancement

AR 360-1, The Army Public Affairs Program

AR 380-13, Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations

AR 420-1, Army Facilities Management

DA Pamphlet 600-24, Health Promotion, Risk Reduction and Suicide Prevention

Section II
Related Publications

AR 11-2, Managers Internal Control Program

AR 40-5, Army Public Health Program

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DA Form 2028, Recommended Changes to Publications and Blank Forms

DD Form 2959, Breach of Personally Identifiable Information (PII) Report

Appendix B – CCIR Matrices (USAREC & USACC)

Chart will be inserted as a separate page in PDF version

Appendix C - USACC CCIR Matrix

USACC COMMANDERS CRITICAL INFORMATION REQUIREMENTS (CCIR) MATRIX

As of: March 21, 2024

	INCIDENT/EVENT	Category	Notify USACC CMD GRP[4]	Report to USAREC	Report to HQDA	USAREC CCIR
USACC CCIRs (FFIR - PIR)						
FFIR 1	Death any USACC military personnel, civilian employee (DAC or Contractor), contracted SROTC Cadets, immediate family members (spouse, child or legal dependent), SROTC non-contracted/JROTC Cadets (during official ROTC activities).	DEATH	Yes	Yes	Yes	2
FFIR 2	Serious Injury involving threat to life, limb or eyesight of any USACC military personnel, civilian employee (DAC or Contractor), contracted SROTC Cadets, immediate family members (spouse, child or legal dependent), SROTC non-contracted/JROTC Cadets (during official ROTC activities).	SERIOUS INJURY	Yes	Yes	Yes	20/29/45
FFIR 3	Changes to FPCON or changes to other alert and security status levels or additions to any FPCON measure directed either by DA, TRADOC, Unit Commander or prompted by a threat reported in the vicinity of any USACC facility or asset.	ATFP	Yes	Yes	Yes	24/38
FFIR 4	Any USACC personnel (NG/RES, etc.) 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 FEMA/Red Cross for disaster relief.	DSCA	Yes	Yes	Yes	USACC
FFIR 5	Any incident involving USACC or subordinate organizations that may result in significant positive or negative media coverage.	MEDIA	Yes	Yes	Yes	1/11
FFIR 6	Reports of alleged incidents of sexual assault (including rape) by or against any USACC military personnel (including JROTC Instructors), civilian employee (DAC or contractor), SROTC Cadets (contracted or non-contracted) and JROTC Cadets (during USACC sponsored activities)	MISCONDUCT	Yes	Yes	Yes	4
FFIR 7	USACC Military, civilian employee (DAC or Contractor), SROTC Cadet, JROTC Instructor or JROTC Cadet exhibiting indicators of actual or potential violence.	MISCONDUCT	Yes	Yes	Yes	USACC
FFIR 8	Any suspected, observed or confirmed extremist/racist behavior or indicators by USACC personnel.	MISCONDUCT	Yes	Yes	Yes	40
FFIR 9	Any planned or unscheduled Distinguished Visitor (DV)[1] to USACC or subordinate organizations.	VIP	Yes	Yes	Yes	32
FFIR 10	Any allegations of misconduct, including but not limited to fraternization, hazing, violations of Army standards and policy, drug and alcohol offenses, etc. against or by USACC Military, Civilian Employee (DAC or Contractor), SROTC Cadet, JROTC Instructor.	MISCONDUCT	Yes	Yes	Yes	5/6/46
FFIR 11	Any other incident that the commander determines to be of concern to the commander based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	OTHER	Yes	Yes	Yes	1
FFIR 12	Crime committed by or against any USACC Military, Civilian Employee (DAC or Contractor), SROTC Cadet, JROTC Instructor or JROTC Cadet resulting in detainment or arrest by Law Enforcement Officials.	MISCONDUCT	Yes	Yes	Yes	3
FFIR 13	Any instances or allegations of misconduct by JROTC Instructors.	JROTC MISCONDUCT	Yes	Yes	Yes	5
PIR 14	Imminent threat to senior Army leaders.	ATFP	Yes	Yes	Yes	12
PIR 15	CBRN event whether confirmed or suspected, to include the misuse of riot control agents.	ATFP	Yes	Yes	Yes	13
PIR 16	Manmade or natural disasters impacting USACC personnel on or off installations across CONUS and overseas.	ATFP	Yes	Yes	Yes	25
PIR 17	Foreign collection activities (surveillance, elicitation, solicitation, etc.) targeted against USACC activities, schools, personnel, and interests.	ATFP	Yes	Yes	Yes	8
PIR 18	Any threat, attack or incident at a government or non-government facility or event that affects USACC personnel or equities.	ATFP	Yes	Yes	Yes	7/14/16/47
PIR 19	Theft, suspected/attempted theft, loss, targeting, tracking or threat against AA&E (including arms rooms) or Chemical Agents.	ATFP	Yes	Yes	Yes	30
PIR 20	Arson, bomb threats or explosive incidents directed against or impacting USACC assets.	ATFP	Yes	Yes	Yes	USACC
PIR 21	Any indications or impacts of ongoing adversary cyber warfare efforts, cyber attacks, incidents or intrusions on USACC information systems across CONUS and overseas.	CYBER	Yes	Yes	Yes	9
PIR 22	Suspicious Activity[3] (includes theft of government property, vandalism of USACC facilities, GSAs, suspicious packages, etc.)	SAR	No	No	No	USACC
Other Reporting Requirements- Reportable SIRs IAW AR 190-45 and other Applicable Regulation						
23	Command, control, communications, and computers (C4) outages. Activities will report planned and unplanned degradations lasting more than 2 hours or degradation that results in significant negative impact on the ability of senior leaders to exercise command and control.	ATFP	No	Yes	No	36
24	Any incident involving spillage of classified information. A spillage is classified information transferred over from Secure Internet Protocol Router Network (SIPRNET) to Non-Secure Internet Protocol Router Network (NIPRNET), or other compromises of classified information to include electronic transfer, hard copy documents, or equipment (See AR 25-2 (para 4-21) and para 3-1in this document for more details).	ATFP	Yes	Yes	Yes	10
25	Major installation or campus utilities interruptions that impact operations and training.	ATFP	No	No	No	USACC
26	Protests, demonstrations or riots directed against or impacting USACC operations, facilities, personnel and assets.	ATFP	No	No	No	USACC
27	Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown of any USACC military personnel, civilian employee (DAC or Contractor), contracted SROTC Cadets, immediate family members (spouse, child or legal dependent), SROTC non-contracted/JROTC Cadets (during official ROTC activities).	DUSTWUN	Yes	Yes	Yes	22/41
28	Environmental accidents or incidents at an installation or campus that result in release of a hazardous substance resulting in injury, death, facility evacuation or potential severe impact to the environment.	ENVIRONMENTAL	No	No	No	USACC
29	Suicide attempt, ideations or Self-Harm (all overt acts of self-destructive behavior that do not result in death) committed by any USACC military personnel, civilian employee (DAC or Contractor), contracted SROTC Cadets, immediate family members (spouse, child or legal dependent), SROTC non-contracted/JROTC Cadets (during official ROTC activities).	SELF-HARM	No	No	No	39
30	Communicable illnesses, such as influenza (all strains), hepatitis, COVID-19 and West Nile virus that exceed the expected baseline[2] for those illnesses and unusual illnesses of any USACC Military, Civilian Employee (DAC or Contractor), SROTC Cadet or JROTC Instructor.	ILLNESS	No	No	No	37
31	Significant environmental injuries (such as heat stroke, rhabdomyolysis, carbon monoxide poisoning, hypothermia, frostbite and heat exhaustions) that exceeds baseline[2] of any military personnel, civilian employee (DAC or Contractor), contracted SROTC Cadets, immediate family members (spouse, child or legal dependent), SROTC non-contracted/JROTC Cadets (during official ROTC activities) assigned to USACC.	ILLNESS/INJURY	No	No	No	42
32	Any PII breach or compromise.	MISCONDUCT	No	No	No	43
33	Suspension or relief for cause (personnel in a position of authority).	MISCONDUCT	Yes	Yes	No	21
34	Actual or alleged incidents child abuse.	MISCONDUCT	Yes	Yes	Yes	31
35	Wrongful use, possession, manufacture or distribution of a controlled substance, all positive urinalysis, including narcotics and drugs.	MISCONDUCT	No	No	No	USACC
36	Reported incidents of sexual harassment by or against any USACC military personnel (including JROTC Instructors), civilian employee (DAC or contractor), SROTC Cadets (contracted or non-contracted) and JROTC Cadets (during USACC sponsored activities)	MISCONDUCT	No	No	No	USACC
37	Mishaps or incidents (including training or troop movement mishaps) that result in any treatment beyond first aid, evaluation at a medical facility or evacuation off-site of any USACC military personnel, civilian employee (DAC or Contractor), contracted SROTC Cadets, immediate family members (spouse, child or legal dependent), SROTC non-contracted/JROTC Cadets (during official ROTC activities).	MISHAP	No	Yes	Yes	27/28
38	Mishaps or incidents that cause accidental damage to GOV property or damage to CIV property as the result of GOV personnel/activities, including but not limited to GSA accidents, roll-overs or accidental equipment damage.	MISHAP	No	No	No	USACC
39	Aircraft mishaps or incidents involving USACC personnel.	MISHAP	Yes	Yes	Yes	18/19

NOTES

[1] Distinguished Visitors (DV) includes US State Politicians, National Politicians, Presidential Appointees, US or foreign General Officers (GOs), retired US GOs, Senior Executive Service (SES).

