

USAREC Regulation 190-4

Military Police

Incident Reporting

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
1 April 2013**

UNCLASSIFIED

SUMMARY of CHANGE

USAREC Reg 190-4
Incident Reporting

This revision, dated 1 April 2013

- o Table 2-1 (UR 190-4) provides an extensive listing of incidents that require reporting. The table shows what is reported, what organization receives the SIR, time to report the SIR and what incidents require USAREC CG notification.
- o Incorporates SIR Addendum requirements and Command Psychologist chapter. This information was previously contained in a CG letter.
- o The CGs Policy Letter 60-11 Commander's Report of Disciplinary Action (DA Form 4833) is incorporated into UR 190-4.
- o In the previous edition of UR 190-4, units used a CCIR and a Disaster report (using UF 958) to report natural or manmade disasters. The revised UR 190-4 has one report-CCIR.
- o Formalizes the reporting of USAREC property damage and displaced personnel during and after natural/manmade disasters vice submitting a word document. Units will use the UF 959 to report Personnel and Facility Assessment Report (UF957).
- o References, UR 190-4 (24 Apr 2009).
- o Commanders and units will report misconduct, stress or force protection incident when known, alleged or confirmed (para 2-2).

Headquarters
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***USAREC Regulation 190-4**

Effective 1 April 2013

Military Police

Incident Reporting

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History. This revision publishes a revised USAREC Reg 190-4, which is effective 1 April 2013.

Summary. This regulation prescribes policies and guidance pertaining to incident reporting within the U.S. Army Recruiting Command. The incidents governed by this regulation include serious incident reporting, commander's critical information requirements, and disaster reporting.

Applicability. This regulation applies to all military (assigned and/or attached), Future Soldiers under the control of U.S. Army Recruiting Command personnel, and civilians (Department of the Army and contrac-

tors) at all levels of the U.S. Army Recruiting Command. Any violation may subject Soldiers to nonjudicial or judicial action under the Uniform Code of Military Justice, and civilian personnel may be subject to adverse action under civilian personnel regulations. Questions pertaining to this regulation or Department of Defense and Department of the Army security regulations should be addressed to the Chief, Command Operations Center at DSN 536-1071 or 0823 or commercial (502) 626-1071 or 0823. Written inquiries should be forwarded to HQ USAREC, ATTN: RCRO-COC, 1307 3rd Avenue, Fort Knox, KY 40121-2725; or by e-mail to: usarmy.knox.usarec.list.g3-coc-officer-mgr@mail.mil.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing,

to the deputy director within the proponent agency in the grade of GS-14 or the National Security Personnel System equivalent.

Army management control process.

This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-COC, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command distribution level A.

*This regulation supersedes USAREC Regulation 190-4, dated 24 April 2009.

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Chapter 1 General

1-1. Purpose

This regulation prescribes policies, guidance, and implements U.S. Army Recruiting Command (USAREC) policies and procedures for reporting incidents considered serious or reportable under higher headquarters guidance. This regulation includes serious incident reports (SIRs), commander's critical information requirements (CCIRs), SIR addendums and Commander's Report of Disciplinary Action (DA Form 4833). This information is designed to provide detailed instructions contained in references and establish policy specifically for USAREC.

1-2. References

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

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The USAREC Incident Reporting Program includes serious incident reports (SIRs) and Commanders Critical Information Requirements (CCIRs). Commanders, military and civilian supervisors, Soldiers and civilian employees share responsibility for reporting. Commanders and supervisors must become familiar with the provisions of this regulation and implement applicable portions.

b. Unit representatives must have this regulation on hand and maintain the references cited herein.

c. Commanders will immediately send through their chain of command an Incident Information Report (USAREC Form 958) for any alleged misconduct, crime, or stress related incident. Table 2-1 lists many of the reportable incidents. Commanders will use their discretion for incidents not listed. At minimum, the initial incident report must include blocks 1 through 16 and 26 through 31).

d. Commanders and directors will appoint unit representatives. Each battalion and brigade will have a primary and alternate incident reporting manager individual appointed in writing (memorandum). Military or civilian personnel may perform these duties.

e. Commanders and directors will develop and implement comprehensive written standing operating procedures (SOPs) for applicable their incident reporting programs. for their activities.

f. The USAREC G3 Command Operations Center (COC) chief serves as the reporting officer for Headquarters, U.S. Army Recruiting Command (HQ USAREC). The COC chief provides guidance, policy, and assistance to field subordinate commanders and appointed representatives as required.

g. Brigade, battalion, and company commanders will establish and implement reporting programs within their respective activities in accordance with Army regulations, this regulation, and local SOPs. Commanders at all levels will ensure that all serious incident reporting follows guidelines. Failure to report serious incidents may require a written explanation to the Commanding General (CG).

h. The Assistant Chief of Staff (ACS), G3, is responsible for distributing incident report within HQ USAREC. These reports normally contain sensitive information and require a need to know. Incidents and attachments will be classified "For Official Use Only" This distribution list requires that command staff sections treat incidents, as a minimum, for official use only (FOUO). The USAREC G3 will determine what incidents that are extremely sensitive will receive "restricted distribution".

1-5. Coordination

Direct coordination between organizations, offices, or activities within USAREC is authorized and encouraged. In addition, all brigades and battalions will coordinate directly with supporting Criminal Investigation Division (CID), Joint Terrorism Task Forces, *902nd MI Group* and local law enforcement agencies. Commanders and representatives must realize that the reporting of incidents or coordination with outside activities will generate reports within that agency. Therefore commanders must report these types of incidents immediately to the USAREC COC when outside coordination is initiated. Use USAREC Form 958, blocks 30 and 31 to report coordination.

1-6. Reports

a. Specific reports and other written requirements are contained in each chapter of this regulation and cited

Army regulations. All reports are submitted using the appropriate USAREC forms, and are completed correctly, and in the proper format. Failure to submit reports in accordance with guidelines could result in late reports that require a commander's endorsement for lateness. For incidents requiring CG notification (table 2-1), the brigade commander or a representative will provide an executive summary (EXSUM) to the USAREC CG and the G3 COC. The notification to the USAREC CG for these types of incidents can be by phone or email. An EXSUM (with USAREC Form 958 (Incident Information Report)) will be provided by email to the USAREC G3 COC by the brigade S3 or responsible brigade staff section. As more information becomes available, the brigade will submit USAREC Form 958 follow-ups (block 31a), and finals (block 31b) in accordance with guidelines. Reports are sent to the G3 COC officer with a copy to the COC chief.

b. CCIRs are those items that the USAREC CG uses to make critical decisions. The ACS, G3 collects and disseminates CCIRs using USAREC Form 958 (fig 3-2).

c. The occurrence of natural or man-made disasters requires the submission of a CCIR report when as the result of a disaster the operational capabilities of a unit are affected so as to limit the unit's capabilities to support the mission. The CCIR is submitted to the USAREC COC using USAREC Form 958 (figure 3-2). When USAREC property is damaged or destroyed or personnel are displaced from a disaster, USAREC Form 957 (The Personnel and Assessment Report) (figure 3-3) is submitted with the USAREC Form 958. This report is submitted daily. The personnel accountability includes family members and civilians.

d. Follow-ups and final (CCIR), when personnel are displaced or USAREC property is in jeopardy, will be submitted daily (no later than 0900 EST) to the USAREC G3 COC. Property information (including GOVs) will include damages, location of GOVs and personnel displaced work location until repairs are made.

