

Army Regulation 190-40

Military Police

Serious Incident Report

**Headquarters
Department of the Army
Washington, DC
30 November 1993**

Unclassified

SUMMARY of CHANGE

AR 190-40

Serious Incident Report

This revision--

- o Requires expeditious notification to HQDA of serious incidents (para 1-4).
- o Provides for two categories of serious incidents with different time requirements for each category (para 2-1).
- o Eliminates requirement to report Category 3 incidents to HQDA (para 2-1).
- o Updates categories of reportable offenses (para 2-1).
- o Implements applicable portions of Department of Defense Directive 5100.76-M, Sep 92 (para 2-1).
- o Specifies serious incidents which are not reportable (paras 2-2 and 2-3).
- o Identifies submission time requirements and identifies the three types of serious incident reports (paras 3-2 and 3-3).
- o Provides message addresses and facsimile numbers for major Army commands (para 3-2).
- o Outlines procedure for transferring reporting responsibility (para 3-4).
- o Identifies required information addressees for certain types of incidents (para 3-5).

Military Police

Serious Incident Report

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:


MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This revision establishes responsibilities and updates policies and procedures for submitting serious incident reports. It includes a format for reportable incidents. It

also includes reporting requirements of Department of Defense Directive 5100.76-M, September 1992.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Operations and Plans (DCSOPS). The DCSOPS has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSOPS may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this

regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAMO-ODL), WASH DC 20310-0440.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO-ODL), Washington, DC. 20310-0440.

Distribution. Distribution of this regulation is made in accordance with the requirements of DA Form 12-09-E, block number 2128, intended for command level C for the Active Army, A for the Army National Guard, and D for the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Responsibilities • 1-4, page 1

Chapter 2

Reportable Incidents, page 1

Policy • 2-1, page 1

Major command directed reporting criteria • 2-2, page 1

Incidents not reportable by Serious Incident Report • 2-3, page 1

Chapter 3

Reporting Procedures, page 1

Special handling of reports • 3-1, page 1

Time requirements and means of reporting • 3-2, page 2

Types of serious incident reports and reporting formats • 3-3, page 2

Reporting incidents when reporting responsibility is transferred

• 3-4, page 2

Required information addressees on serious incident reports • 3-5, page 2

Appendixes

A. References, page 8

B. Category 1 Reportable Serious Incidents, page 8

C. Category 2 Reportable Serious Incidents, page 8

Figure List

Figure 3-1: Format and instructions for preparing a serious incident report, page 3

Figure 3-2: Format for add-on serious incident report, page 4

Figure 3-3: Format for correction to serious incident report, page 4

Figure 3-4: Sample serious incident report, page 5

Figure 3-5: Sample add-on serious incident report, page 6

Figure 3-6: Sample correction of serious incident report, page 6

Figure 3-7: Message addresses and facsimile numbers, page 7

Glossary

Index

*This regulation supersedes AR 190-40, 1 September 1981, and AR 190-10, 24 June 1987.

RESERVED

Chapter 1 Introduction

1-1. Purpose

a. This regulation prescribes responsibilities and updates policy and procedures for reporting serious incidents within the Department of the Army (DA).

b. The Serious Incident Report (SIR) system—

(1) Provides early notice to Headquarters, Department of the Army (HQDA), that a serious incident has occurred or may have occurred.

(2) Provides the chain of command with timely information to respond to queries from Congress, Department of Defense (DOD), news media, and others.

(3) Meets law enforcement reporting requirements for selected criminal incidents.

(4) Is not designed to be used for statistical comparison of commands.

(5) Is not intended to include reporting of all criminal acts.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Army staff agencies listed below have the following responsibilities:

(1) The Deputy Chief of Staff for Operations and Plans (DCSOPS) will develop Army policy on reporting serious incidents and will maintain the official record of serious incident reports submitted to HQDA.

(2) All HQDA staff principals will review SIRs for information and implement actions as required.

b. Commanders of major Army commands (MACOMS) will—

(1) Supervise serious incident reporting within their commands.

(2) Establish additional reporting categories as prescribed in paragraph 3-2, if desired.

