



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX  
BUILDING 5518 SEVER AVENUE  
JOINT BASE McGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

22 January 2016

MEMORANDUM FOR NCO Academy Personnel

SUBJECT: Policy Letter 5 Commandants Critical Incident Requirements (CCIR), Serious Incident Report (SIR), Priority Intelligence Requirements (PIR), and Friendly Force Information Requirements (FFIR)

1. References:

- a. AR 190-45, Law Enforcement Reporting, 30 March 2007.
- b. Army Doctrine Reference Publications (ADRP) 5-0, The Operations Process, 17 May 2012.
- c. USARC OPORD 14-005, CCIR-SIR Requirements, 17 October 2013.

2. Purpose. To ensure proper reporting of incidents requiring higher headquarters involvement or notification. To ensure proper reporting through the NCOA chain of command.

3. Discussion. All personnel are responsible to report serious incidents. The first Soldier with knowledge of an incident will immediately notify the First Sergeant. Contact must be in person or phone call with positive contact. The following incidents must be reported:

- a. Death of a Soldier, Student, or family member.
- b. Injury or illness of a Soldier, Student, or family member that threatens life, limb or eyesight.
- c. Injury or illness of a Soldier, Student, or family member that requires hospitalization.
- d. Incidents of domestic violence involving a Soldier, Student, or family member.
- e. Suicide attempt or gesture by a Soldier, Student, or family member.
- f. Criminal, or potential criminal charges of a Soldier or Student.
- g. Arrest and/or incarceration of a Soldier or Student.
- h. Acts of misconduct by a Soldier or Student (police involvement, on-post violations, violation of command policy, insubordination, AWOL, missing movement).

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5. Coordinating Instructions:

a. The First Sergeant will notify the Course Manager for incidents involving Students. The Course Manager will coordinate the reporting requirements and actions involving the Student. The Course Manager will remain in contact with the First Sergeant until the incident is closed.

b. The First Sergeant will notify the Command Team and Branch Chief of the Soldier involved. Branch Chiefs will remain in contact with the First Sergeant during the incident until the incident is closed.

c. All incidents reported to the ARRTC will be in the correct format and adhere to the procedures outlined in the regulations listed above.

d. All incidents reported to the higher headquarters will meet the close out suspense of 30 days from the initial report. If the incident is ongoing, this unit will provide updates until the incident is closed.

e. If the Academy chain of command determines that the higher headquarters should be informed of an incident that does not fit into the categories listed, the Academy will provide an Incident Report to the ARRTC OPS and chain of command for situational awareness only.

7. Point of contact is the undersigned at 609-562-3619.

KIMBERLY K. KEMPER  
CSM, USA  
Commandant