Table 1-1

Serious incident categories

In most cases, these categories will be on the subject line for the SIR and EXSUM. Modifiers appear in parentheses.

Adverse Publicity

Arrest (DUI, assault, domestic violence, multiple offenses)

Assault (battery, domestic, by or on USAREC Soldier, etcetera)

Attempted suicide

CCIR (curtailment of operations, MEPS closure, etcetera)

Changes to Force Protection Condition (FPCON)

Child abuse

DAC/Family member incident (death, hospitalization)

Demonstrations (Army or co-located facilities)

Drug or alcohol abuse (even if self-admitted)

DUI (arrest, no arrest)

Future Soldier or HRAP incident (death, crime)

GOV (theft, vandalism, plate theft, accident, misuse)

Hospitalization

Laptop theft or compromise of personally identifiable information (PII)

Miscellaneous (AWOL, POV incident, etcetera)

Property loss/damage (missing electronics from supply action, GOV fuel card or credit card, etcetera)

Serious crimes (fraud, rape, drug distribution, sexual assault, attempted murder)

Sexual misconduct ("sexting", inappropriate relationship, adultery, touching, pornography, etcetera)

Soldier death (other than suicide)

Soldier suicide

Spouse abuse/domestic altercation (spouse, Soldier, etcetera)

Stress

Suicide ideation

Suspicious incident (phone call, observation, actions, comments, etcetera)

Threats (USAREC personnel, Cyber, POTUS, White House, VP, members of Congress)

Vandalism of any USAREC facilities

Violations of Army Standards (dereliction of duty, conduct unbecoming, domicile to duty, etcetera)

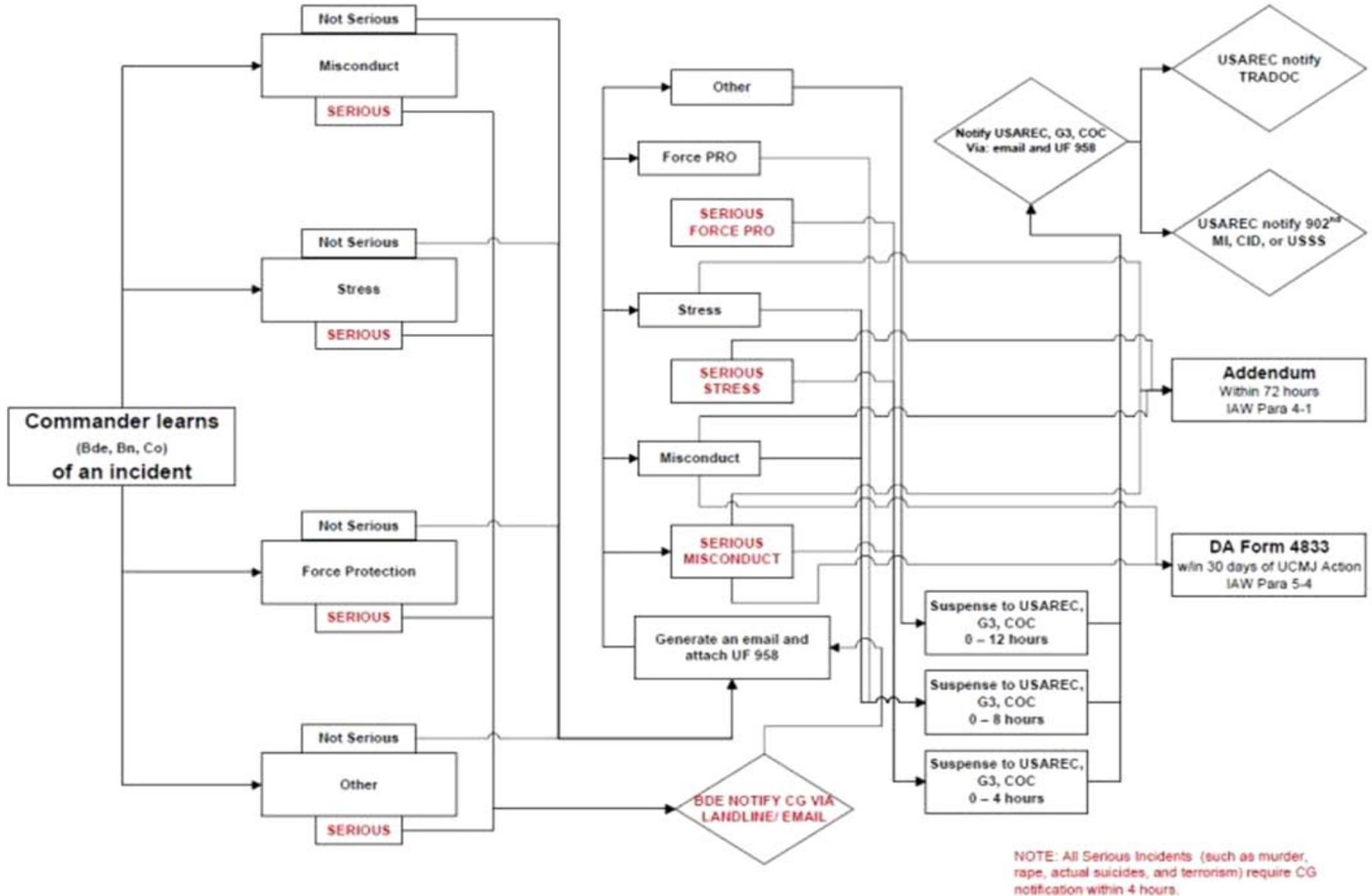


Figure 1-1. SIR flowchart

Chapter 2 Policy

2-1. General

a. The timely transmission and classification of reports-the SIR reporting process ensures information is distributed promptly timely, accurately, and identifies responsibilities and requirements for notification. The SIR is considered sensitive in nature, is close hold, and distributed only to those personnel with a need to know. The USAREC Form 958 is FOUO when completed. The proponent for reporting SIRs for units assigned to USAREC is the ACS, G3. The primary point of contact for SIR submission is the COC at (502) 626-0823 or 0824 (usarmy.knox.usarec.list.g3-coc-officer-mgr@mail.mil). The only method of communication acceptable for USAREC Form 958 is by email. If email is not available, coordinate with the USAREC COC.

b. Incidents listed in table 2-1 are reportable to this headquarters. This is not an all-inclusive list, and commanders will report any additional incident that they feel is a concern to this headquarters regardless of whether it is listed in table 2-1 or not. The SIR is not meant to replace the commander's reporting channel to Command Group. All commanders should consider the following factors in determining whether or not the incident may be of concern: time sensitive; if the incident is questionable-report the incident and adjust later; the severity of the incident; the potential for adverse publicity; the potential consequences of the incident; and the effect the incident has on unit readiness or the perception of readiness. Family members should be referred to as spouse, son, daughter and so on when possible to protect identities. Civilian's (victim) identity should also be protected if possible. If there is any doubt, call the COC or report the incident.

c. Commanders must exercise great care when dealing with any terrorist-related incidents. These situations demand quick action to allow intelligence agencies to respond appropriately. Therefore, incident reporting to the USAREC CG and COC requires swift communication by email or telephone. When a suspicious activity is reported, it is imperative to report descriptions, license numbers, vehicle description, etcetera with the incident report.