(3) Implement a reporting system within their commands to notify the MACOM headquarters of every serious incident and ensure that the MACOM headquarters submits the SIR to HQDA (overseas MACOMS only).

c. Continental United States (CONUS) installation commanders will—

(1) Report serious incidents to HQDA as prescribed by this regulation.

(2) Report incidents occurring off the installation in the geographic areas for Provost Marshal activities prescribed by AR 5-9.

d. All Active Army, Army National Guard (ARNG), or United States Army Reserve (USAR) unit, agency, or activity commanders, to include commanders of Army elements of unified or combined commands, will—

(1) Expediently notify the CONUS installation commander having geographic reporting responsibility or the overseas MACOM commander, as appropriate, of serious incidents.

(2) Provide follow up information for supplementary reporting, as necessary.

e. CONUS installation commanders may transfer reporting responsibility to another CONUS installation commander by mutual agreement, subject to MACOM approval. Transfer procedures are described in paragraph 3-4.

Chapter 2 Reportable Incidents

2-1. Policy

a. Incidents listed in appendix B and appendix C are reportable to HQDA as Category 1 and 2 serious incidents respectively. The lists are not all inclusive. Commanders should report any incident that might concern HQDA as a serious incident, regardless of whether it is specifically listed in these appendixes. In determining whether an incident is of concern to HQDA, 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, and effect of the incident on readiness or the perception of readiness. In cases of doubt, report the incident.

b. Submission of an SIR will not be delayed due to incomplete information. All pertinent information known at the time of SIR submission will be included. Additional required information will be provided in a subsequent add-on report.

c. Incidents listed in appendixes B and C occurring on Army installations and facilities are clearly reportable. Such incidents occurring off the installation may be reportable based on the degree of Army interest and involvement. Any incident where a soldier (or a command sponsored family member or DA civilian employee outside the United States) is the subject or victim of a serious incident is reportable no matter where it occurs. Incidents where a family member or DA civilian employee is the subject or victim of a similar incident off post in the United States is not reportable, absent other connections to the Army.

d. On occasion, HQDA may direct reporting of incidents or crimes that are not normally reportable. In these instances, MACOM and installation commanders will be notified by message of specific requirements and time periods for reporting.

2-2. Major command directed reporting criteria

MACOM commanders may, by approved supplementation to this regulation, establish additional reporting criteria to be known as "Category 3." Means and format for reporting will be as prescribed by the MACOM with the requirement that numbering sequences for Category 3 reports will be separate from those used for reports to HQDA.

2-3. Incidents not reportable by Serious Incident Report

The events or incidents listed below are not normally reportable by SIR but may be reported through other channels.

a. Those operational events reported according to Joint Chiefs of Staff Publication 6.

b. Aircraft accidents and related mishaps (AR 385-40), unless they meet other SIR criteria.

c. Nuclear weapons incidents (NUFLASH, BROKEN ARROW, BENT SPEAR, AND DULL SWORD) (AR 385-40).

d. Nuclear reactor mishaps (FADED GIANT) (AR 385-40).

e. Chemical agent accidents or incidents (AR 385-40).

f. Incidents involving foreign students (AR 500-50).

g. Requests from civil authorities for military support of civil disturbances or counter-terrorist operations (AR 500-50).

h. Incidents involving subversion and espionage directed against the U.S. Army and deliberate security violations (AR 381-12).

i. Incidents covered under Executive Order 12333, United States Intelligence Activities, as implemented by DOD 5240.1-R and AR 381-10.

Chapter 3 Reporting Procedures

3-1. Special handling of reports

a. Reports submitted according to this regulation are law enforcement reports (see AR 25-55). They will be assigned a proper security classification according to AR 380-5 or marked For Official

Use Only (FOUO) according to AR 25–55. Reports or any information from them will be released according to AR 25–55 and AR 190–45. These two regulations implemented the 1974 Amendment to the Freedom of Information Act (section 552, title 5, United States Code).

b. The Privacy Act of 1974 (section 552a, title 5, United States Code) applies to SIRs. (See AR 340–21.) Dissemination and use of SIRs will be restricted to persons who need the reports to perform their official duties.

c. Information reported to the U.S. Secret Service (USSS) pursuant to this regulation will be that which becomes available in the regular course of authorized activities and within established policies prescribed in AR 380–13 and AR 381–10. Efforts will not be made to elicit, seek, evaluate, or further investigate such information, except when directed by HQDA.

