



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY CADET COMMAND**  
**FORT MONROE, VIRGINIA 23651-1052**

ATCC-PM

5 December 2003

MEMORANDUM FOR All Personnel Assigned or Attached to U.S. Army  
Cadet Command

SUBJECT: Policy Memorandum 9 - Serious Incident Reports (SIRs)

1. Reference:

a. Army Regulation 190-40, Serious Incident Report, dated  
30 November 1993.

b. TRADOC Regulation 1-8, TRADOC Operations Reporting, dated  
13 November 2001.

2. Purpose: To establish formal SIR notification procedures to  
Headquarters, Cadet Command. All previous editions are obsolete.

3. Scope: Provisions of this memorandum apply to personnel  
assigned or attached to Cadet Command, including Junior ROTC cadre.

4. Incidents that qualify as serious incidents are categorized/  
listed at Enclosure 1.

a. Category A: Region Commander will immediately call  
Commander, United States Army Cadet Command (USACC) followed with  
submission of the SIR by e-mail message through the chain of  
command within 24 hours, using enclosure 2 format.

b. Categories B and C: Report through the chain of command by  
e-mail attachment to USACC within 24 hours of the incident, using  
enclosure 2 format.

5. Regions will assign each incident a number (see paragraph 7)  
and submit **all** SIRs via email to [ROTCSDO@monroe.army.mil](mailto:ROTCSDO@monroe.army.mil)

6. An SIR may require an initial report, follow-up report(s) and a  
final report. Indicate on each report whether it is an initial,  
follow-up or final report.

ATCC-PM

SUBJECT: Policy Memorandum 9 - Serious Incident Reports (SIRs)

7. The correct numbering system for each SIR will be:

a. Region-Calendar Year-Number of SIR (the first SIR from Western Region in 2003 would be numbered WR-03-1).

b. Follow-up reports will be numbered WR-03-1A, WR-03-1B, etc.

c. When the SIR issue is resolved, the final report number would be WR-03-1FINAL.

d. If the incident occurs during Camp, the incident should be labeled with the type of camp; i.e., NALC-03-1 or LTC-03-1.

e. Mark all SIR worksheets and email subject lines as FOUO, "For Official Use Only". Email subject line will state FOUO-Report#-Type of Incident-Personnel Category-Name of school.

f. Regions will establish a liaison with Airborne and Air Assault Schools for initial and follow-up SIRs.

(1) The school liaison will forward SIRs on cadets/cadre attending the schools to the regions and USACC at ROTCSDO@monroe.army.mil.

(2) Western Region will report NALC incidents; Eastern Region will report LTC incidents.

(3) Once the cadet/cadre return from camps or schools, the school and their region are responsible for all follow-up reports.

8. Cadet Command Serious Incident Report Program Managers are Ms. Phyllis Kuberek, (757) 788-4548, DSN 680-4548, kuberekp@monroe.army.mil (primary), and Ms. Marilyn Keener, (757) 788-2352, DSN 680-2352, keenerm@monroe.army.mil (alternate).

Encls



ALAN W. THRASHER  
Major General, U.S. Army  
Commanding

## REPORTABLE INCIDENTS

**CATEGORY A (CALL FROM REGION COMMANDER TO USACC COMMANDER.** Follow call with an e-mail report to USACC [ROTCSDO@MONROE.ARMY.MIL](mailto:ROTCSDO@MONROE.ARMY.MIL) within 24 hours of the incident, using enclosure 2 format). Accidents or incidents that result in:

- a. Any death of a service member, dependent family member, civilian employee or contracted cadet.
- b. Any cadet death during JROTC/ROTC-related training.
- c. Any Cadet Command incident, event, or accident that has generated adverse publicity (been reported on the news/radio etc).