2-2. Reporting procedures

a. Immediately upon determination of a suspected, alleged, or serious incident as outlined by this regulation, notify the USAREC COC at (502) 626-0823 or 0824 or e-mail: usarmy.knox.usarec.list.g3-coc-officer-mgr@mail.mil to by the most expeditious means available using the information requirements found in chapter 3. The brigade point of contact will provide as much operational related information as is currently available concerning the incident to the USAREC COC. If the information is lacking for completing the USAREC Form 958, but requires immediate notification of the USAREC Command Group, the brigade SIR manager will provide an EXSUM (figure 2-1) to the COC in accordance with time guidelines (table 2-1). The table 2-1 lists those SIRs that the brigade commander must notify the CG (telephone or email).

b. For other SIR reporting, the brigade SIR Manager will submit a complete detailed report using USAREC Form 958 in accordance with guidelines in chapter 3 and table 2-1. This detailed report should include all currently known information required on the SIR. Ensure annotation on USAREC Form 958, block 28, lists who in the chain of command was notified of the incident.

c. Submit significant changes or additions to the original report at any time (follow-ups). Commanders will submit follow-ups as they occur or every 30 days (nothing significant to report if required). This information will be consolidated and forwarded to the COC and should include, but is not limited to:

- (1) Name (first and last with rank) and telephone number of person sending report.
- (2) The assigned USAREC COC SIR number.
- (3) Any ongoing actions associated with the incident.
- (4) Changes in circumstances, errors, or information not included in the original report.
- (5) If injury is involved, any change in the condition or location of the injured, prognosis.
- (6) If death is involved, who is the person survived by to include names, relationships, location; memorial service location and date time group; and if next of kin was notified.
- (7) Any other information deemed necessary by the commander.
- (8) A copy of the SIR, or CCIR is forwarded by the COC to the originator once the report is processed and forwarded to Command Group, higher headquarters, or appropriate agency as required. Units will use this file copy to submit the follow-up and/or final report. The file copy contains the EXSUM provided to the USAREC CG and

Table 2-1.

Incident/Accident Report

1. Incident Reporting-INCIDENTS ARE REPORTED WHEN A MISCONDUCT OR STRESS RELATED INCIDENT IS SUSPECTED, ALLEGED OR CONFIRMED. Highlighted incidents are reported to TRADOC (IAW TR 1-8, para 2-2). # Indicates that a SIR Addendum is required.	Suspense to USAREC COC	BDE Cdr notify CG by phone or e-mail	TRADOC notified by COC (4 hours)	Other
<i>Urgent (Misconduct/Stress/Force Protection)</i>				
Death of Soldier, suicide of Soldier, murder or wrongful death of Soldier #	8 hours	Yes	Yes	CID
Death of DA Civilian (DAC), family members, contractor (Other than natural causes)	8 hours	Yes	Yes	
Serious injury or illness, life-threatening injury to Soldier, Family member, or DAC (danger of loss of life, limb, or eyesight) #	8 hours	Yes	Yes	
Suicide attempt (actions taken with intent to ensure death) of Soldier, DAC, Family member #	8 hours	Y (Soldier), N (other)	Yes	
Domestic violence or abuse #	8 hours	Yes	Yes	CID
Serious crime (aggravated assault, sexual assault, murder/attempted murder, rape, aggravated arson, kidnapping) by Soldier, Family member, DAC #	8 hours	Yes	Yes	CID
Man made or natural disasters involving death, serious injury, or property damage	8 hours	Yes	Yes	CID
Change in threat or force protection conditions (FPCON)	8 hours	Yes	Yes	902/CID
Incidents involving firearms. Any incident involving unregistered weapon or ammo.	8 hours	Yes	Yes	CID
Any threats and/or suspicious activities involving USAREC personnel or property	8 hours	No (Serious-Yes)	Yes	902/CID
Terrorist activities, sabotage, demonstrations, initiated or sponsored by known terrorists, dissident groups, suspicious personnel or criminal elements	8 hours	No (Serious-Yes)	Yes	902/CID
Theft/larceny, suspected theft, wrongful appropriation, or willful destruction of Government or personal property valued at more than \$50,000.	8 hours	Yes	Yes	CID
Theft, loss, suspected theft of classified material (>FOUO) or STE equip, laptops, PII	8 hours	Yes	Yes	902/CID
<i>Note: Physical contact w/victim constitutes assault (including sexual assault, rape, etc)</i>				
<i>Immediate (Misconduct/Stress/Force Protection)</i>				
	Suspense to USAREC COC	BDE Cdr notify CG by phone or e-mail	TRADOC notified by COC (4 hours)	Other
Loss, theft, wrongful disposition, willful destruction, or mismanagement of evidence or sensitive items	8 hours	Yes	Yes	CID
Theft, loss, suspected theft or use of weapons, explosives or munitions	8 hours	Yes	Yes	CID
Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana	8 hours	No (Serious-Yes)	Yes	CID
Loss, theft, destruction/mismanagement of evidence, sensitive items, COMSEC items	8 hours	Yes	Yes	CID
Significant violations of Army standards of conduct (Violations reportable IAW UCMJ Article 134)	8 hours	No (Serious-Yes)	Yes	CID
Fraud or attempt to defraud the Government of funds or property	12 hours	No (Serious-Yes)	Yes	CID
Demonstrations, riots (against USAREC personnel or co-located facilities)	12 hours	Yes	Yes	902/CID
Stress (command referral or hospitalization), suicidal ideation, self harm of any kind #	12 hours	No	No	
Drug/alcohol abuse (urinalysis, charged, self referral), DUI/DWI (arrest, citation) #	12 hours	No	No	CID
Sexual misconduct, sexting, unauthorized contact with Future Soldier (not physical), applicants, USAREC employees #	12 hours	No	No	

Table 2-1.
Incident/Accident Report (continued)