3–2. Time requirements and means of reporting

a. *Category 1 Serious Incident.* Category 1 serious incidents will be reported by telephone to the Army Operations Center immediately upon discovery or notification at the installation level. The telephonic report will be in the format at figure 3–4. It will be followed by a written report, electronic message, to DAMO–ODL within 12 hours of discovery or notification. Facsimile may be used as a supplemental transmission.

b. *Category 2 Serious Incidents.* Category 2 Serious Incidents will be reported by electronic message to DAMO–ODL within 24 hours of discovery or notification at the installation level. Facsimile may be used to supplement the transmission. See figure 3–7 for message addresses and facsimile numbers.

3–3. Types of serious incident reports and reporting formats

There are three types of SIRs:

- a. SIR, original submission (figs 3–1 and 3–4).
- b. “Add-on” submitted to provide information not available at the time of the original report or when more pertinent information, such as results of autopsy, identification of subject, and so forth, is developed, or in response to a request for more information from HQDA (figs 3–2 and 3–5).

c. “Correction” submitted at any time to correct an error in a previous report (figs 3–3 and 3–6).

3–4. Reporting incidents when reporting responsibility is transferred

When reporting responsibility is transferred between commands—

a. The first report submitted after an agreed transfer will contain the name and SIR number of the original submission and a statement added to the “Remarks” paragraph that reporting responsibility was transferred.

b. The command and parent MACOM accepting SIR transfer will provide the relinquishing command an information copy of all future reports on the incident.

3–5. Required information addressees on serious incident reports

Commanders will ensure that information addressees are included on Serious Incident Reports as follows:

a. For all SIRs, the reporting command’s MACOM, the Commander, U.S. Army Military Police Support Agency (USAMPSPA), and the U.S. Army Criminal Investigations Command (USACIDC).

b. If the incident involves personnel or equipment of another unit, installation, or MACOM, that unit or installation and its respective MACOM will be information addressees.

c. If the incident involves ARNG personnel, facilities, or equipment, the respective State Adjutant General and the National Guard Bureau will be information addressees.

d. If the incident involves USAR personnel, facilities, or equipment, the Commander, U.S. Army Reserve Command, will be an information addressee.

e. If the incident involves Military Police personnel as the subject of a criminal offense or other misconduct, the Commandant, U.S. Army Military Police School, will be an information addressee.

f. If the incident involves threats to the President of the United States, other high Government officials, or anyone under the protection of the USSS, the USSS and Defense Intelligence Agency (DIA) will be information addressees.

g. If the incident involves child abuse or the injury or death of a child in an Army organizational setting or Army sponsored activity (app. C, paras 1s and t) the Commander, U.S. Army Community and Family Support Center, will be an information addressee.

Format and instructions for preparing a serious incident report

This format is used with every method of reporting. Do not omit paragraphs or subparagraphs. If information is not known at the time of reporting, enter “unknown” where appropriate.

Subject: The SIR number. This number will always be a six–digit number. The first two digits will contain the last two digits of the calendar year in which the report is being prepared. The last four digits, beginning with 0001, are the sequential number for reports submitted to HQDA in that calendar year.

Paragraph:

1. *Category:* Indicate Category 1 or 2.
2. *Type of incident.* Indicate type of offense or incident, such as “suicide, murder, or undetermined death.” If multiple offenses are involved, list in order of the most serious first. Do not add terms such as “suspected” or “alleged” or attempt to couch the incident in favorable terms.
3. *Date and time.* Enter date–time group when the incident occurred using local time. If exact time is unknown, enter “unknown” followed by a window of date–time groups in which the incident might have occurred.
4. *Location.* Enter specific type of structure, facility, or area and exact address or location where the incident occurred; for example, on–post, off–post, troop barracks, hospital ward, arms room, building number, open field, quarters address.
5. *Other information.*

Figure 3-1. Format and instructions for preparing a serious incident report—Continued

a. *Racial*. Indicate by stating “yes” or “no” whether not the incident was motivated in whole or in part by race. If racial, explain circumstances fully in paragraph 8, Remarks. If race or ethnic factors are suspected, but not confirmed, report “yes.”

b. *Trainee involvement*. Indicate by stating “yes” or “no” whether or not incident involved a trainee, or a student in the Army School System, as the victim. For such victim, indicate whether Active Army, ARNG, or USAR. Also, for ARNG or USAR victim, indicate initial active duty for training, annual training, or active duty for training status. Explain circumstances fully in paragraph 8, Remarks, if necessary.

