



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3RD BATTALION, 2ND AIR DEFENSE ARTILLERY REGIMENT
3906 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73503

AFVL-RTB-BC

8 June 2021

MEMORANDUM FOR All Soldiers Assigned/Attached to the 3-2 ADA Battalion

SUBJECT: Policy Letter #7 – Serious Incident Reporting (SIR) and Command Interest Reporting (CIR)

1. The purpose of this policy letter is to re-emphasize and codify the importance of reporting incidents of interest to this battalion, 31st ADA BDE, 32nd AAMDC, and Headquarters Fires Center of Excellence (FCoE).
2. Commanders are responsible for reporting all incidents in an accurate and timely manner. Commanders will telephonically notify the Battalion Commander and the Battalion Executive Officer of all reportable incidents within reporting time requirements prescribed. Written SIRs and CIRs will be sent to, reviewed by, and submitted by the Battalion Executive Officer.
3. A Serious incident is defined as an actual incident, accident, act of misconduct or condition (either criminal or non-criminal) that warrants timely notification to the chain of command because of its nature, gravity, publicity, or potential readiness consequences. Command interest reports are defined as those incidents or events which are important in nature to the commander but not reportable as SIRs.
4. Units will adhere to all SIR and CCIR timelines and ensure the most up-to-date and accurate information is provided.
5. SIRs/CIRs will be categorized into three categories for report timing:
 - a. FCoE Category 1 Reportable Incident and/or 32nd AAMDC CCIR or Category 1 SIR (Flash): Immediate telephonic notification to the Battalion Commander and Battalion Command Sergeant Major for any applicable incident. Commanders will immediately follow-up with a written OPREP via email to the Battalion Executive Officer.
 - b. FCoE Category 2 Reportable Incident and/or 32nd AAMDC Category 2 or 3 SIR (Immediate): Telephonic/email notification to Battalion Commander and Battalion Command Sergeant Major within one hour of any applicable incident or discovery thereof. Chain of command will develop the situation with urgency. Commanders will send a written OPREP via email to the Battalion Executive Officer immediately after notification to the Battalion Commander.
 - c. FCoE Category 3 Reportable Incident and/or 32nd AAMDC Category 4 SIR (Routine): Telephonic/e-mail notification to Battalion Commander and Battalion

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Command Sergeant Major no later than three hours after applicable incident or discovery thereof. Commanders will send a written OPREP to the BN Executive Officer via email immediately after notification to the Battalion Commander.

5. Timely, follow-up reports for SIRs are required (as the situation develops or relevant updates are determined) until otherwise specified by the Battalion Commander or Executive Officer to terminate written update reports.

6. FCoE OPREP naming convention will be as follows: [installation] OPREP [brigade][DTG of incident] [report version (Initial, Update, Final)] [SIR category] [(Service Member and SIR description)].

a. Example – FSOK OPREP 31X011200JUN21 (Initial) SIR 1.26 (PV2 Jones Absence Unknown).

7. 32nd AAMDC SIR/CCIR naming convention will be as follows: 32d AAMDC [CCIR/SIR category] [Service Member and CCIR/SIR description] [(DTG of incident)].

a. Example – 32d AAMDC CCIR #24 PV2 Jones Absence Unknown (011200JUN21).

8. Units will ensure they have the most up-to-date Battalion battle drills, FCoE and 32nd AAMDC references and checklists, and list of applicable CCIRs/SIRs on hand and posted at each CQ and staff duty desk. All leaders will be familiar with these policies and prepared to action if need be.

9. A copy of this policy will be permanently posted on unit bulletin boards. Unit Commanders will ensure each Soldier is briefed on the provisions and conditions of this policy during the Soldier's initial unit orientation.

CHRISTOPHER T. MAJORS
LTC, AD
Commanding