<i>Immediate Continued (Misconduct, stress, Force Protection)</i>	Suspense to USAREC COC	BDE Cdr notify CG by phone or e-mail	TRADOC notified by COC (4 hours)	Other
Death of Future Soldier /DEP	12 hours	No	No	
Incidents involving Station, Center or Government-owned vehicle (theft, vandalism, theft of license plates)	8 hours	No	Yes	CID
Threats, plans, or attempts to harm or kidnap POTUS, VPOTUS or other persons under U.S. Secret Service protection.	8 hours	No	Yes	CID/USSS
Motorcycle or GOV accidents (personnel hospitalized or involved in crime)	12 hours	No	No	
Communication/ equipment inoperative exceeding 2 hours that impact operations	8 hours	No	Yes	
Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses (H1N1 or Avian influenza).	8 hours	No	Yes	
Racially or ethnically motivated criminal acts.	8 hours	No	Yes	CID
Any Soldier arrested by law enforcement not covered by listed incidents	12 Hours	No (Serious-Yes)	No	CID
2. Commanders Critical Information Requirements (CCIR)	Suspense to USAREC COC	Bde notify CG by phone/e-mail	TRADOC*	Other
Production Related				
Any incident that curtails recruiting operations (I.E. MEPS closures, information management systems inop, etc)	8 hours	cc CG/G3	No	
Unexpected resource constraints that jeopardize command programs	8 hours	cc CG/G3	No	
Analysis trends that indicate a potential mission risk	8 hours	Yes	No	
Any incident determined serious by Commander	8 Hours	cc CG/G3	No	
Operational Related				
Are there indicators of a criminal or terrorist threat targeting USAREC personnel or facility?	4 hours	Yes	Yes	CID/902
Is the FBI or INS investigating any USAREC personnel?	4 hours	Yes	Yes	CID
Was there any attempt to penetrate any USAREC facility to harm personnel or cause damage?	4 hours	Yes	Yes	CID
Confirmed terrorist activity or attack against any supporting facility.	4 hours	Yes	Yes	CID/902
Major installation power outages that impact operations and training.	4 hours	cc CG/G3	Yes	
Any incident, event, or accident that may generate adverse publicity.	8 hours	Yes	Yes	CID
3. CCIR (Natural, technological or man-made disasters)	Suspense to USAREC COC	Bde notify CG by phone/e-mail	TRADOC*	Other
Tornado, hurricane, earthquake etc.	4 hours	cc CG/G3	Yes	
Terrorism, riots, power failures, hazardous materials	4 hours	Yes	Yes	CID/902

staff, the initial (corrected copy) of the USAREC Form 958, and the incident file number.

(9) Each brigade and battalion will designate a primary and alternate person (military or civilian) who is responsible for transmission of the SIR or CCIR to their higher headquarters. The brigade will provide the points (SIR manager) of contact (primary and alternate) to the USAREC COC.

(10) Brigade personnel will ensure each USAREC Form 958 is correctly filled out and spelling and grammar are correct. Do not use acronyms without spelling out first, unless for common usage acronyms, such as rank and dates. Date time group is date, time, month, and year (that is, 281315May09).

EXECUTIVE SUMMARY (EXSUM)

To: HQ USAREC

Who: Name, Rank, MOS, Bde, Bn, CO, RS (RSID)

What:

When: DTG (Eastern Standard Time)

Where:

Why:

Initial Report:

Figure 2-1. Sample EXSUM

d. The G3, COC, will:

(1) Receive, process, review, make corrections and make distributions (electronic) to USAREC, the U.S. Army Training and Doctrine Command (TRADOC), 902d Military Intelligence Group (902d MI Group), CID, and other agencies, when applicable for all SIRs, CCIRs, and DRs.

(2) Maintain an electronic distribution list of those personnel with a need to know of SIRs.

(3) Provide an EXSUM for all SIRs or CCIRs with each USAREC Form 958.

(4) Ensure the CG, chief of staff, or G3, is aware of any serious incident prior to transmission to higher headquarters.

(5) Maintain statistics by fiscal year for each brigade and battalion.

(6) Provide any historical data for repeat offenders in the EXSUM.

(7) Maintain the resources behind the “Emergency Guidance and Reporting” icon that appears on every USAREC workstation desktop. The icon links to an application where the user can quickly launch USAREC Form 958, this regulation, and related documents.

Chapter 3

Incident Information Reports

3-1. SIRs (specific incident)

Listed below is the information required for submitting USAREC Form 958 for an SIR via email. See figure 3-1 for a sample.

a. Reporting Unit (blocks 1 through 4).

(1) Block 1 is the battalion where the SIR occurred.

(2) Block 2 is the battalion and brigade points of contact and telephone numbers who prepared the report and ensured the incident was reported correctly and completely.

(3) Block 3 is the date and time the information was received at brigade.

(4) Block 4 is the subject, date assigned to USAREC, and the time (years, months) assigned to the current duty position in USAREC.

b. Incident Information (blocks 5 through 7).

(1) Block 5 is self-explanatory. Normally Most of the time an incident will require a follow-up or final report.

(2) Block 6 is the date the brigade submitted the incident to the USAREC COC.

(3) Block 7 is the serious incident type and date the incident happened. The incident type (table 2-1) is typically one or two words, (for example, *death*, *drug abuse*, or *theft*). In some cases a modifier is used, such as *Death (Soldier)*, *Theft (GOV)*, or *Miscellaneous (Arson)*. Ensure the incident type is also on the subject line of the message, (for example, *SIR-Death (Family Member)*).

c. Personnel Involved (blocks 8 through 25).

(1) Blocks 8 through 16 are either the subject of the incident or the center commander when there is no specific subject. Block 16 is the company name, town location, and RS.

(2) Blocks 17 through 25 are reserved for when there is more than one subject or a center commander, recruiter, or Soldier is involved with another subject.

d. Publicity (block 26). Contains what publicity is anticipated, published, or known. Also, provides the source and date of source.

e. Summary of Incident (block 27). Provides the who, what, when, where (including ZIP Code), why, and how. This section provides what the writer knows, to include names, locations with addresses, and inclusive dates. If unknown, use *Unknown*.

f. Notification (block 28). States whether the battalion and brigade commanders were notified and if the USAREC CG was notified of the incident (in accordance with para 1-6a and table 2-1).

g. Actions taken. Block 29 will be updated on all follow-ups and finals. Blocks 29 and 30 are the military and civilian actions initiated by the command.

h. Remarks, Follow-up, and Final. Block 31 in the initial report will include deployment data (number of deployments and dates). If this information is unknown at the time of the report, it will be included in follow-up reports. Block 31 is used for overflow information from block 27 (Summary of Incident), the follow-up, and final information provided. The follow-up and final information is added to the original form that is sent back to the unit by the point of contact. This is done so a new form is not required.

i. For all incidents with possible terrorist activities (demonstrations, threats, suspicious activities), the preparer will provide the name and telephone number of the local law enforcement agency that received the initial police report. The name of the police officer receiving the report should be included if possible

j. Reports on the death of a Soldier will state whether the next of kin was notified. If the death was due to a vehicle accident, note whether seatbelts were used. If a motorcycle fatality, state when the Soldier had completed the motorcycle safety course.

k. For stress related incidents, indicate whether or not the Brigade Psychologist is involved or consulted in Block 31. Self-referrals for stress are not SIR reportable unless the patient is hospitalized. The Brigade Psychologist will be informed of all self-referrals for stress.

l. Units will ensure all personnel/units are aware of CG Policy 14-11, Compromised Personally Identifiable Information (PII) within USAREC; and CG Policy 59-09, Security of Laptop and Portable Computer Systems.