6. *Personnel involved*. List data pertaining to subject and victim. If no identified subject and victim exist, state “none.” Do not list “U.S. Government” as victim.

a. *Subject*: (1) Name: (last, first, middle).

(a) *Rank or grade*: For military, enter proper abbreviation of rank; for civilian employees, enter category and grade, that is, “WG6,” “GS11,” or “GM14”; for other civilians, including family members, enter “civilian.”

(b) *Social Security Number*: Self-explanatory. For those who do not have an SSN, for example, foreign nationals, state “none.”

(c) *Race*: Use appropriate terms from AR 680-29, in other words, “white,” “black,” “American Indian,” and so forth.

(d) *Sex*: Self-explanatory.

(e) *Age*: Self-explanatory.

(f) *Position*: If military, enter duty assignment; if civilian employee, enter job title; if family member, enter relationship to sponsor, that is “family member-spouse.” For other civilians, enter occupation.

(g) *Security clearance*: Enter “Top Secret,” “Secret,” or “Confidential,” or “none,” as appropriate.

(h) *Unit and station of assignment*: If military, enter the unit designation and address; if civilian employee, enter the organization name and address; if family member, enter the rank and name of followed by the home address; if other civilian, enter the home address.

(i) *Duty status*: If military, enter “on duty,” “leave” or “absent without leave (AWOL),” as appropriate; for civilian employees, enter “on duty,” “off duty,” as appropriate. For other civilians, to include family members, enter “NA” (not applicable).

List additional subjects in consecutive paragraphs, such as, a(2), a(3), and so forth, and repeat all data elements in a(1)(a) through (i), above.

b. *Victim*:

(1) *Name*: (last, first, middle).

(a) Rank or grade.

(b) Social Security Number.

(c) Race.

(d) Sex.

(e) Age.

(f) Position.

(g) Security clearance.

(h) Unit and Station of Assignment.

(i) Duty status.

List additional victims in consecutive paragraphs, such as, b(2), b(3), and so forth and repeat all data elements in b(1)(a) through (i), above. (Note: Identifying data is needed for subjects and victims only. Other persons related to the report such as witnesses or complainants can be included in paragraph 7 with brief descriptive data, such as, “LTC Tom Smith, CDR, 1-66TH INF BN, discovered. . . .”)

7. *Summary of incident*. Provide a brief, narrative summary of the incident. Tell the who, what, where, why, and how that is basic to law enforcement reporting. Include such information as estimated dollar loss, medical condition of victims, or disposition of offenders. Avoid jargon and trivial data that is not needed at HQDA level, such as, license numbers and colors of vehicles, or Military Police patrol designations. Do not include descriptions of subjects and victims provided in paragraph 6.

8. *Remarks*. Provide any additional information that helps explain the incident or comment on any impacts on the installation or actions taken because of the incident. Provide the corresponding military police report number and, if appropriate, the USACIDC report of investigation (ROI) number.

9. *Publicity*. Note the extent and type of news media coverage anticipated, that is, “National television coverage has occurred.” or “Local print media inquiries have been received.” This determination is best made by the Command public affairs office.

10. *Commander reporting*. Enter rank and full name of reporting commander.

11. *Point of contact*. Enter rank, name, and defense switched network (DSN) telephone number of person to call for additional information.

12. *Downgrading instruction*. Provide downgrading instructions for classified report or removal date of FOUO markings, as appropriate.

Figure 3-1. Format and instructions for preparing a serious incident report

Format for add-on serious incident report

Figure 3-2. Format for add-on serious incident report—Continued

Subject: Use the same number as the original SIR, followed by “add-on.”