[2] Consult local medical treatment facilities for baselines.

[3] Suspicious Activity Reports (SARs) - SARs are submitted via SIR and include defined criminal activity, potential nexus to terrorism, and other potential non-criminal activity. These can include facility breaches, misrepresentation,

[4] Refer to the USACC Incident Reporting Quick Guide for wake-up criteria and Command Group acknowledgement procedures.

USAREC Table 2-1 CCIR/SIR/UIR Reporting (Dated 20 FEB 24)

	Incident / Event	NOTIFY USAREC CG	REPORT TO HQDA AOC	USAREC ERP REPORTING TIME	DA CCIR#
USAREC CG CCIRs					
1	ANY **INCIDENT OR PATTERN OF REPORTED INCIDENTS THAT THE COMMANDER DETERMINES TO BE OF CONCERN** TO HQ USAREC OR HQDA BASED ON THE NATURE, GRAVITY, POTENTIAL FOR ADVERSE PUBLICITY, OR NEGATIVE SOCIAL MEDIA COVERAGE.	YES / PHONE	YES	0-4 HOURS	14/50
2	**DEATH** OF ANY SOLDIER, DEPENDENT, DA CIVILIAN, RESERVE OFFICER TRAINING CORPS (ROTC) CADET, OR CONTRACTOR ASSIGNED TO USAREC (ON OR OFF POST). IF THE MANNER OF DEATH IS UNKNOWN, THE INCIDENT WILL BE REPORTED AS "UNDETERMINED MANNER OF DEATH" AND THE MANNER OF DEATH WILL BE UPDATED BY (ADDENDUM) ADD-ON CCIR AS SOON AS DETERMINED. DUTY STATUS, NEXT OF KIN NOTIFICATION, ALCOHOL/DRUG INVOLVEMENT, DEPLOYMENT HISTORY WILL BE INCLUDED IN THE INITIAL CCIR. **NOTE:** FOUR CATEGORIES OF DEATH: NATURAL, ACCIDENTAL, SUICIDE, AND HOMICIDE.	YES / PHONE	YES	0-4 HOURS	19A/B/C
3	**ALLEDGED SERIOUS CRIME** (MURDER / ATTEMPTED MURDER, DOMESTIC VIOLENCE OR INTENTIONAL ASSAULTS CAUSING SERIOUS BODILY INJURY, OR LARCENY EXCEEDING $50K) COMMITTED BY OR AGAINST A USAREC SOLDIER, DEPENDENT, DA CIVILIAN, RESERVE OFFICER TRAINING CORPS (ROTC) CADET, OR CONTRACTOR.	YES / PHONE	YES	0-4 HOURS	N/A
4	ANY REPORT OF **SEXUAL ASSAULT ALLEGATION**S (RAPE, SEXUAL ASSAULT, SEXUAL BATTERY, OR ABUSIVE SEXUAL CONTACT) COMMITTED BY OR AGAINST A USAREC SOLDIER, DEPENDENT, DA CIVILIAN, RESERVE OFFICER TRAINING CORPS (ROTC) CADET/ JROTC CADETS OR CONTRACTOR.	YES / PHONE	YES	0-4 HOURS	N/A
5	ANY INSTANCE OF **MISCONDUCT** IN WHICH THE ALLEDGED SUBJECT OCCUPIES A POSITION OF SPECIAL TRUST OR AUTHORITY.	YES	YES	0-4 HOURS	N/A
6	**SEXUAL MISCONDUCT** WITH SUBJECT OF RECRUITING EFFORTS / ROTC/JROTC CADETS (SRE DEFINED - ALL CONTACTS AND PROSPECTS INCLUDES ALL HIGH SCHOOL STUDENTS REGARDLESS OF QUALIFICATION FOR MILITARY SERVICE, APPLICANTS, OR MEMBERS OF THE FSTP OR SISTER SERVICE EQUIVALENT ARE PROHIBITED). **EXAMPLES OF MISCONDUCT: SEXUAL RELATIONSHIPS OR PHYSICAL CONTACT IS INVOLVED.**	YES / E-MAIL	NO	0-4 HOURS	**YES/JROTC**
7	**SIGNIFICANT EVENTS, INCLUDING TERRORIST ACTIVITY, FOREIGN CRIMINAL ENTERPRISE, MANMADE OR NATURAL DISASTERS AND SEVERE WEATHER** THAT IS LIKELY TO IMPACT USAREC PERSONNEL ON OR OFF INSTALLATIONS ACROSS CONUS AND OCONUS.	YES	YES	0-4 HOURS	3A
8	**FOREIGN COLLECTION** ACTIVITIES (SURVEILLANCE, ELICITATION, SOLICITATION, ETC.) TARGETING USAREC PERSONNEL, ASSETS, AND INTERESTS.	YES	YES	0-4 HOURS	N/A
9	INDICATIONS AND IMPACTS OF ONGOING **ADVERSARY CYBER WARFARE** EFFORTS ON, ARMY, AND DOD INFORMATION SYSTEMS ACROSS CONUS AND OCONUS.	YES	YES	0-4 HOURS	13A/B/C/D
10	ANY INCIDENT INVOLVING **SPILLAGE OF CLASSIFIED INFORMATION** THAT WOULD CAUSE GRAVE DAMAGE TO THE UNITED STATES, USAREC, OR SUBORDINATE COMMANDS.	YES	YES	0-4 HOURS	N/A
11	ANY DIRECT SOLDIER OR DEPARTMENT OF THE ARMY CIVILIAN **INTERVENTION (NON-COMBAT) THAT RESULTS IN THE PRESERVATION OF LIFE** (E.G., SUICIDE INTERVENTION, LIFESAVING ACTION, HEROIC ACT, ETC.)	YES	YES	0-4 HOURS	40

	Incident / Event	NOTIFY USAREC CG	REPORT TO HQDA AOC	USAREC ERP REPORTING TIME	DA CCIR#
HQDA CCIR REPORTING REQUIREMENTS					
12	IMMINENT **THREAT TO SENIOR ARMY LEADERS** - NOTIFY CID COMMAND IMMEDIATELY.	YES / PHONE	YES	0-4 HOURS	1
13	ANY **CBRN** EVENT.	YES / PHONE	YES	0-4 HOURS	2
14	ANY **BREACH, ATTACK, THREAT, OR INCIDENT ADVERSELY IMPACTING US ARMY FACILITIES**, EQUITIES, OR STRUCTURES.	YES / PHONE	YES	0-4 HOURS	3A
15	ANY REPORT OF **SUSPICIOUS PACKAGE(S)** AT US ARMY INSTALLATIONS, FACILITIES, OR STRUCTURES REQUIRING EOD/CBRN SUPPORT.	YES / PHONE	YES	0-4 HOURS	3B
16	ANY **THREAT, ATTACK, OR INCIDENT AT A NON GOVERNMENT FACILITY** OR EVENT THAT AFFECTS US ARMY PERSONNEL OR EQUITIES.	YES / PHONE	YES	0-4 HOURS	3C
17	INDIVIDUALS ON THE **KNOWN / SUSPECTED TERRORIST (KST) WATCH LIST** ATTEMPTS TO GAIN ACCESS TO ANY ARMY INSTALLATION, FACILITY, OR EQUITY**.** ADDITIONAL REPORTING REQUIRED IN CONJUNCTION WITH AR 190-45 CHAPTER 8.	YES / PHONE	YES	0-4 HOURS	3D
18	US ARMY **CLASS A AVIATION ACCIDENT** / INCIDENT WITH LOSS OF LIFE.	YES / PHONE	YES	0-4 HOURS	6A
19	US **ARMY CLASSES A OR B AVIATION ACCIDENT** / INCIDENT WITHOUT LOSS OF LIFE.	YES / E-MAIL	YES	0-4 HOURS	6B
20	VERY SERIOUS **INJURY OR DEATH OF A SENIOR US ARMY LEADER** (ANY PRESIDENTIAL APPOINTED CIVILIAN, GO OR SES, SMA). (LIMDIS ONLY)	YES / PHONE	YES	0-4 HOURS	7A
21	**SUSPENSION OR RELIEF OF ANY COL OR ABOVE IN A COMMAND POSITION**. (LIMDIS ONLY)	YES / PHONE	YES	0-4 HOURS	7B
22	ANY US **ARMY PERSONNEL REPORTED AS MISSING WHEN HOSTILE INTENT IS SUSPECTED**, OR TAKEN HOSTAGE OR CAPTURED BY TERRORIST OR FOREIGN ACTOR ORGANIZATIONS.	YES / PHONE	YES	0-4 HOURS	8A
23	**SAFETY OF FLIGHT / USE MESSAGE** GROUNDING / DEADLINING US ARMY EQUIPMENT IMPACTING OPNS / FLEET.	YES / E-MAIL	YES	0-4 HOURS	9
24	DIRECTED **CHANGE IN FPCON** BY OSD.	YES / PHONE	YES	0-4 HOURS	10
25	**NATURAL OR MANMADE DISASTER** IMPACTING US ARMY EQUITIES.	YES / E-MAIL	YES	0-4 HOURS	12
26	INCIDENTS OF **FRATRICIDE** INVOLVING US ARMY PERSONNEL (BLUE ON BLUE / GREEN ON BLUE).	YES / PHONE	YES	0-4 HOURS	16
27	**TRAINING OR TROOP MOVEMENT ACCIDENT/INCIDENT RESULTING IN DEATH OR VERY SERIOUS INJURY** (E.G., LOSS OF LIMB, EYESIGHT, PARALYSIS, CRITICAL CONDITION, DISCOVERY OF AN ACUTE LIFE-THREATENING MEDICAL CONDITION). ADDITIONAL REPORTING REQUIRED IN CONJUNCTION WITH AR 190-45 CHAPTER 8.	YES / PHONE	YES	0-4 HOURS	18A
28	**TRAINING OR TROOP MOVEMENT ACCIDENT/INCIDENT RESULTING IN A SERIOUS INJURY** (E.G., AIR MEDICAL EVACUATION, HOSPITALIZATION, OR MEDICAL CONDITION CAUSING IMMEDIATE CONCERN BUT NO DANGER OF LOSS OF LIFE).	YES / PHONE	YES	0-4 HOURS	18B