3-2. CCIRs (production or operational)

a. CCIR is defined as:

(1) Department of Defense (DoD). A comprehensive list of information requirements identified by the commander as being critical in facilitating timely information management and the decision making process that affects successful mission accomplishment. The two key sub-components are critical friendly force information and priority information requirements.

(2) Army. Elements of information required by commanders that directly affect decision making and dictate the successful execution of military operations. Table 2-1 lists CCIRs.

(3) USAREC Form 958 is filled out exactly the same as an SIR with some exceptions. In block 7, list the CCIR from table 2-1. In block 27 the commander will briefly explain in as few words as possible explain the effect of the CCIR on his or her unit. If possible provide anticipated time that the CCIR will cease and what action (if any) the commander is taking to mitigate the CCIR. Include in block 31 any request for support if the commander believes support from higher headquarters will mitigate the impact.

(4) The USAREC Form 957 (Personnel and Facility Assessment Report) is submitted whenever there is a major disaster (for example, hurricane, tornado, etcetera). The brigade will update this form daily (figure 3-3).

INCIDENT INFORMATION REPORT (For use of this form see USAREC Reg 190-4)							
REPORTING UNIT							
1. BRIGADE/BATTALION: 2d Retg Bde/Miami Retg Bn				2. POINT OF CONTACT (<i>full name, rank, and telephone number</i>): CPT John Smith 309.403.8412			
3. DATE AND TIME INFORMATION RECEIVED: 13 June 2012@1649				4. SUBJECT, DATE ASSIGNED TO USAREC, AND TIME ASSIGNED TO CURRENT DUTY POSITION: SSG Willie Jones, 11 Feb 2010, 3 years 4 months			
INCIDENT INFORMATION							
5. TYPE OF REPORT: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Followup <input type="checkbox"/> Final				6. DATE OF INITIAL REPORT: 13 June 2012			
7. TYPE OF INCIDENT: Inappropriate relationship between a recruiter and a Future Soldier							
PERSONNEL INVOLVED							
8. NAME (<i>last, first</i>): Jones, Willie				9. AGE: 31		17. NAME (<i>last, first</i>):	
10. GRADE: SSG		11. SEX: M	12. RACE: Cau	13. MOS: 79R		19. GRADE:	20. SEX:
14. DUTY POSITION: Recruiter		15. COMPONENT: <input type="checkbox"/> Civilian <input type="checkbox"/> OIF/OEF Vet <input checked="" type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)		23. DUTY POSITION: Recruiter		24. COMPONENT: <input type="checkbox"/> Civilian <input type="checkbox"/> OIF/OEF Vet <input type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)	
16. COMPANY/RECRUITING STATION NAME AND RSID: Jupiter Retg Co, Royal Palm Station, 3G5F				25. COMPANY/RECRUITING STATION NAME AND RSID:			
NOTE: Enter information on additional personnel involved into the Remarks section.							
26. PUBLICITY: a. Adverse publicity expected? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
b. Source of publicity:							
27. SUMMARY OF INCIDENT:							
a. Who: SSG Willie Jones							
b. What: Alleged inappropriate sexual relationship between a recruiter and a Future Soldier. High school principal reported this sexting incident to the station commander.							
c. When: 13 Jun 12 (complaint received).							
d. Where (<i>include ZIP Code</i>): West Palm Beach HS, FL 33411-4339							
e. Why: Unknown							
f. How: SSG Jones was sexting a Future Soldier with his private cell phone.							
28. NOTIFICATION (<i>chain of command</i>):							
Bn Cdr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Bde Cdr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CG (<i>in accordance with USAREC Reg 190-4</i>) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
29. ACTIONS TAKEN BY THE COMMAND (<i>may require remarks in block 31</i>):							
Alcohol Related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		UCMJ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Force Protection <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		ASAP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Drug Related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Flagged <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		JPAS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Family Advocacy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
30. CIVILIAN ACTIONS (<i>may require remarks below</i>):							
Police <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Arrest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO		Bond/Bail <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Court <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		Jail <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO		Hospitalized <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

USAREC Form 958, Rev 1 Sep 2010

PREVIOUS EDITIONS ARE OBSOLETE

V5.00

Figure 3-1. Sample of a completed USAREC Form 958 for an SIR

31. REMARKS:

On 13 Jun 2012, the station commander received a call from the Palm Beach HS principal who reported that a student, who is also a Future Soldier, told him that SSG Jones has been texting her inappropriately for over a week. The Future Soldier said she had asked the Soldier to stop, but he has continued to send the offensive messages.

The Soldier is flagged.

The chain of command has launched an AR 15-6 investigation.

Block 29 remarks: Brigade security manager will generate the report in JPAS and forward it to the battalion security manager.

a. FOLLOWUP:

b. FINAL:

USAREC Form 958, Rev 1 Sep 2010 (Reverse)

Figure 3-1. Sample of a completed USAREC Form 958 for an SIR (continued)