Paragraph:

1. *Type of incident.* Repeat type of incident indicated on original SIR.
2. *Date and time.* Repeat date–time group of incident shown in original SIR.
3. *Additional information.* Provide information that supplements or adds to that provided in the original SIR or answers questions posed by higher headquarters. Repeat information only where necessary for clarity.
4. *Commander reporting.* Enter rank and full name of installation commander reporting.
5. *Point of contact.* Enter rank, name, and DSN telephone number of person to call for additional information.
6. *Downgrading of classified material.* Provide downgrading instructions for classified reports or the removal date of FOUO protective markings, as appropriate.

Figure 3-2. Format for add-on serious incident report

Format for preparing a correction of a serious incident report

Subject: Use the same number as the original SIR followed by the word “correction.”

Paragraph:

1. *Type of incident.* Repeat type of incident shown in original SIR.
2. *Date and time.* Repeat date–time group of incident shown in original SIR.
3. *Correction.* Identify the erroneous data and give the correct information. If a correction is made to the SIR number, all reports following the correction report, if any, will refer to the SIR by the correct number.
4. *Commander reporting.* Self-explanatory.
5. *Point of contact.* Enter the rank, name, and DSN telephone number of person to call for additional information.
6. *Downgrading of classified material.* Provide downgrading instructions for classified reports or the removal date of FOUO protective markings, as appropriate.

Figure 3-3. Format for correction to serious incident report

From: CDRUSATC Ft Jackson SC//AHCP-PM//
TO: DA WASH DC//DAMO-ODL
Info: CDRUSAMPSA ALEXANDRIA VA//MOMP-O//
CDRUSACIDC WASH DC//CIOP-SA//
CDRTRADOC Ft Monroe VA//ATPL//

Subj: SIR number 920002

1. Category 2.
2. Type of incident: murder
3. Date/time of incident: 212000 Feb 92 (est)
4. Location: subject’s off–post residence, 2508 Lisbon Lane, Columbia, SC 12334.
5. Other information:
 - a. Racial: no

Figure 3-4. Sample serious incident report—Continued

- b. Trainee involvement: no
6. Personnel involved:
- a. *Subject*
- (1) Name: Barkey, James Paul
 - (a) Pay grade: CW2
 - (b) SSN: 123-45-6789
 - (c) Race: white
 - (d) Sex: male
 - (e) Age: 38
 - (f) Position: maintenance officer
 - (g) Security clearance: secret
 - (h) Unit and station of assignment: HHC, USAG, Ft Jackson SC
 - (i) Duty status: leave
 - (2) Name: Jensen, Joyce
 - (a) Pay grade: NAF 6
 - (b) SSN: 733-45-8888
 - (c) Race: other
 - (d) Sex: female
 - (e) Age: unknown
 - (f) Position: cocktail waitress
 - (g) Security clearance: none
 - (h) Unit and station of assignment: Ft Jackson Officers' Club, DPCA, Ft Jackson, SC
 - (i) Duty status: off-duty
- b. *Victim*
- (1) Name: Barkey, Mary Ann
 - (a) Pay grade: civilian
 - (b) SSN: 023-45-6780
 - (c) Race: American Indian
 - (d) Sex: female
 - (e) Age: 33
 - (f) Position: family member-spouse
 - (g) Security clearance: none
 - (h) Unit and station of assignment: CW2 James P. Barkey, 2508 Lisbon Lane, Columbia, SC 12334
 - (i) Duty status: NA
7. Summary of incident: CW2 Barkey and Jensen were seen by a neighbor entering CW2 Barkey's residence at approximately 1945 hrs (est), 21 Feb 92. After hearing yelling followed by gunshots, the neighbor called police. Police arrived at approximately 2015 hrs (est), and found M. Barkey on the kitchen floor dead of apparent gunshots. CW2 Barkey and Jensen remain at large.
8. Remarks: Ft Jackson military police attempted to locate subject on-post at the request of local police. Military police report number is 00287-92-MPC053. CID ROI number is 0123-92-CID032-01234.
9. Publicity: Local print and electronic media coverage anticipated.
10. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.
11. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234.
12. Downgrading instructions: The FOUO protective markings may be removed on (date).