29	**NON-TRAINING ACCIDENT / INCIDENT RESULTING IN VERY SERIOUS INJURY** (E.G., LOSS OF LIMB, EYESIGHT, PARALYSIS, CRITICAL CONDITION, DISCOVERY OF AN ACUTE LIFE THREATENING MEDICAL CONDITION) OF ARMY PERSONNEL.	YES / PHONE	YES	0-4 HOURS	24
30	**THEFT, SUSPECTED THEFT, ATTEMPTED THEFT, LOSS, OR UNACCOUNTED ARMS, AMMUNITION, AND EXPLOSIVES** (AA&E) OF ANY TYPE OR CALIBER; ANY FRAGMENTATION, CONCUSSION, OR HIGH EXPLOSIVE GRENADE, OR ANY EXPLOSIVE (E.G., C-4).	YES / E-MAIL	YES	0-4 HOURS	25A
31	**ACTUAL OR ALLEGED CHILD ABUSE** WHICH TAKES PLACE ON A US ARMY INSTALLATION / FACILITY (E.G., CDC, DOD SCHOOLS, ETC) OR WITHIN AN ARMY ORGANIZATIONAL SETTING IN WHICH THE VICTIM IS SEXUALLY ABUSED OR IS ADMITTED TO THE HOSPITAL DUE TO INJURIES INCURRED DURING THE INCIDENT (LIMDIS ONLY). ADDITIONAL REPORTING REQUIRED IN CONJUNCTION WITH AR 190-45 CHAPTER 8.	YES / PHONE	YES	0-4 HOURS	26
32	**POTUS, FLOTUS, VPOTUS, SLOTUS, SGOTUS US GOVERNMENT SECRETARY, FOREIGN DIGNITARY, AMBASSADOR, OTHER US OR FOREIGN MILITARY SERVICE 4-STAR** OR EQUIVALENT VISIT TO A US ARMY UNIT OR INSTALLATION.	YES / E-MAIL	YES	0-4 HOURS	28
33	INCIDENTS IN THE UNITED STATES, TERRITORIES, AND POSSESSIONS, INVOLVING **ENGAGEMENT OF UA/UAS BY US ARMY EQUITIES IN FLIGHT**, WITH THE INTENT TO DISRUPT OR DISABLE. REGARDLESS OF THE COUNTERMEASURE BEING EMPLOYED, THESE EVENTS MUST BE REPORTED TO FAA VIA PHONE NLT 5 MINUTES AFTER THE INCIDENT (TO ALLOW TIME TO DIVERT AIRCRAFT) FOLLOWED BY AN IMMEDIATE PHONE CALL TO THE AOC.(FAA COMMERCIAL PHONE: (540) 442-4423) (SEE REFERENCE L, FRAGO 4 FOR NOTIFICATION FORMAT)	YES / PHONE	YES	0-4 HOURS	31B
34	**UA/UAS INCIDENTS INVOLVING US ARMY EQUITIES OUTSIDE THE UNITED STATES**, TERRITORIES, AND POSSESSIONS, RESULTING IN C-UAS ENGAGEMENT; IMPACT TO MISSION; OR ANY INCIDENT DEEMED BY THE CDR NECESSARY TO REPORT.	YES / PHONE	YES	0-4 HOURS	31C
35	ANY **ANOMALOUS HEALTH INCIDENTS** (AHI) EVENT THAT TARGETS ARMY PERSONNEL.	YES / E-MAIL	YES	0-4 HOURS	32

Incident / Event	NOTIFY USAREC CG	REPORT TO HQDA AOC	USAREC ERP REPORTING TIME	DA CCIR#
USAREC SERIOUS INCIDENT REPORTING REQUIREMENTS (SIRs)				
36 COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS **(C4) OUTAGES** EXCEEDING 8 HOURS FOR BNS AND ABOVE. ALL USAREC ACTIVITIES WILL REPORT PLANNED AND UNPLANNED DEGRADATIONS OF C4 CAPABILITIES.	YES / E-MAIL	NO	0-12 HOURS	N/A
37 **COMMUNICABLE ILLNESSES** THAT EXCEED THE BASELINE FOR THOSE ILLNESSES AND UNUSUAL ILLNESSES. CONSULT WITH THE LOCAL MEDICAL TREATMENT FACILITY.	NO	NO	0-12 HOURS	N/A
38 ANY **CHANGE TO FPCON** OR CHANGES TO OTHER ALERT AND SECURITY STATUS LEVELS AFFECTING USAREC, SUBORDINATE ORGANIZATION, OR USAREC SUBORDINATE COMMAND INSTALLATIONS.	YES / PHONE	NO	0-12 HOURS	N/A
39 **SUICIDE ATTEMPTS**, EXHIBITING INDICATORS OF SERIOUS VIOLENT ACTS, OR SELF-INFLICTED POTENTIALLY INJURIOUS BEHAVIOR WITH A NONFATAL OUTCOME FOR WHICH THERE IS EVIDENCE (EITHER EXPLICIT OR IMPLICIT) OF INTENT TO DIE OF ANY MILITARY PERSONNEL, DEPENDENT, OR DA CIVILIANS ASSIGNED TO USAREC OR SUBORDINATE ORGANIZATIONS.	YES / E-MAIL	NO	0-12 HOURS	N/A
40 ANY REPORTED CASE OF **RACISM OR RACIST ACTIVITY** THAT RESULTS IN SERIOUS PHYSICAL INJURY, OR WHERE A SOLDIER, O4 AND E8 OR ABOVE OR DA CIVILIAN GS13 AND ABOVE IS THE SUBJECT.	YES / PHONE	NO	0-12 HOURS	N/A
41 **SOLDIERS MISSING FROM PLACE OF DUTY ABSENT UNKNOWN (AUN), WHEREABOUTS UNKNOWN (DUSTWUN), OR ABSENT WITHOUT LEAVE (AWOL)** .	YES / PHONE	NO	0-12 HOURS	N/A
42 SIGNIFICANT **ENVIRONMENTAL INJURY** TO A USAREC SOLDIER, DEPENDENT OR DA CIVILIAN THAT COULD IMPACT OR POTENTIAL IMPACT TRADOC MISSION (SUCH AS HEAT STROKE, RHABDOMYOLYSIS, CARBON MONOXIDE POISONING, HYPOTHERMIA, FROSTBITE, HEAT EXHAUSTION, AND COMMUNICABLE ILLNESS, SUCH AS INFLUENZA, HEPATITIS, AND WEST NILE VIRUS). CONSULT LOCAL MEDICAL FACILITY FOR ILLNESSES THAT EXCEED THE EXPECTED BASELINE.	YES / E-MAIL	NO	0-12 HOURS	N/A
43 SUSPECTED OR CONFIRMED INFORMATION SYSTEM INCIDENTS OR INTRUSIONS, **PII BREACHES,** INCIDENTS OR EVENTS TO BE REPORTED ARE DEFINED IN AR 25-2, PARA 4-21.2. THIS APPLIES TO ALL SOLDIERS AND CIVILIAN PERSONNEL ASSIGNED, ATTACHED, DETAILED, OR ON TEMPORARY DUTY WITH USAREC ORGANIZATIONS THAT CONTROL OR COLLECT PII.	NO	NO	0-12 HOURS	N/A
44 SERIOUS **DOMESTIC VIOLENCE** INCIDENTS (UNRESTRICTED REPORTING ONLY). RESULTING IN ARREST OR HOSPITALIZATION. SERIOUS DOMESTIC VIOLENCE IS DEFINED AS: "ANY INCIDENT OF DOMESTIC VIOLENCE WHERE A WEAPON (SUCH AS A FIREARM, KNIFE, OR MOTOR VEHILCE) IS INVOLVED; THE VICTIM SUFFERS A BROKEN LIMB, IS INJURED DURING PREGNANCY, IS SEXUALLY ABUSED, IS CHOKED OR STRANGLED OR IS ADMITTED TO THE HOSPITAL BECAUSE OF INJURIES INCURRED DURING THE INCIDENT; DOMESTIC VIOLENCE INCIDENTS WHERE A VIOLATION OF A PROTECTIVE ORDER (MILITARY OR CIVILIAN) HAS OCCURRED.	YES / PHONE	NO	0-12 HOURS	N/A
45 **SERIOUS INJURY TO SOLDIER / DA CIVILIAN**. (LIFE THREATENING) (LIFE/LIMB/EYE-SIGHT) ****VERY SERIOUSLY ILL/INJURED (VSI) OR SERIOUSLY ILL/INJURED (SI)	YES / PHONE	NO	0-12 HOURS	N/A
46 ANY ON / OFF-POST **ARREST / MISCONDUCT OF PERMANENT PARTY** (ANY COMMISSIONED OFFICER; MSG OR ABOVE; ANY WARRANT OFFICER; ARMY CIVILIAN GS-14 OR ABOVE).	YES / E-MAIL	NO	0-24 HOURS	N/A
47 **CURTAILMENT OF ACCESSIONS OPERATIONS** (RECRUITING, MEPS CLOSURE, STATION CLOSURE, ROTC CAMPUS CLOSURE, IT SYSTEMS INOP).	NO	NO	0-24 HOURS	N/A