INCIDENT INFORMATION REPORT (For use of this form see USAREC Reg 190-4)																	
REPORTING UNIT																	
1. BRIGADE/BATTALION: 5 BDE/OKC				2. POINT OF CONTACT (full name, rank, and telephone number) : CPT Jerry Smith 555.603.1212													
3. DATE AND TIME INFORMATION RECEIVED: 160730Jun2012				4. SUBJECT, DATE ASSIGNED TO USAREC, AND TIME ASSIGNED TO CURRENT DUTY POSITION: NA													
INCIDENT INFORMATION																	
5. TYPE OF REPORT: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Followup <input type="checkbox"/> Final						6. DATE OF INITIAL REPORT: 16 June 2012											
7. TYPE OF INCIDENT: Unforecast recruiting station closure/curtailment of recruiting operations.																	
PERSONNEL INVOLVED																	
8. NAME (last, first): Scott, Edward				9. AGE: 44		17. NAME (last, first):				18. AGE:							
10. GRADE: SFC		11. SEX: M	12. RACE: Cau		13. MOS: 79R		19. GRADE:		20. SEX:	21. RACE:	22. MOS:						
14. DUTY POSITION: Guidance Counselor						23. DUTY POSITION:											
15. COMPONENT: <input type="checkbox"/> Civilian <input type="checkbox"/> OIF/OEF Vet <input checked="" type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)						24. COMPONENT: <input type="checkbox"/> Civilian <input type="checkbox"/> OIF/OEF Vet <input type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)											
16. COMPANY/RECRUITING STATION NAME AND RSID: REmonds Co, Main RS (4J7A)						25. COMPANY/RECRUITING STATION NAME AND RSID:											
NOTE: Enter information on additional personnel involved into the Remarks section.																	
26. PUBLICITY: a. Adverse publicity expected? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																	
b. Source of publicity:																	
27. SUMMARY OF INCIDENT:																	
a. Who: Recruiters																	
b. What: Flooded RS																	
c. When: 16Jun12																	
d. Where (include ZIP Code) : Redmonds, OK																	
e. Why: Thunderstorms																	
f. How: Water from the floods overcame the city's drainage system.																	
28. NOTIFICATION (chain of command) :																	
Bn Cdr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Bde Cdr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				CG (in accordance with USAREC Reg 190-4) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
29. ACTIONS TAKEN BY THE COMMAND (may require remarks in block 31) :																	
Alcohol Related <input type="checkbox"/> Yes <input type="checkbox"/> No		UCMJ <input type="checkbox"/> Yes <input type="checkbox"/> No		Force Protection <input type="checkbox"/> Yes <input type="checkbox"/> No		ASAP <input type="checkbox"/> Yes <input type="checkbox"/> No		LOD <input type="checkbox"/> Yes <input type="checkbox"/> No		JPAS <input type="checkbox"/> Yes <input type="checkbox"/> No							
Drug Related <input type="checkbox"/> Yes <input type="checkbox"/> No		Flagged <input type="checkbox"/> Yes <input type="checkbox"/> No		Family Advocacy <input type="checkbox"/> Yes <input type="checkbox"/> No		Police <input type="checkbox"/> Yes <input type="checkbox"/> No		Arrest <input type="checkbox"/> Yes <input type="checkbox"/> NO		Bond/Bail <input type="checkbox"/> Yes <input type="checkbox"/> No							
Court <input type="checkbox"/> Yes <input type="checkbox"/> No		Jail <input type="checkbox"/> Yes <input type="checkbox"/> NO		Hospitalized <input type="checkbox"/> Yes <input type="checkbox"/> No		30. CIVILIAN ACTIONS (may require remarks below) :											

Figure 3-2. Sample of a completed USAREC Form 958 for a CCIR

31. REMARKS:

Flooding has curtailed recruiting operations. RS personnel have moved to the Central Street RS and will continue operations at that site until further notice. Expect the personnel to return to the Main Street RS on 18 Jun.

a. FOLLOWUP:

b. FINAL:

USAREC Form 958, Rev 1 Sep 2010 (Reverse)

Figure 3-2. Sample of a completed USAREC Form 958 for a CCIR (continued)

Personnel and Facility Assessment Report		
As of 21 Mar 2012		
Battalion Name Atlanta		Notes: Updated
Displaced Personnel:	6	3 Soldiers and 3 family members
Initial Facility Assessment:		
Loss of Power	1	3A2B
Flood/Water		
Property Damage		
Battalion Name Columbia		Notes: Updated
Displaced Personnel:	3	3 Soldiers
Initial Facility Assessment:		
Loss of Power	2	3D2E, 3D3M
Flood/Water		
Property Damage		
Battalion Name Jacksonville		Notes: Updated
Displaced Personnel:	2	1 Soldier and 1 family member
Initial Facility Assessment:		
Loss of Power		
Flood/Water		
Property Damage		
Battalion Name Miami		Notes: Updated
Displaced Personnel:	6	3 Soldiers and 3 family members
Initial Facility Assessment:		
Loss of Power		
Flood/Water		
Property Damage	2	2 ea GOV w/water damage
Battalion Name Montgomery		Notes: Updated
Displaced Personnel:		
Initial Facility Assessment:		
Loss of Power	2	3H2C, 3H3A
Flood/Water	1	3H2C ceiling damage
Property Damage		
Battalion Name		Notes: Updated
Displaced Personnel:		
Initial Facility Assessment:		
Loss of Power		
Flood/Water		
Property Damage		
Battalion Name		Notes: Updated
Displaced Personnel:		
Initial Facility Assessment:		
Loss of Power		
Flood/Water		
Property Damage		
RCTG BDE 2 BDE		Notes: Updated
Displaced Personnel:	17	
Initial Facility Assessment:		
Loss of Power	5	
Flood/Water	1	
Property Damage	2	

USAREC Form 957, 1 MAR 13

LFV 1.00

Figure 3-3. Sample of a completed USAREC Form 957

Chapter 4 SIR Addendum

4-1. General.

a. Certain SIRs require an SIR addendum. USAREC must identify all trends capable of damaging the morale and well-being of Army personnel. Commanders must investigate these trends, assess their consequences, and take timely appropriate steps to prevent resultant harm and mitigate its causes. Commanders will submit the SIR addendum to the USAREC COC within 72 hours after submitting the initial SIR.

b. Commanders at all levels will investigate Soldier actions and indicators that may lead to serious incidents. For example, station and company commanders must be knowledgeable when their Soldiers are under psychiatric care or exhibit unexpected behavioral changes. Submit the SIR addendum for the below listed incidents:

- (1) Stress.
- (2) Suicidal ideations.
- (3) Suicide attempt.
- (4) Suicide (fatal).
- (5) Rage/homicidal ideations.
- (6) Assault/aggression.
- (7) Homicide (fatal).
- (8) Child abuse.
- (9) Domestic violence.
- (10) Sexual misconduct.
- (11) Sexual assault/rape.
- (12) Alcohol/drug/chemical abuse.
- (13) Driving under the influence.
- (14) Other crimes/violations.

c. The format used for the SIR addendum is located on the USAREC desktop under the icon “Emergency Guidance and Reporting.”

d. All SIR addendum information is FOUO.

e. Final SIR addendum should be submitted when the command is ready to certify that all appropriate actions have been taken to mitigate the negative impacts of event and to reduce the risk of future event involving the SM. The final SIR addendum would include a description of any and all disciplinary actions as well as a description of the any interventions aimed to correct the SM’s problem behaviors (for example, ASAP referral, behavioral health treatment, family advocacy counseling, chaplain consultation, or financial counseling). If intervention will continue over a period of weeks or months, a final SIR addendum would be appropriate at the end of the intervention (for example, upon completion of ASAP or an anger management or parenting class)

