



REPLY TO
ATTENTION OF

RCNE-AL-CO (600-20)

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #22 - Battalion Commander's CCIRs

1. Commanders must keep me informed about all Commander's Critical Information Requirements (CCIR). I expect the company leadership to notify me about the following events as rapidly as possible, even at home and on weekends.
 - a. Death or serious injury to a soldier or local family member of USARB Albany.
 - b. Attempted suicide of a soldier or local family member of USARB Albany.
 - c. Terrorist threats or assaults, including bomb threats, against any recruiting facility or soldier.
 - d. Demonstrations against the Army at any location where recruiters are present.
 - e. Felony arrest of any USARB Albany soldier, including DWI or DUAI.
 - f. Actual adverse publicity specifically naming a recruiter or recruiting station.
 - g. Knowledge of child abuse, spousal abuse or domestic assault.
 - h. Reports of sexual misconduct or sexual harassment.
 - i. Accidents involving a GOV.
 - j. Any report of government housing problems that the family cannot resolve quickly through normal channels. Specific concern is placed on heating and hot water problems, during the winter months, that are unresolved.
2. Incidents other than these, such as misdemeanor arrests or the death of a soldier's parent should be reported to me as early as possible on the next duty day.
3. Do not delay contacting me while you wait for more information. Make your report and then continue to collect the facts. I will give you guidance when we talk.
4. In the event that you can not reach me, contact the CSM or the XO.


SANDRA E. LUFF
LTC, MI
Commanding