Incident / Event	NOTIFY USAREC CG	REPORT TO HQDA AOC	USAREC ERP REPORTING TIME	DA CCIR#
USAREC INFORMATION REPORT (UIRS) (REPORTABLE TO USAREC ONLY)				
48 ARREST OF A SOLDIER OR DAC (MISDEMEANOR OR OFFENSE OTHER THAN A FELONY).	NO	NO	0-24 HOURS	N/A
49 DOMESTIC VIOLENCE / SPOUSE ABUSE / DOMESTIC ALTERCATION TO INCLUDE SOLDIER VICTIM (NOT A RESULTING OF HOSPITALIZATION).	YES / PHONE	NO	0-24 HOURS	N/A
50 CHILD ABUSE, CHILD NEGLECT, AND / OR CHILD ENDANGERMENT. **(ALSO SEE CCIR 31)**	NO	NO	0-24 HOURS	N/A
51 SEXUAL HARRASSMENT (NOT INVOLVING SUBJECTS OF RECRUITING EFFORTS).	NO	NO	0-24 HOURS	N/A
52 ADULTERY.	NO	NO	0-24 HOURS	N/A
53 DRUG OR ALCOHOL ABUSE (SELF REFERRAL, URINALYSIS, OR CHARGED).	NO	NO	0-24 HOURS	N/A

54	DUI/DWI.					NO	NO	0-24 HOURS	N/A
55	SUICIDAL IDEATION (THOUGHTS OF ENGAGING IN SUICIDE-RELATED BEHAVIOR).					NO	NO	0-24 HOURS	N/A
56	STRESS (CDHHE, SELF-REFERRAL, AND/OR HOSPITALIZATION).					NO	NO	0-24 HOURS	N/A
57	SEXUAL MISCONDUCT WITH SUBJECT OF RECRUITING EFFORTS (SRE DEFINED - ALL CONTACTS AND PROSPECTS (INCLUDES ALL HIGH SCHOOL STUDENTS REGARDLESS OF QUALIFICATION FOR MILITARY SERVICE), APPLICANTS, OR MEMBERS OF THE FSTP OR SISTER SERVICE EQUIVALENT ARE PROHIBITED). EXAMPLES OF MISCONDUCT: SEXTING, SOCIAL MEDIA, ETC... **(IF IT INVOLVES PHYSICAL CONTACT, SEE USAREC CG CCIR #6)**					NO	NO	0-24 HOURS	N/A
58	NATURAL DISASTER THAT WILL POTENTIALLY IMPACT USAREC PERSONNEL, FACILITIES, AND/OR PRODUCTION.					NO	NO	0-24 HOURS	N/A
59	THREATS MADE TO OR BY USAREC PERSONNEL (MILITARY OR CIVILIAN) OR PROPERTY.					NO	NO	0-24 HOURS	N/A
60	SUSPICIOUS ACTIVITY.					NO	NO	0-24 HOURS	N/A
61	DEMONSTRATIONS - AGAINST USAREC PERSONNEL OR CO-LOCATED FACILITIES.					NO	NO	0-24 HOURS	N/A
62	VANDALISM OF GOVERNMENT PROPERTY (RECRUITING STATIONS, GOVs, AND PROPERTY).					NO	NO	0-24 HOURS	N/A
63	GOV VEHICLE ACCIDENTS (PERSONNEL HOSPITALIZED).					NO	NO	0-24 HOURS	N/A
64	GOV VEHICLE THEFT TO INCLUDE LICENCE PLATES.					NO	NO	0-24 HOURS	N/A
65	LOSS OF A LAPTOP / CELL PHONE					NO	NO	0-24 HOURS	N/A
	Ledger:	**CG Priorities**	**HQDA**	**USAREC**					
	USAREC COC WATCH OFFICER DESK: PHONE #: (502) 626-0823/0824/1455 **HOURS OF OPERATION: WEEKDAYS: 0600-2400 HOURS; WEEKENDS/HOLIDAYS: CLOSED** **AFTER HOUR EMERGENCIES: CONTACT BILL SCHLETT AT (502) 974-4296**								

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.

Serious Incident Report (SIR) Report Format (SHARP)

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:
   d. SHARP ONLY: DTG DD 2910 was signed (if eligible):

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) Provide all information. WILL BE REDACTED BY G33)
      (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): (Provide all information. WILL BE REDACTED BY G33)
      (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 EXCEPT SHARP)
SHARP ONLY:

- Sexual Assault: must include type of Sexual Assault, what crime is being investigated. do NOT include specific details of the assault. (Per AR 600-20, appendix J-2)

- Sexual Harassment: What type of sexual harassment (quid pro quo and/or hostile environment), do not include specific details of harassment.

a. Follow-up
SHARP ONLY- Required if SUBJECT involved belongs to USACC
b. Final

8. Remarks:
a. Initial Actions
SHARP ONLY: Response to date (example, USACIDC investigation initiated with case number, appointment of an investigating officer, suspense of a commander, suspension/revocation of a SHARP professional's appointment orders, MPO/CPO put in place, separation of Victim/Alleged Offender, Alleged Offender flag and security clearance suspension).

b. Disposition
c. SHARP ONLY: Other factors (example, AO removed from leadership position, known or expected media or international interest, safety of victim, or any other pertinent information regarding the victim's well-being)

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.

Serious Incident Report (SIR) Report Format (Pandemic)

CLASSIFICATION: CUI

SUBJECT: SIR number (BDE FYXX-XXX (initial/follow up/final))

1. Category (CCIR/PIR/Other):

2. Type of incident: Pandemic; Confirmed *VIRUS* Case

3. Date/time:
    a. DTG Incident:
    b. DTG BDE Notified:

4. Location of incident:

5. Other information:
    a. Trainee involvement: YES or NO

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:

7. Summary of incident (initial): 7Ws to include when the victim was diagnosed, where the victim was diagnosed (hospital, clinic, other), and other pertinent information.

7a. Any Recent Travel:
7b. Length of Quarantine (Days):
7c. Location of Quarantine (city/state):
7d. Type of Quarantine (Dorm, Residence, Hospital, Other):
7e. Expected Release from Quarantine/isolation:
7f. Date of *VIRUS* Test:
7g. Location of *VIRUS* Test (city/state):

7h. Date of *VIRUS* Confirmation:
7i. Date of *VIRUS* Recovery:
7j. University Support:

7k. Follow Up:

7l. Final:

8. Remarks:

a. Initial Actions:

b. Disposition:

9. Publicity (Expected, not expected):

10. Commander reporting: COL, Brigade Commander

11. Point of contact:

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

Appendix D – DR Format

Disaster Report (DR) Format

Disaster reports are sent as an unencrypted email.

Named Disaster/Storm:

Date/time of report:

BDE-Unit:

1. Actions Taken:

2. Accountability of personnel: (accounted for/assigned)
    a. Cadre: #/#
    b. Cadet: #/#
    c. Dependents in the local area: #/#

3. Displaced and Evacuated Personnel by Category (CAT) see descriptions page 2. Provide, in slant format by category, the total number of displaced persons (MIL/DAC/DEP) within your command.
    a. CAT 1: MIL/DAC/DEP
    b. CAT 2: MIL/DAC/DEP
    c. CAT 3: MIL/DAC/DEP
    d. Mandatory evacuation order issued by local officials:
        1) location

4. Impact on
    a. Training/Campus Activities- i.e. Closures/Damages
    b. Facility damage/equipment loss
    c. Home damage

5. Current Local Weather:

6. Any service or assistance provided to other units/services- i.e. NG or RES activations
    a. CADRE:
    b. CADET:

7. Any support required from HHQ

Displaced Category Definitions

Category 1 Displaced Persons. CAT 1 Displaced Persons are defined as those Military, DA Civilian, and dependents who are displaced from their primary duty residence AND primary duty location. This includes people under mandatory evacuation orders, conditions preventing safe return (weather effects or destruction/damage to residences/duty locations), or other situations identified by commands that prevent these personnel from returning to their homes and places of primary duty.

Category 2 Displaced Persons. CAT 2 Displaced Persons are defined as those Military, DA Civilian, and dependents who are displaced from their primary duty location, but remain at their primary duty residence. This includes, but is not limited to, personnel that were not evacuated from the affected area (remain at their primary duty residence), but are not able to report for duty. This includes, but is not limited to, personnel unable to safely report for duty due to damage and weather effects. This does not include personnel ordered by commands not to report for duty for administrative purposes such as installation under reduced operations (key and essential personnel only).

Category 3 Displaced Persons. CAT 3 Displaced Persons are defined, for the purpose of this order, as those Military, DA Civilian, and dependents who are displaced from their primary duty residence, but are able to return to their primary duty location. This includes, but is not limited to, personnel evacuated from the affected area that are able to safely report for normal duty.