4-2. Stress related definitions

a. **Stress:** Any severely maladaptive or incapacitating reaction to social or work pressures, to include emotional strain and turmoil (“nervous breakdowns”) and severe mental illnesses or conditions that render an individual unable to function normally, such as PTSD, bipolar disorder, schizophrenia, adjustment disorders, anxiety, and depression. Self-referrals for stress are not SIR reportable unless the Soldier is hospitalized. Commander’s will take necessary steps to ensure self-referrals are kept confidential. SIR addendum are required for all stress related incidents. The Brigade Psychologist will be informed of all self-referrals.

b. **Suicidal ideations or attempt:** Includes any threat of self-injury, spoken or written, even if made in jest, if there is the slightest reasonable concern that it might be under consideration. In addition, this category includes any intentional act that results in (or could reasonably result in) self-harm but not one’s own death, even if the act appears to have been manipulative or done “for show,” or seems intended to cause self-injury but not death.

c. **Suicide (fatal):** Includes any act that results in the death of the person who performed that act, if there is the slightest possibility that the person intended to die or be severely injured as a result.

d. **Self harm. (No intent to die).** Self inflicted potentially injurious (or deadly) behavior for which there is evidence either implicit or explicit that the person did not intend to kill themselves. May include regulation of mood, cutting to relieve stress. The person did not intend to die but could or cause themselves serious injury (for example, to seek help, punish others, receive attention, or to regulate negative mood).

USAREC SERIOUS INCIDENT REPORT — ADDENDUM	Column A	Column B
Type the appropriate answers in Columns A and B. The yellow boxes have drop-down lists for quick answers to many questions. If an answer cannot be made in a yellow box or requires an explanation, type your response in the available white space. E-mail this form, even if incomplete, to the USAREC COC within 72 HOURS of sending the SIR itself, then e-mail an updated, complete form as soon as possible.		
1. SIR Event Type		
SOLDIER'S PERSONAL DATA		
2. Name: Last, First, Middle		
3. Age in years		
4. Gender		
5. Marital status		
6. Number of children		
SOLDIER'S MILITARY DATA		
7. Army component		
8. Rank		
9. Soldier's time in service, in years (drop fractions)		
10. USAREC Brigade		
11. Volunteer or detailed recruiter		
12. Total number of OEF, OIF, and other combat deployments		
13. Month & year Soldier returned from most recent combat deployment		
COMMAND AND CONTROL		
14. When was the Station Commander notified of the event? (date & time)		
15. When was the Company Commander notified? (date & time)		
16. When was the Battalion Commander notified? (date & time)		
17. When was the Brigade Commander notified? (date & time)		
18. When was the USAREC G3 notified of the incident? (date & time)		
19. If there was a delay between the time the SIR incident occurred and the time the incident became known to the lowest level of CMD, what caused the delay? Please elaborate.		
WHAT WAS THE SITUATION BEFORE THE SIR EVENT OCCURRED?		
20. How well did the Soldier perform his assigned job?		
21. How well did the Soldier maintain his physical appearance—hygiene, grooming, bearing, uniforms, etc.?		
22. Did the Soldier have medical/health problems that may have contributed to the event? If so, please name them.		
23. Did the Soldier previously receive mental-health counseling for personal or family matters?		
24. Did the Soldier previously receive counseling for drug/alcohol abuse? (ASAP or similar)		
25. Was the Soldier ever before hospitalized overnight or longer for drug/alcohol abuse? (detox, rehab, etc.)		
26. Before now, was the Soldier hospitalized overnight or longer for mental-health problems? (stress, depression, anxiety, suicide attempt, uncontrolled rage, hallucinations, etc.)		
27. Did the Soldier ever receive any IRs or SIRs before this one?		
28. If the Soldier received other SIRs before this one, give those SIR numbers if possible.		
29. Did the Soldier previously receive a Command-Directed Mental Health Evaluation (CDMHE)?		
30. Has the Soldier ever before received UCMJ disciplinary action?		

Figure 4-1. SIR Addendum Form 959

Continuation	Column A	Column B
WHAT WAS THE SITUATION BEFORE THE SIR EVENT OCCURRED?		
31. Was the Soldier undergoing or in the midst of receiving UCMJ action when the SIR event happened? If so, why?		
32. Was the Soldier ever in trouble with the law? (jail time, major fines or penalties, prior felony conviction, etc.) If so, describe briefly.		
33. If the Soldier has a spouse or children, what relationship did the Soldier have with them BEFORE the SIR event? (If no spouse/children, check "0".)		
34. Did the Soldier seem worried about one or more particular problems before the SIR event? If so, what were they? Describe briefly.		
WHAT HAPPENED DURING THE SIR EVENT?		
35. Was the Soldier harmed during the event?		
36. Was the Soldier preparing to harm either himself or someone else?		
37. Who informed the Soldier's unit about the SIR event?		
38. If anyone but the Soldier was a victim of the event, describe the victim.		
39. Was the use of alcohol, prescription medicine, or illegal drugs involved?		
40. Was the use of firearms or other weapons involved?		
41. Did someone take control of the Soldier's privately owned weapons?		
42. Was the Soldier jailed/ imprisoned because of the event?		
43. Was the Soldier admitted to a medical facility for overnight or longer?		
44. In your judgment, could the SIR event have been caused by prejudice or hatred against persons of a certain racial, ethnic, political, religious, national, or military group, or against persons of a different sexual orientation?		
AFTER THE SIR EVENT, WHAT ACTIONS WERE OR WILL BE TAKEN?		
45. Send the Soldier for a Command-Directed Mental Health Evaluation (CDMHE)		
46. Send the Soldier for a medical (non-psychiatric) evaluation		
47. Send the Soldier for personal counseling/ therapy (Behavioral Health, etc.)		
48. Send the Soldier for drug/alcohol-abuse counseling (ASAP, etc.)		
49. Send the Soldier for family or marital counseling (FAP, etc.)		
50. Send the Soldier for financial planning or assistance		
51. Send the Soldier for legal assistance (JAG, civilian lawyer, etc.)		
52. Send the Soldier for spiritual guidance from a chaplain or religious leader		
53. Consider or begin UCMJ disciplinary action against the Soldier		
54. Suspend the Soldier's GOV privileges		
55. Restrict the Soldier from using military firearms or other weapons		
56. Assign the Soldier to work at a different physical location within USAREC		
57. Assign the Soldier to a non-recruiting job within USAREC		
58. Separate the Soldier from USAREC, but retain in the Army		
59. Separate the Soldier from military service or begin admission to a WTU		
60. Who is offering support to the Soldier?		
61. If the Soldier has a spouse or children, who is offering support to them? (If no immediate family, check "0".)		
62. If the Soldier has a spouse or children, what relationship did the Soldier have with them AFTER the SIR event? (If no immediate family, check "0".)		
63. If the Soldier has a spouse or children, how well are they doing AFTER the SIR event? (If no immediate family, check "0".)		