Figure 3-4. Sample serious incident report

From: CDRUSATC Ft Jackson SC//AHCP-PM//

To: DA WASH DC//DAMO-ODL//

Info: CDRUSAMPSA ALEXANDRIA VA//MOMP-O//

Figure 3-5. Sample add-on serious incident report—Continued

CDRUSACIDC WASH DC//CIOP-SO//

CDR TRADOC Ft Monroe VA//ATPL//

Subj: SIR number 920002 add-on

1. Type of incident: murder
2. Date/time of incident: 212000 Feb 92 est
3. Additional information: CW2 Barkery and Jensen were arrested by civilian police at Jensen's residence at 1600 hrs (est), 21 Feb 92. A .38 caliber revolver, believed to be the murder weapon, was recovered from CW2 Barkey's vehicle. CW2 Barkey and Jensen remain in the Columbia county jail pending arraignment on 23 Feb 92. The preliminary results of the autopsy of M. Barkey indicate that she died of a gunshot to the front of her head, the manner of death was determined as murder.
4. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.
5. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234.
6. Downgrading instructions: FOUO protective markings may be removed on (date).

Figure 3-5. Sample add-on serious incident report

From: CDR Ft Jackson SC//AHCP-PM//
TO: DA WASH DC//DAMO-ODL//
Info: CDRUSAMPSA ALEXANDRIA VA//MOMP-O//
CDRUSACIDC WASH DC//CIOP-SA//
CDRTRADOC Ft Monroe VA//ATPL//

Subj: SIR number 920002—correction

1. Type of incident: murder
2. Date/time of incident: 212000 Feb 92 est
3. Correction: The SIR number is incorrect. The correct number for this and two previous reports is 920003.
4. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.
5. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234.
6. Downgrading instructions: FOUO protective markings may be removed on (date).

Figure 3-6. Sample correction of serious incident report

Message addresses and facsimile numbers

Commonly used information addresses on SIRs are listed below.

HQDA (DAMO-ODL-O): MSG: DA WASHINGTON DC//DAMO-ODL//

FACSIMILE (FAX): (703) 693-6580 DSN: 223-6580

USAMPSA

MSG: CDRUSAMPSA ALEXANDRIA VA//MOMP-O//

Figure 3-7. Message addresses and facsimile numbers—Continued

FAX: (703) 756-1081

USAREUR:

MSG: CINCUSAREUR HEIDELBERG GE//AEAPM//
FAX: 011-49-6217-306140 DSN: 8- 314-380-6140

FORSCOM:

MSG: CINCFOR FT MCPHERSON GA//FCPM-FP//
FAX: (404) 752-2269 DSN: 572-2269

USARPAC:

MSG: CDRUSARPAC FT SHAFTER HI//APPM//
FAX: (808) 438-9313 DSN: 438-9313

EUSA:

MSG: CDRUSAEIGHT SEOUL KOR//PMJ//
FAX: 011-822-7918 DSN: 738-6290

TRADOC:

MSG: CDRTRADOC FT MONROE VA//ATBO-JP//
FAX: (804) 727-3504 DSN: 680-3504

USARSO:

MSG: CDRUSARSO FT CLAYTON//SOPM//
FAX: 011-50-787-6548 DSN: 287-6548

AMC:

MSG: CDRAMC ALEXANDRIA VA//AMCPE-S//
FAX: (703) 274-9185 DSN: 284-9185

USAISC:

MSG: CDRUSAISC FT HUACHUCA AZ//ASIS-S//
FAX: (602) 538-8787 DSN: 879-8787

MTMC:

MSG: CDRMTMC FALLS CHURCH VA//MTSS//
FAX: (703) 756-0547 DSN: 289-0547

USAHSC:

MSG: CDRUSAHSC FT SAM HOUSTON TX//HSPM//
FAX: (512) 221-6055 DSN: 289-7825

USACIDC:

MSG: CDRUSACIDC FALLS CHURCH VA//CIOP-ZA//
FAX: (703) 756-7825

DIA: MSG: DIA WASHINGTON DC//OS-1/JSO//

USSS: MSG: U.S. SECRET SERVICE WASHINGTON DC

NGB: MSG: CNGB WASHINGTON DC//NGBZA//

USAR: MSG: CDRUSARC FT MCPHERSON GA//AFRC-CG//

USAMPS: MSG: COMDT MPSCH FT MCCLELLAN AL//ATZN-MP-E//

U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER: MSG: CDRUSACFSC ALEXANDRIA VA//CFSC-FSC//

Figure 3-7. Message addresses and facsimile numbers

Appendix A References

Section I Required Publications

AR 5-9

Intraservice Support Installation Area Coordination. (Cited in para 1-4c(2).)