	Displaced Residence	Displaced Duty Station
CAT 1	**YES**	**YES**
CAT 2	**NO**	**YES**
CAT 3	**YES**	**NO**

Appendix E – SAR Format

Suspicious Activity Report (SAR) Report Format

1. SAR NUMBER: BDE FY-001 (For example, the FY would be the last two numbers of the fiscal year.)
2. CLASSIFICATION: (U/CUI/LES)
3. REPORTING DATE/TIME: DD MMM YY/0000
4. REPORTING UNIT/ORGANIZATION: (Unit/Organization/Activity and location)
5. INCIDENT DATE/TIME: DD MMM YY/0000 (If unknown state "unknown.")
6. INCIDENT TYPE: (Refer to section 2-3c of this SOP for SAR types)
7. STATUS: (open/resolved; open/unresolved; closed/resolved; closed/unresolved.)
8. SYNOPSIS: (One sentence description of incident, for example, possible photograph of front entrance to Camp Gate, Ft Patton, VA.)
9. FACTS OF INCIDENT: (Answer the questions who, what, when, where, why and how? For example, at 1300, 10 Sep 07, SMITH was conducting surveillance of the Camp Gate using binoculars and a video camera. SMITH was apprehended by the MPs and interviewed. SMITH stated the video was to be used for plotting an attack against Ft Patton.)
10. PERSON(S) BRIEFED: (For example, Garrison Commander, COL XXXX on DD MMM YY)
11. ACTION(S):(For example, incident was reported to local police, Criminal Investigation Division (CID) or MI and they have taken the lead in the investigation; or the above information was passed on to and they have taken the lead for investigative action.)
12. FOLLOW-UP:
13. PERSON(S)/AGENCIES INVOLVED: (For example, witness, antiterrorism officer, MI, CID, PMO, local law enforcement, etc.)
14. REPORT RECEIVED BY: (Name and position of individual initiating the report.)

Appendix F – PII Breach Report

Personally identifiable information (PII) Breach Reporting Template, Notification, Remedial Actions, and Risk Analysis

F-1. Department of Defense Form (DD Form) 2959

Personnel will use the DD Form 2959 to report every PII breach in accordance with paragraphs 2-2a and 3-1e. See Figures F-1 and F-2 for a sample of a completed DD Form 2959 and a sample USAREC center/activity Breach Report PII Flow Chart. See the USAREC Privacy Act/PII Reporting site at http://www.USAREC.army.mil/PrivacyAct.asp.

F-2. Report updates

Report updates will be made by the affected command:

a. Personnel will complete report updates to initial PII breach reports to ensure a complete report is filed. For example, complete a reporting update and include:

(1) The number of individuals affected by the breach now known (it was reported as unknown on the initial report).

(2) The date the notification letters were mailed to affected individuals.

(3) Action taken against the responsible person.

b. The appropriate unit information assurance officer will report an incident involving possible compromise of Army networks to the appropriate regional computer emergency response team.

F-3. Notification procedures

Notification procedures to affected individuals deemed at high risk of identity theft.

a. The USACC organization that had responsibility to control access to the compromised PII must notify affected individuals deemed at high risk of identity theft. USACC must continue its efforts to promote a culture to continuously 'think privacy' and act swiftly to develop and implement effective breach mitigation plans, when necessary. Our challenge is that no two breaches of PII involve the exact same circumstances, personnel, systems, or information. A case-by-case analysis combined with the use of best judgment is required for effective breach management. The determination whether to notify individuals of a breach is based on an assessment of the likelihood that the individual will be harmed as a result of the breach and its impact. Harm includes embarrassment, inconvenience, financial loss, blackmail, identity theft, emotional distress, and loss of self-esteem. See paragraph D-5 for the five factors should be weighed to assess the likely risk of harm.

b. A formal decision regarding whether to notify cannot be made until after each factor has been assessed. The decision to notify should not be based on one factor alone. For example, a breach involving SSNs makes that factor a high risk. However;

SSNs may be stored on an encrypted, CAC-enabled laptop to mitigate potential compromise which could lead to harm. Therefore, although one factor in this example (data elements) rates as a high likelihood of harm, after all factors are evaluated and considered, the overall likelihood of harm resulting from the breach is low given the technical safeguards in place. Generally, absent other factors, the USACC command/activity should not notify personnel of breaches that have a low overall likelihood of harm. USACC command/activity should remain cognizant of the effect that unnecessary notification may have on the public. Notification when there is little or no risk of harm might create unnecessary concern and confusion. Additionally, overzealous notifications resulting from notification criteria which are too strict could render all such notifications less effective because consumers could become numb to them and fail to act when risks are truly significant.

c. Coordinate with the local Staff Judge Advocate and Public Affairs Office (as applicable) prior to sending the notification letter. At a minimum, advise the individuals of the following: specific data involved; circumstances surrounding the loss, theft, or compromise; a statement as to whether the information was protected; for example, encrypted; and protective actions the individual can take to minimize their risk.

d. When the USACC command/activity where the incident occurred is unknown, by default the responsibility for reporting the incident and notification of affected individuals lies with the originator of the document or information. Notification to impacted individuals should be made by an individual at a senior level (such as, commander or chief) to reinforce to impacted individuals the seriousness of the incident. Coordinate with the local staff judge advocate prior to sending the notification letter. At a minimum, advise the individuals of the following: specific data involved; circumstances surrounding the loss, theft, or compromise; a statement as to whether the information was protected; for example, encrypted; and protective actions the individual can take to minimize their risk. A sample notification letter is available at https://www.rmda.army.mil/privacy/docs/SampleNotificationLetter.pdf.

e. When the sender is not acquainted with the affected individuals, the commander/chief will take precautions to alleviate unnecessary heartache caused by mass notification mailings being unknowingly addressed to deceased Soldiers. Prior to mailing or e-mailing mass notifications, the sender must ensure that all individuals receiving the notification are NOT named in the weekly death file produced by the Defense Manpower Data Center and NOT named in the up-to-date list of decedents produced by the Casualty and Mortuary Affairs Operations Center for confirmation.

F-4. Remedial actions

Commanders and supervisors will ensure the appropriate remedial action(s) are taken when PII is lost or compromised. At a minimum, if PII is lost as a result of negligence or failure to follow established procedures, the individual(s) responsible will receive counseling and additional training to reinforce the importance of safeguarding PII. Additional remedial actions may include prompt removal of authority to access information or systems from individuals who demonstrate a pattern of error in safeguarding PII, as well as other administrative or disciplinary actions as determined appropriate by the commander or supervisor. See Privacy Act compliance and

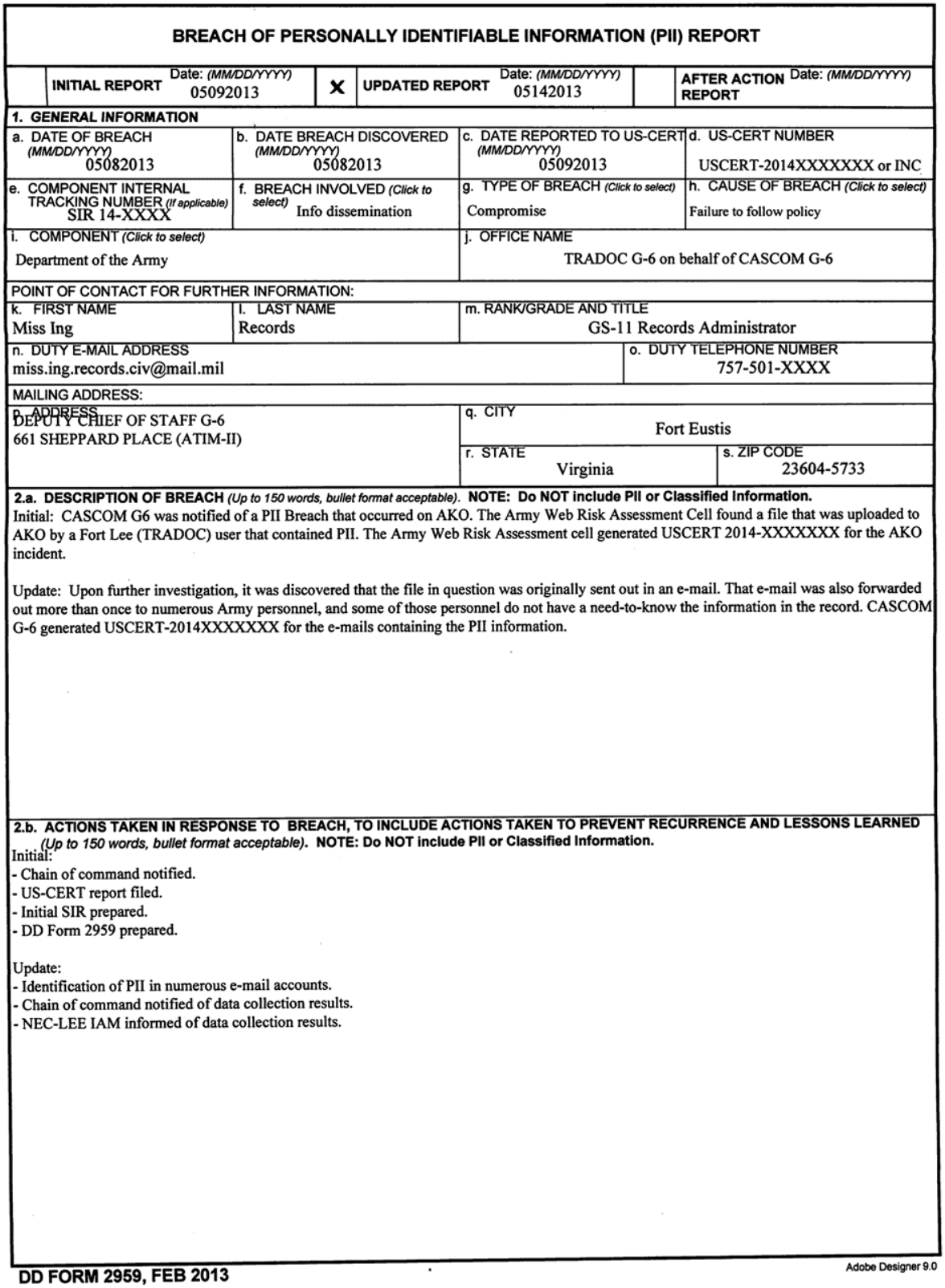
managerial training and videos, for remedial training.

