



REPLY TO
ATTENTION OF

RCNE-AL-CO

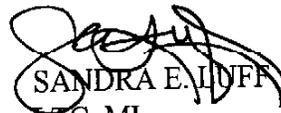
DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum # 8 - Serious Incident Reports

1. Reference: USAREC Reg 380-4, Chapter 9.
2. A serious incident is any incident that may cause unfavorable publicity or otherwise be of concern to this Battalion. This includes incidents involving USAREC personnel (both military and civilian), family members, facilities or property.
3. Refer to the enclosed sheet for requirement on what needs to be reported and the timeline for doing so. Provide a narrative summary, either telephonically or by email of the incident to fully describe and identify the circumstances, events, and persons involved. In your report, provide information on who, what, when, where, why, and how. Include such information as estimated dollar loss, medical condition of persons involved, and disposition of offenders. Provide any additional information that helps explain the incident or its impact. Also include and actions taken by military or civilian authorities.
4. CLT's will immediately forward this information by e-mail to the Battalion Commander, XO CSM and S1. Additionally, the CLT will contact the Battalion Commander or CSM telephonically.
5. The POC for this memorandum is the Battalion S1 at (518) 438-7390.


SANDRA E. LUFF
 LTC, MI
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