AR 25-55

The Department of the Army Freedom of Information Act Program. (Cited in para 3-1a.)

AR 340-21

The Army Privacy Program. (Cited in para 3-1b.)

AR 380-5

Department of the Army Information Security Program. (Cited in para 3-1a.)

AR 380-13

Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations. (Cited in para 3-1c.)

AR 381-10

U.S. Army Intelligence Activities. (Cited in paras 2-3i and 3-1c.)

AR 381-12

Subversion and Espionage Directed Against the U.S. Army. (Cited in para 2-3h.)

AR 385-40

Accident Reporting and Records. (Cited in para 2-3b through e.)

AR 500-50

Civil Disturbances. (Cited in para 2-3f and g.)

AR 710-2

Supply Policy Below the Wholesale Level (Cited in app. C.).

Section II Related Publications

AR 40-2

Army Medical Treatment Facilities: General Administration

AR 40-61

Medical Logistics Policies and Procedures

AR 105-32

Authorized Addresses for Electronically Transmitted Messages

AR 190-11

Physical Security of Arms, Ammunition, and Explosives

AR 190-45

Law Enforcement Reporting

DA PAM 25-11

Authorized Addresses for Electrically Transmitted Messages

DOD Directive 5240.1-R

Procedures Governing the Activities of DOD Intelligence Components that Affect United States Persons

JCS Publication 6

Operational Status Reports (OPREP)

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Appendix B Category 1 Reportable Serious Incidents

B-1. Actual or alleged incidents involving the following:

- a. On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
- b. War crimes, including mistreatment of enemy prisoners of war, violations of the Geneva Conventions, and atrocities.
- c. Requests by members of the U.S. Army for political asylum in foreign countries or indications of defection.
- d. Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements, that occur on an installation, or involve military personnel or property off an installation.
- e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.
- f. Incidents involving material damage that seriously degrade unit operational or training readiness.
- g. Threats against Government weapons and ammunition.
- h. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the U.S., Vice President of the U.S., or other persons being protected by the USSS.

B-2. Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

Appendix C Category 2 Reportable Serious Incidents

C-1. Actual or alleged incidents involving the following:

- a. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$50,000.
- b. Theft, suspected theft, negligence, conflict of interest involving Government nonappropriated funds or property valued at more than \$50,000.
- c. Racially or ethnically motivated criminal acts.
- d. Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following:
 - (1) Evidence.
 - (2) Sensitive items, other than arms and ammunition, identified by Controlled Inventory Item Code (CIIC) 1-6, 8, Q, R, or Y (see AR 710-2).
 - (3) Controlled Cryptographic Items identified by CIIC 9.
 - (4) Night vision devices.
 - (5) Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 as Schedules I, II, III, IV, and V Controlled Substances. Schedule II — V drugs are U.S. Government controlled medical substances and are identified as R and Q controlled medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the Act, are only used by DOD for research, and are not available through the supply system.
- e. Wrongful possession, manufacture or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:
 - (1) Cocaine, 40 grams or more.
 - (2) Marijuana, 600 grams or more.

- (3) Hashish, 350 grams or more.
- (4) Heroin, 30 grams or more.
- (5) Amphetamines or barbiturates, 30 grams or more.
- (6) LSD, 750 dose units or more.
- (7) PCP, 30 grams or more.
- (8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.

f. Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities by soldiers or DA or nonappropriated fund (NAF) employees.

g. Incidents involving prisoners or detainees of Army confinement or correctional facilities to include escape from confinement or custody, disturbances which require the use of force, wounding or serious injury to a prisoner, and all prisoner deaths.

h. Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following quantities:

- (1) Any missile, rocket, or mine.
- (2) Any machine gun or automatic fire weapon.
- (3) Any fragmentation, concussion, or high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.
- (4) Any explosives, to include demolition explosives (such as detonation cord, blocks of explosives (C-4), and so forth).
- (5) Five or more semi-automatic or manually operated firearms.
- (6) Five or more rounds of ammunition greater than .50 caliber.
- (7) 5,000 or more rounds of .50 caliber or smaller ammunition.