F-5. Identity theft risk analysis

Commanders/chiefs will consider five factors when assessing the likelihood of risk of harm. See the U.S. Army Records Management and Declassification Agency PII Breach: Risk Determination. It is difficult to characterize data elements as creating low, moderate, or high risk simply based on the type of data because the sensitivity of the data element is contextual. A name in one context may be less sensitive than in another context. In assessing the levels of risk and harm, consider the data element(s) in light of their context and the broad range of potential harms flowing from their disclosure to unauthorized individuals.

a. After evaluating each of the five factors, reassess the level of impact already assigned to the information using impact levels defined by National Institute of Standards and Technology (NIST). Federal Information Processing Standards Publication 199 and NIST Special Publication 800-122 define three levels of potential impact on organizations or individuals.

b. Low and moderate risk/harm determinations and the decision whether notification of the individuals is made rest with the head of the USAREC organization where the breach occurred. All determinations of high risk/harm require notification. USAREC organizations are to thoroughly document the circumstances of all breaches of PII and the decisions made relative to the factors above in reaching their decision to notify or not notify individuals.



BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII) REPORT

	INITIAL REPORT Date: (MM/DD/YYYY) 05092013	X	UPDATED REPORT Date: (MM/DD/YYYY) 05142013		AFTER ACTION REPORT Date: (MM/DD/YYYY)

1. GENERAL INFORMATION

a. DATE OF BREACH (MM/DD/YYYY)	b. DATE BREACH DISCOVERED (MM/DD/YYYY)	c. DATE REPORTED TO US-CERT (MM/DD/YYYY)	d. US-CERT NUMBER
05082013	05082013	05092013	USCERT-2014XXXXXXX or INC
e. COMPONENT INTERNAL TRACKING NUMBER (If applicable)	**f. BREACH INVOLVED (Click to select)**	**g. TYPE OF BREACH (Click to select)**	**h. CAUSE OF BREACH (Click to select)**
SIR 14-XXXX	Info dissemination	Compromise	Failure to follow policy

i. COMPONENT (Click to select)	j. OFFICE NAME
Department of the Army	TRADOC G-6 on behalf of CASCOM G-6

POINT OF CONTACT FOR FURTHER INFORMATION:

k. FIRST NAME	l. LAST NAME	m. RANK/GRADE AND TITLE
Miss Ing	Records	GS-11 Records Administrator

n. DUTY E-MAIL ADDRESS	o. DUTY TELEPHONE NUMBER
miss.ing.records.civ@mail.mil	757-501-XXXX

MAILING ADDRESS:

p. ADDRESS	q. CITY	r. STATE	s. ZIP CODE
DEPUTY CHIEF OF STAFF G-6 661 SHEPPARD PLACE (ATIM-II)	Fort Eustis	Virginia	23604-5733

2.a. DESCRIPTION OF BREACH *(Up to 150 words, bullet format acceptable).* **NOTE: Do NOT include PII or Classified Information.**

Initial: CASCOM G6 was notified of a PII Breach that occurred on AKO. The Army Web Risk Assessment Cell found a file that was uploaded to AKO by a Fort Lee (TRADOC) user that contained PII. The Army Web Risk Assessment cell generated USCERT 2014-XXXXXXX for the AKO incident.

Update: Upon further investigation, it was discovered that the file in question was originally sent out in an e-mail. That e-mail was also forwarded out more than once to numerous Army personnel, and some of those personnel do not have a need-to-know the information in the record. CASCOM G-6 generated USCERT-2014XXXXXXX for the e-mails containing the PII information.

2.b. ACTIONS TAKEN IN RESPONSE TO BREACH, TO INCLUDE ACTIONS TAKEN TO PREVENT RECURRENCE AND LESSONS LEARNED *(Up to 150 words, bullet format acceptable).* **NOTE: Do NOT include PII or Classified Information.**

Initial:
- Chain of command notified.
- US-CERT report filed.
- Initial SIR prepared.
- DD Form 2959 prepared.

Update:
- Identification of PII in numerous e-mail accounts.
- Chain of command notified of data collection results.
- NEC-LEE IAM informed of data collection results.

DD FORM 2959, FEB 2013 Adobe Designer 9.0

Figure F-1. Sample Department of Defense (DD) Form 2959

3.a. NUMBER OF INDIVIDUALS AFFECTED

(1) Contractors	
(2) DoD Civilian Personnel	
(3) Military Active Duty Personnel	12
(4) Military Family Members	
(5) Military Reservists	
(6) Military Retirees	
(7) National Guard	
(8) Other *(Specify)*:	

b. WERE AFFECTED INDIVIDUALS NOTIFIED? [X] Yes [ ] No

(1) If Yes, were they notified within 10 working days? [X] Yes [ ] No

(2) If Yes, notification date *(MM/DD/YYYY)*: 05152013

(3) If Yes, number of individuals notified: 12

(4) If notification will not be made, explain why, or if number of individuals notified differs from total number of individuals affected, explain why:

(5) If applicable, was credit monitoring offered? [ ] Yes [X] No

(6) If Yes, number of individuals offered credit monitoring:

4. PERSONALLY IDENTIFIABLE INFORMATION (PII) INVOLVED IN THIS BREACH *(X all types that apply)*

[X]	(1) Names	[ ]	(7) Passwords
[X]	(2) Social Security Numbers	[ ]	(8) Financial Information*
[X]	(3) Dates of Birth	[X]	(9) Other *(Specify)*: Scheduled retirement dates.
[ ]	(4) Protected Health Information (PHI)		
[ ]	(5) Personal e-mail addresses		
[ ]	(6) Personal home addresses		

*If Financial Information was selected, provide additional detail:

[ ] (a) Personal financial information

[ ] (b) Government credit card — If yes, was issuing bank notified? [ ] Yes [ ] No

[ ] (c) Other *(Specify)*:

5. SELECT ALL THE FOLLOWING THAT APPLY TO THIS BREACH

[ ] a. PAPER DOCUMENTS/RECORDS *(If selected, provide additional detail)*

- [ ] (1) Paper documents faxed
- [ ] (2) Paper documents/records mailed
- [ ] (3) Paper documents/records disposed of improperly
- [ ] (4) Unauthorized disclosure of paper documents/records
- [ ] (5) Other *(Specify)*:

[ ] b. EQUIPMENT *(If selected, provide additional detail)*

- [ ] (1) Location of equipment
- [ ] (2) Equipment disposed of improperly
- [ ] (3) Equipment owner
- [ ] (4) Government equipment Data At Rest (DAR) encrypted
- [ ] (5) Government equipment password or PKI/CAC protected
- [ ] (6) Personal equipment password protected or commercially encrypted

c. IF EQUIPMENT, NUMBER OF ITEMS INVOLVED

(1) Laptop/Tablet	5	(4) MP3 player		(7) Flash drive/USB stick/other removable media	*(If Other, Specify)*:
(2) Cell phone		(5) Printer/Copier/Fax/Scanner		(8) External hard drive	
(3) Personal Digital Assistant		(6) Desktop computer		(9) Other	

[X] d. EMAIL *(If selected, provide additional detail)*

(1) Email encrypted	No
(2) Email was sent to commercial account *(i.e., .com or .net)*	No
(3) Email was sent to other Federal agency	No
(4) Email recipients had a need to know	No

[X] e. INFO DISSEMINATION *(If selected, provide additional detail)*

(1) Information was posted to the Internet	No
(2) Information was posted to an intranet *(e.g., SharePoint or Portal)*	Yes
(3) Information was accessible to others without need-to-know on a share drive	Yes
(4) Information was disclosed verbally	No
(5) Recipients had a need to know	No

[ ] f. OTHER *(Specify)*:

6.a. TYPE OF INQUIRY *(If applicable) (Click to select) (If Other, specify)*: Internal

b. IMPACT DETERMINATION *(for Component Privacy Official or designee use only) (X one)*: [ ] Low [ ] Medium [X] High

c. ADDITIONAL NOTES *(Up to 150 words, bullet format acceptable)* **NOTE: Do NOT include PII or Classified Information.**

Five factors should be weighed to assess the likely risk of harm:
• Nature of the data elements breached - SSN, DOB, and retirement
• Number of individuals affected - 12
• Likelihood the information is accessible and usable - records were immediately removed from AKO upon notification date/time stamp shown record was published for four days, personnel who received the e-mail were asked to delete it and provide additional sources they may have forwarded it to.
• Likelihood the breach may lead to harm - low
• Ability of the Department to mitigate the risk of harm - high

CASCOM G-6 POC
i.am.reporting.civ@mail.mil
(804) 765-XXXX

DD FORM 2959 (BACK), FEB 2013

Figure F-1. Sample DD Form 2959, cont.