**CATEGORY B (REPORT THROUGH THE CHAIN OF COMMAND BY E-MAIL ATTACHMENT TO USACC [ROTCSDO@MONROE.ARMY.MIL](mailto:ROTCSDO@MONROE.ARMY.MIL) WITHIN 24 HOURS OF THE INCIDENT, USING ENCLOSURE 2 FORMAT).** Accidents or incidents that result in:

- a. Any life threatening injury to a service member, family member, civilian employee or contracted cadet.
- b. Any cadet death not associated with military training including JROTC/ROTC cadets.
- c. Any training accident that results in a serious injury.
- d. Property damage or loss of property or equipment exceeding \$10,000.
- e. Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding \$10,000; wrongful manufacture, distribution, transportation, or sale of illegal drugs; sexual misconduct, murder or attempted murder committed by or against a service member, dependent family member, or a civilian employee). Report all crimes being investigated by the Criminal Investigative Division.
- f. Accidental fires or arson on an installation that result in death, serious injury, or property damage exceeding \$10,000.
- g. Theft, loss, suspected theft, or recovery of weapons, explosives and munitions in the following quantities, as well as discovery of a loss of accountability:
  - (1) Any type and amount of firearm, missile, rocket, mine, grenade, simulator, or explosives.
  - (2) Any amount of ammunition of any type greater than 50 caliber (CAL).
  - (3) Any Ball, Tracer, or Tracer Linked ammunition 50 CAL or smaller in the amount of 100 rounds or greater for 50 CAL, and 200 rounds or greater for small arms ammunition (that is, 5.56, 7.62 or 9mm).
  - (4) Any type of blank ammunition when amount is equal to or greater than the issue amount in a Wire Bound Wooden Box.
- h. Theft, loss, suspected theft, or recovery of sensitive items such as night vision devices, classified material (excluding For Official Use Only) and controlled cryptographic items, as well as discovery of a loss of accountability.
- i. Bomb threats.
- j. Environmental accidents or incidents that result in release of a hazardous substance, to include fuel, resulting in evacuation of facilities, injuries or deaths, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways and releases of substances such as chlorine gas and other hazardous substances in amounts greater than the reportable quantity, as defined in federal, state, and local regulations.
- k. Nuclear or chemical accidents or incidents.
- l. Suicide or attempted suicide by a service member, dependent family member, or civilian employee.
- m. Threats against the President, Vice President, other high government officials, or foreign dignitaries.
- n. Riots, disturbances, or demonstrations when Army personnel are involved.

## REPORTABLE INCIDENTS (CONTINUED)

n. Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation, or incidents off the installation involving military personnel or property.

o. Maltreatment of soldiers, cadets or civilians to include assaults, abuse, or exploitation, where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are reportable if other considerations such as sexual harassment or adverse publicity are involved.

p. Actual or alleged child abuse that takes place within an Army organizational setting or facility (such as the youth activities center, child development center, medical treatment facility, etc.) or Army sponsored or sanctioned activities (such as youth sports, field trips, or quarters-based family day care, etc.). This does not include incidents of child abuse within the family unit.

q. Significant violations of Army standards.

**CATEGORY C:(REPORT THROUGH THE CHAIN OF COMMAND BY E-MAIL ATTACHMENT TO USACC ROTCSDO@MONROE.ARMY.MIL WITHIN 24 HOURS OF THE INCIDENT, USING ENCLOSURE 2 FORMAT).**

These incidents are for internal Cadet Command reporting, and not required for higher headquarters. Accidents or incidents that result in:

a. Incidents that result in Judicial and Non-judicial punishment, to include absent without leave.

b. Crimes not included in Category B, that involve Cadre or contracted SROTC Cadets (to include any accident or traffic citation involving alcohol that results in an arrest, charges, or adverse adjudication for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), Driving After Consuming Alcohol, etc. Later court proceedings or action that results in deletion or alteration of the initial offense does not alleviate the requirement for a report (e.g., DWI offense that is subsequently reduced to a lesser conviction such as reckless driving, dismissal, set aside, sealed, expunged, etc.).

c. Loss of demilitarized weapons.