i. Actual or attempted break-ins of arms rooms or storage areas for AA&E.

j. Armed robbery or attempted armed robbery of AA&E.

k. Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.

l. Aggravated arson.

m. Deaths, to include homicides, suicides, and deaths resulting from traffic accidents, training accidents, fires, or other incidents. Deaths from natural causes occurring in medical facilities need not be reported. If the manner of death is unknown, the incident should be reported as "undetermined manner of death." The manner of death should be reported by add-on SIR as soon as determined.

n. Kidnapping.

o. Major fires or natural disasters involving death, serious injury, property damage in excess of \$100,000, or damage that seriously degrades unit operational or training capabilities.

p. Group breaches of discipline involving 10 or more persons who collectively act to defy authority.

q. Training and troop movement accidents resulting in serious injury or death.

r. Maltreatment of soldiers or DA 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 not reportable unless other considerations such as sexual harassment or adverse publicity are involved.

s. Violations of Army policy as it pertains to monitoring and recording of conversations (AR 105-23, AR 190-30, AR 190-53, AR 525-1, and AR 530-2), or acquisition and storage of information (AR 380-13).

t. Child abuse. Actual or alleged incidents of child abuse which take place within an Army organizational setting or facility (such as, child development center, youth activities center, medical treatment facility, gymnasium, and so forth) or an Army sponsored or sanctioned activity (such as, quarters-based family child care home, youth sports or recreation activities, field trips, and so forth). This paragraph does not apply to incidents of child abuse occurring within the family unit.

u. Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a non-medical facility (in other words, child development center, quarters-based family child care home, youth activities center, and so forth) or within an Army sponsored or sanctioned activity. This paragraph does not apply to

sports injuries related to, or potentially inherent in, a youth activity or event.

v. Incidents involving firearms that cause injury or death.

C-2. Any other incident that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

Glossary

Section I Abbreviations

AA&E

arms, ammunition, and explosives

ARNG

Army National Guard

AWOL

absent without leave

CONUS

Continental United States

DA

Department of the Army

DIA

Defense Intelligence Agency

DOD

Department of Defense

DSN

defense switched network

FAX

facsimile

FOUO

for official use only

HQDA

Headquarters, Department of the Army

MACOM

major Army command

NAF

non-appropriated fund

ROI

report of investigation

SIR

serious incident report

USACIDC

United States Army Criminal Investigation Command

USAMPSA

U.S. Army Military Police Support Agency

USAR

United States Army Reserve

Section II Terms

Category 1 Serious Incident

A serious incident that is of immediate concern to HQDA. Incidents that must be reported to HQDA as Category 1 serious incidents are listed in appendix B.

Category 2 Serious Incident

A serious incident that is of concern to HQDA. Incidents that must be reported to

HQDA as Category 2 serious incidents are listed in appendix C.

Category 3 Serious Incident

An incident that is of concern to the MACOM (see para 3-2), any incident that must be reported to the MACOM as a Category 3 SIR according to an approved MACOM supplement to this regulation. Establishment of Category 3 Serious Incidents is not required nor reportable to HQDA.

Serious incident

Any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, that, because of its nature, gravity, potential for adverse publicity, or potential consequences warrants timely notice to HQDA.

Serious Incident Report

A formal notification to HQDA of a serious incident as prescribed by this regulation.

Section III Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

CIIC

controlled inventory item

USSS

United States Secret Service

Index

This index is organized alphabetically by topic and subtopic. Topics and subtopics are identified by paragraph number.

Addressees, 3-5

Information, 3-5

Category 3 Incidents, 2-2

Facsimile transmission, 3-2

Information addressees, 3-5

Military police misconduct, 3-5

Nonreportable incidents, 2-3

Privacy Act, 3-1

Reportable incidents, 2-1

Reporting responsibilities

Commanders of MACOMs, 1-4

CONUS installation commanders, 1-4

Deputy Chief of Staff for Operations and Plans, 1-4

Transferring of, 1-4, 3-4

Unit, agency, or activity commanders, 1-4

Security classification, 3-1

Serious Incident Reports

Corrections to, 3-3

Directed, 2-1

Reporting system, 1-1

Types, 2-1

Threats to the President, 3-5

Time requirements, 3-2

U.S. Secret Service, 3-1

Unclassified

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