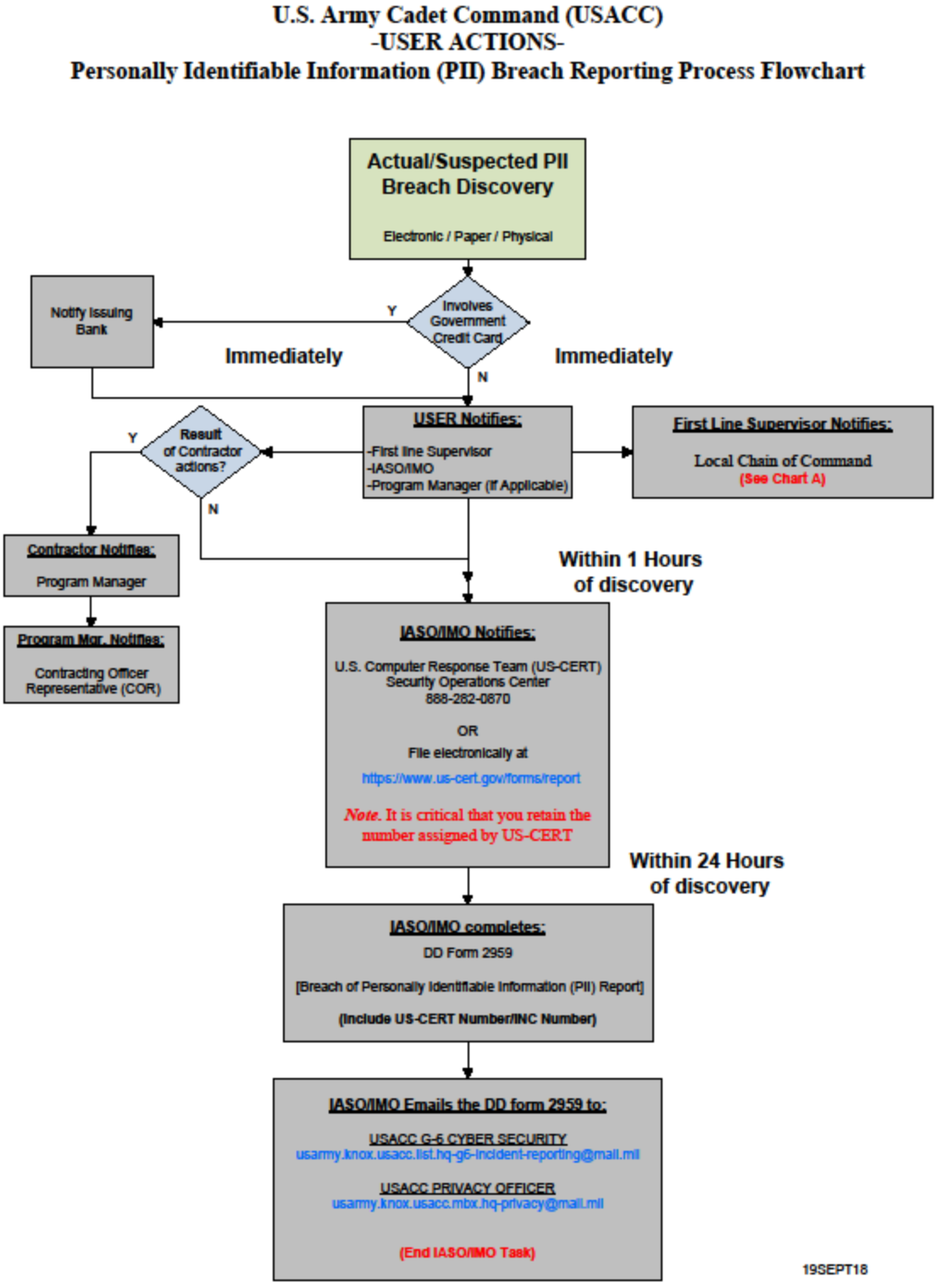


Figure F-2. Sample USACC center/activity Breach Report PII Flowchart

U.S. Army Cadet Command (USACC)
-Higher Supporting Agency (i.e. Defense Information Systems Agency (DISA),
Human Resource Command (HRC) Information Assurance (IA) Actions-
Personally Identifiable Information (PII) Breach Reporting Process Flowchart

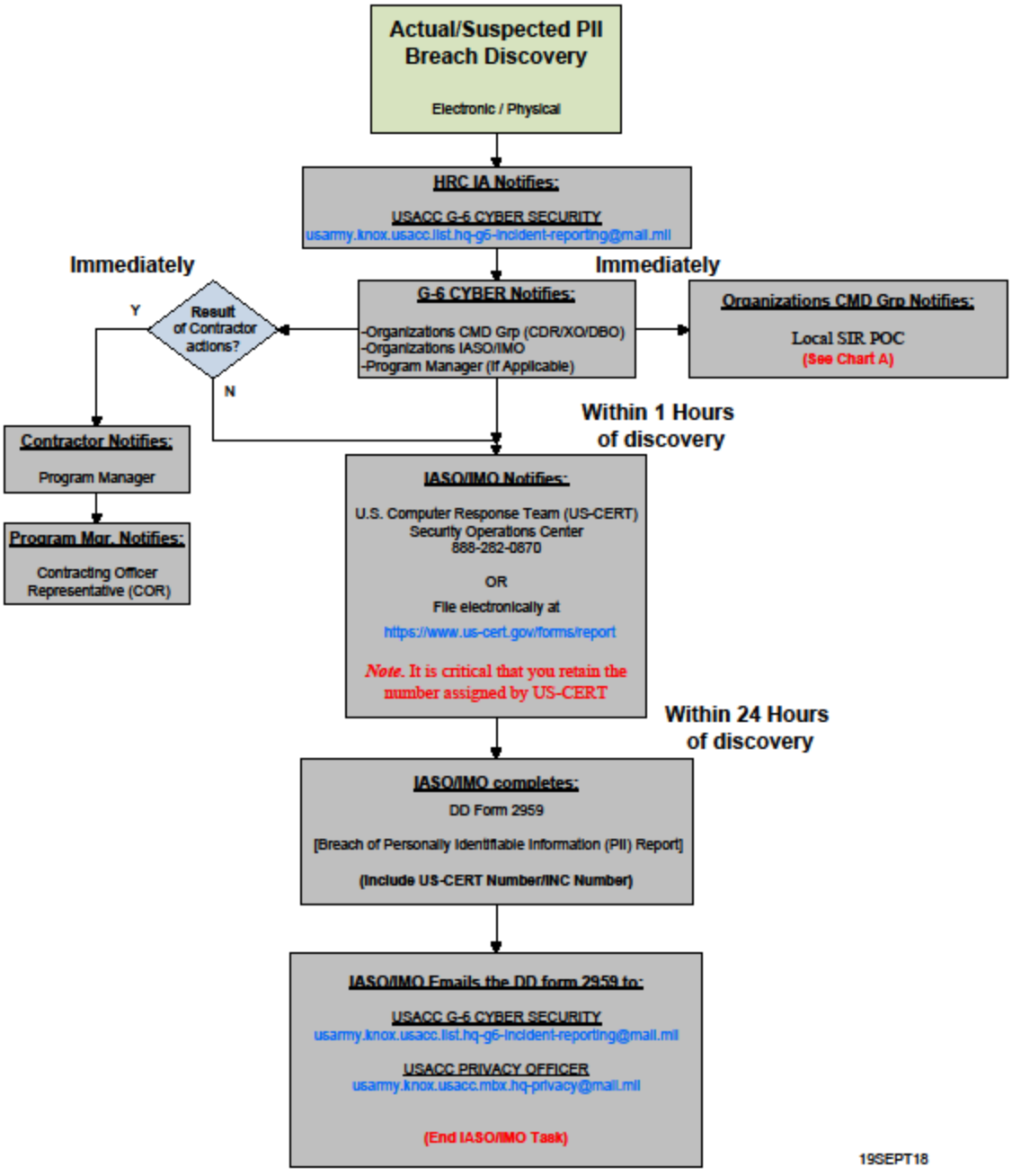


Figure F-2. Sample USACC center/activity Breach Report PII Flowchart, cont.

U.S. Army Cadet Command (USACC)
-CHAIN OF COMMAND ACTIONS-
Personally Identifiable Information (PII) Breach Reporting Process Flowchart

Chart A

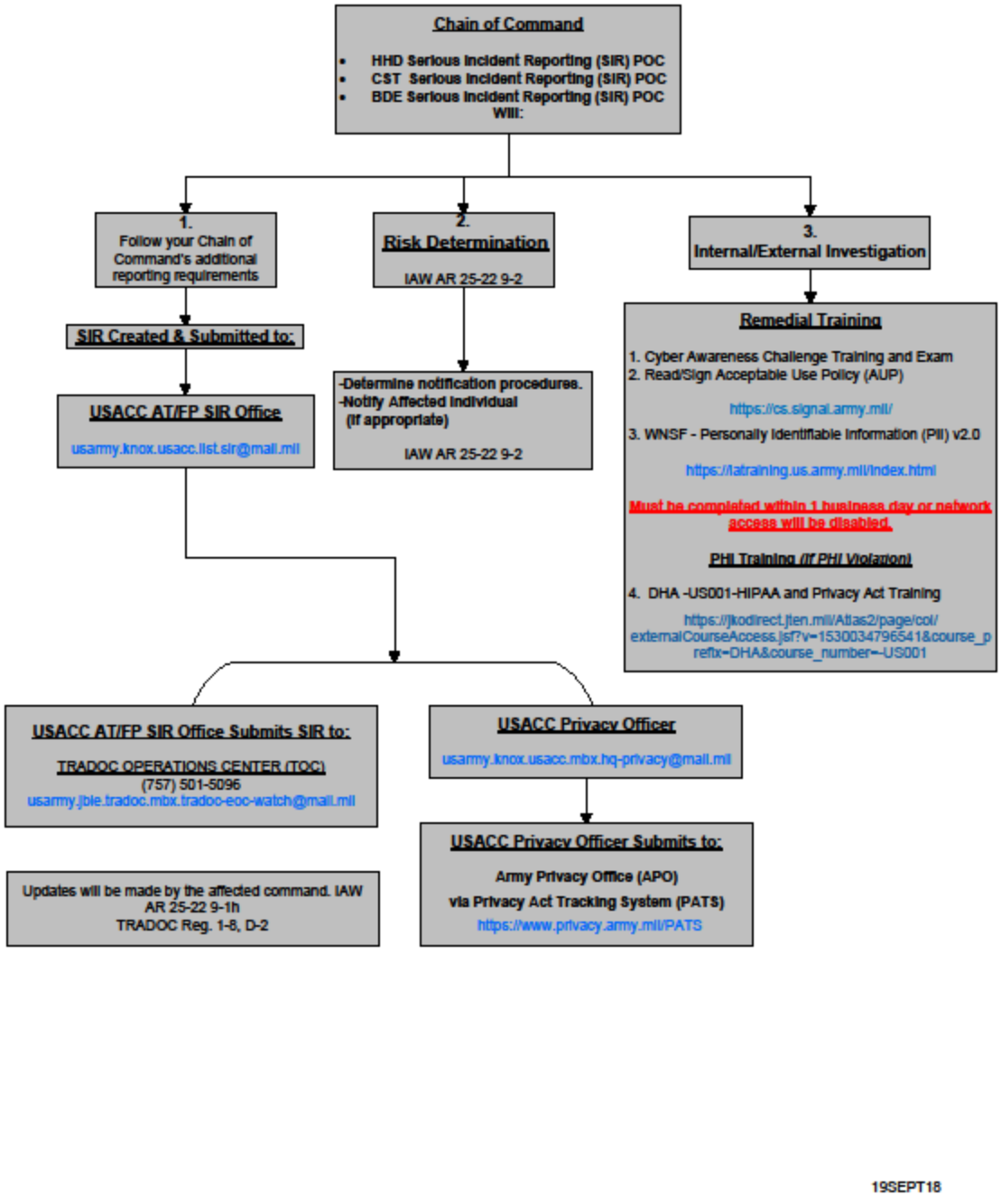


Figure F-2. Sample USACC center/activity Breach Report PII Flowchart, cont.

Appendix G – Management Control Checklist

Management Control Checklist

G-1. Function
The function covered by this checklist is the administration of operations reporting.

G-2. Purpose
The purpose of this checklist is to assist unit managers and management control administrators in evaluating the key management controls outlined below. It is not intended to cover all controls.

G-3. Instructions
Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action must be indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years.

G-4. Test questions

a. What is the correct format used for SIRs (SIR format in AR 190-45)?

b. Are initial telephonic/e-mail notifications of SIR incidents reported to the HHQ immediately upon discovery or notification?

c. Are initial written SIRs sent to the USACC SIR POC within 24 hours of initial discovery or notification at the installation level?

d. Do initial SIRs contain all the relevant information (who, what, when, where, how, and why) available at the time?

e. Are follow-up reports forwarded to the TOC within 2 hours of the request for follow-up information?

f. Are SIRs digitally signed and encrypted from the originator through all the intermediate approval levels to the USACC SIR POC?

g. Are SARs used in accordance with this SOP?

h. Are SARs submitted to the USACC SIR POC within reasonable timeframe of knowledge of the incident?

i. Does the USACC staff conduct trend analysis and provide feedback on identified trends to the USACC leadership on a routine basis?

G-5. Suppression

No previous management control evaluation checklist exists for this program.

G-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments directly to Operations Division (G-3), Chief.

Appendix H – RFI Format

USACC SIR Request for Information format

1. SIR Reference Number		**2. Suspense DTG**	
3. Requesting Agency/Directorate			
4. Required Information	***(Be as specific as possible)***		
5. Justification For Information Request	***(State clearly the reason(s) information is required)***		
6. Name and Contact Information of Requestor	***(Include phone numbers and email address)***		
7. BDE/BN POC Reply	(***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)***		
8. Name and Contact Information of BDE/BN POC	***(Include phone numbers and email address)***		

- 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.

Appendix I - Glossary

Glossary
Section I
Abbreviations

AD
Active Duty

AR
Army regulation

ARNG
Army National Guard

C4
Command, Control, Communications, and Computers

CAC
Common Access Card

CAT
Category

CCIR
Commander’s Critical Information Requirement

CG
Commanding General

CID
Criminal Investigation Division

COC
Command Operations Center

COS
Chief of Staff

CST
Cadet Summer Training

CUI
Controlled Unclassified Information

DA
Department of the Army

DAC
Department of the Army Civilian

DAMO-ODO
Department of the Army Management Office of Operations and Contingency Planning

DA PAM
DA Pamphlet

DCS
Deputy Chief of Staff Office (i.e. DCS G3, DCS G1, etc.)

DCoS
Deputy Chief of Staff

DD Form
Department of Defense Form

DEP
Dependent

DOD
Department of Defense

DR
Disaster Reports

DSAID
Defense Sexual Assault Incident Database

DSN
Defense Switched Network

DTG
Date/Time Group

DUI
Driving Under the Influence

EOC
Emergency Operations Center

ERP
Electronic Reporting Portal

FFIR

Friendly Force Information Requirements

FOUO
For Official Use Only

FPCON
Force Protection Condition

HHQ
Higher Headquarters

HIPAA
Health Insurance Portability and Accountability Act

HQ
Headquarters

IAW
In Accordance With

IOC
Installation Operations Center

IR
Incident Reports

JROTCI
Junior Reserve Officer Training Corps Instructor

JTTF
Joint Terrorism Task Forces

NIPRNET
Non-secure Internet Protocol Router network

NIST
National Institute of Standards and Technology

PII
Personally Identifiable Information

PIR
Priority Intelligence Requirements

PMO
Provost Marshal Office

POC
Point of Contact

RFI
Request For Information

ROTC
Reserve Officers' Training Corps

SAR
Suspicious Activity Report

SARC
Sexual Assault Response Coordinator

SC
Senior Commander

SHARP
Sexual Harassment/Assault Response & Prevention

SIPRNET
Secure Internet Protocol Router Network

SIR
Serious Incident Report

SMP
Simultaneous Membership Program

SROTC
Senior Reserve Officers’ Training Corps

SSN
Social Security Number

TRADOC
U.S. Army Training and Doctrine Command

USACID
U.S. Army Criminal Investigation Division

U.S.
United States

USACC
U.S. Army Cadet Command

USACIDC
U.S. Army Criminal Investigation Division Command

USAR
United States Army Reserve

USAREC
U.S. Army Recruiting Command

US-CERT
U.S. Computer Emergency Readiness

Section II
Terms

Abusive Sexual Contact
By threatening or placing that other person in fear. That the accused committed sexual contact upon or by another person; and that the accused did so by threatening or placing that other person in fear.

Aggravated Sexual Contact
By force. That the accused committed sexual contact upon or by another person; and that the accused did so with unlawful force. By force causing or likely to cause death or grievous bodily harm.

Bomb Threat
Communication of any kind to use a bomb.

Cadet
A Contracted Cadet. Currently under an approved USACC contract including scholarship and non-scholarship, Green to Gold, and SMP. Students participating and not contracted are not considered Cadets in this SOP.

Cadre
Military (AD, RES, NG), Civilian (DAC/Contractor/JROTC Instructors) assigned or attached to USACC performing duties in support of the USACC mission.

Elicitation
Any attempts to obtain security-related or military specific information by anyone who does not have the appropriate security clearance and need to know.

Ideations
Verbal or non-verbal expressions of suicide considerations.

Immediate Family Member

Includes those individuals for whom a Subject provides medical, financial, and logistical (for example, housing, food, and clothing) support. This includes, but is not limited to, the spouse, children under the age of 18, elderly adults, and persons with disabilities. For cadets, immediate family includes the parent/guardian or siblings of the cadet.

Non-specific Threat
Threats received by any means, to include time, location, or area for an attack against US forces, facilities, or mission.

Quid pro Quo
This for that.

Rape
By unlawful force, that the accused committed a sexual act upon another person; and that the accused did so with unlawful force. By force causing or likely to cause death or grievous bodily harm.

Repetitive Activities
An activity that has occurred two or more times by the same person and or vehicle within a 1 month period.

Self-harm (without intent to die)
A self-inflicted, potentially injurious behavior for which there is evidence (either explicit or implicit) that the person did not intend to kill himself/herself (i.e., had no intent to die).

Sexual Assault
By threatening or placing that other person in fear; that the accused committed a sexual act upon another person; and that the accused did so by threatening or pacing that other person in fear.

Stress
Observed stress or request for help without actions.

Student
Participating or Auditing in an ROTC class and is non-Contracted.

Suicide Attempts (includes intent to die)
Self-inflicted potentially injurious behavior with a nonfatal outcome for which there is evidence (either explicit or implicit) of intent to die.

Suicidal ideation (only without an attempt)
Any self-reported thoughts of engaging in suicide-related behaviors.

Surveillance
Any reported possible surveillance in which an attempt to record information or to use unusual means to monitor activities is observed.

Suspicious Activities/Incidents
Should only be used if the reportable information DOES NOT meet any of the above criteria, but is believed to represent a force protection threat, then it should be reported under this category.

Test of Security
Any attempts to measure security reaction times or strengths to include physical security barriers or procedures and/or acquire or duplicate uniforms badges etc.