Figure 4-1. SIR Addendum Form 959 (continued)

Chapter 5

Commander's Report of Disciplinary Action (DA Form 4833)

5-1. Purpose

This chapter prescribes policies, guidance for and implements USAREC policies and procedures for the reporting of Commander's Disciplinary or Administrative Actions (DA Form 4833). Reportable incidents include administrative, judicial or non-judicial actions for misconduct. This information is designed to provide detailed instructions contained in references and establish policy specifically for USAREC.

5-2. Responsibilities

a. The USAREC Commanders Report of Disciplinary or Administrative Action (DA Form 4833) is a command responsibility. Commanders and supervisors must become familiar with the provisions of this regulation and implement applicable portions.

b. To implement a comprehensive reporting program, commanders will appoint unit representatives at all levels. Representatives must have this regulation on hand and maintain the appropriate references cited in this regulation.

c. Commanders and directors will appoint unit representatives (for example, every battalion and brigade will have a primary and alternate DA Form 4833 reporting individual appointed in writing (memorandum)), as appropriate.

d. The USAREC SJA will provide a monthly report to the USAREC G3 Command Operations Center (cc: USAREC SJA) on personnel who receive any type of administrative, judicial or non-judicial actions for misconduct. The report will include the Soldier's name, rank, unit, type of infraction, date of the incident, date punishment was administered and the SIR reference number. The report will be submitted on the first working day of every month.

e. The USAREC Command Operations Center chief serves as the reporting officer for HQ USAREC. The COC chief provides guidance, policy, and assistance to field commanders and appointed representatives as required.

f. Brigade, battalion, and company commanders will establish and implement reporting programs within their respective activities in accordance with Army regulations, this regulation, and local SOPs. Commanders at all levels will ensure that the Commander's Report of Disciplinary or Administrative Action is completed properly. Failure to report administrative, judicial or non-judicial actions for misconduct may require the commander to provide a written explanation to the CG.

g. Each DA Form 4833 must include a memorandum from the brigade commander stating that he or she has reviewed the report.

h. The COC chief is responsible for distributing DA Form 4833 within HQ USAREC and to supporting provost marshals or directors of emergency services (DES) for input into the Army Centralized Operations Police Suite (COPS) database. The distribution of the Commander's Report of Disciplinary or Administrative Action is normally sensitive information and requires a need to know. This distribution list requires that command staff sections treat incidents, as a minimum, for official use only (FOUO).

5-3. General

a. The purpose of the DA Form 4833 is to ensure that all administrative, judicial or non-judicial actions for misconduct is reported to higher headquarters so that the information can be placed into COPS.

b. DA Form 4833 must be submitted to the USAREC COC within 30 days of the punishment being administered.

c. The form can be downloaded at <http://www.apd.army.mil/>

d. DA Form 4833 will be reviewed by USAREC SJA (10 day suspense) and the ACS, G1.

e. The USAREC COC will forward DA Form 4833 to the servicing brigade headquarters for Director of Emergency Services for COPS input.

f. Transmission and classification of reports. The Commander's Report of Disciplinary or Administrative Action reporting process ensures information is distributed timely, accurately, and identifies responsibilities and requirements for notification. The Commander's Report of Disciplinary or Administrative Action is considered sensitive in nature, is close hold, and distributed only to personnel with a need to know. The primary point of contact for Commander's Report of Disciplinary or Administrative Action submission is the COC at (502) 626-0049 or 1071. The only method of communication acceptable for the DA Form 4833 is by e-mail, (<mailto:charles.d.ebel.civ@mail.mil> or <mailto:usarmy.knox.usarec.list.g3-coc-officer-mgr@mail.mil>). If e-mail is not available coordinate with the USAREC COC.

g. The following is a list of incidents that require a DA Form 4833, but is not all inclusive:

- (1) Drug abuse.
 - (2) Arrest (for example, burglary).
 - (3) Domestic violence.
 - (4) Sexual misconduct.
 - (5) Serious crime (for example, rape).
 - (6) DUI (arrest).
 - (7) Child abuse.
 - (8) VOAS (for example, fraternization, sexual harassment, CG policy letter violation).
 - (9) Fraud (for example, Government credit card, BAH fraud).
 - (10) AWOL/desertion.
 - (11) Alcohol abuse.
 - (12) Any misconduct.
- h. A complete list of specific offenses can be found in AR 195-2, table B-1.
 - i. All supporting documentation (record of commander's inquiry, Article 15, civilian court paperwork, or court martial paperwork) must accompany the DA Form 4833.
 - j. An excel spreadsheet will be sent out by the COC by the third of every month to the brigade DA Form 4833 representative with a 10 day suspense return time. The spreadsheet will require a code from the legend to be inputted that depicts the status of the DA Form 4833 action.

COMMANDER'S REPORT OF DISCIPLINARY OR ADMINISTRATIVE ACTION				
For use of this form, see AR 190-45; the proponent agency is the Office of the Provost Marshal General.				
PRIVACY ACT STATEMENT				
AUTHORITY:		Title 10 USC Section 301; Title 5 USC Section 2951; E.O. 9397 dated November 22, 1943.		
PRINCIPAL PURPOSE:		To provide commanders and law enforcement officials with means by which information may be accurately identified.		
ROUTINE USES:		Your Social Security Number is used as an additional/alternate means of identification to facilitate filing and retrieval.		
DISCLOSURE:		Disclosure of your Social Security Number is voluntary.		
1. CONTROL INFORMATION				
Thru: BDE HDQ data		USACRC Number: leave blank		
To: USAREC Command Operations Center Fort Knox, KY 40121		MP Report Number: leave blank unless you have one		
Referred By: Company Commander/Unit		Sub-Installation: leave blank unless you have one		
		Referral Date:	Suspense Date:	
<p>The first Lieutenant Colonel in the chain of command is responsible and accountable for completing DA Form 4833 with support documentation (copies of Article 15s, court-martial orders, reprimands, etc) for all USACIDC investigations. The unit and brigade commander or their equivalent will also receive a copy of the DA Form 4833 for all USACIDC investigations.</p> <p>Company, troop, and battery level commanders are responsible and accountable for completing DA Form 4833 with supporting documentation in all cases investigated by MPI, civilian detectives employed by the Department of the Army, and the PMO. Accurate and complete DA 4833 disposition reports are required to meet installation, command, HQDA, DOD, and federal statutory reporting requirements. The data is used to identify crime trends, establish command programs in law enforcement and other activities, and to ensure that resources are made available to support commanders who must address issues of soldier and family member indiscipline.</p> <p>In court-martial cases, a conviction of an offense at court-martial may be for a different, or lesser included offense. List the offense for which the individual was convicted at court-martial in the remarks section. Provost Marshals must enter the "MP Report Number" (Block 1) for all cases referred to commanders. "Sub-Installation" (Block 1) is used to enter report number from a civilian law enforcement agency police report. Other information on the civilian law enforcement agency (e.g. civilian law enforcement agency address) may be entered in the remarks section.</p>				
2. OFFENDER INFORMATION				
Last Name: Smith		Cadency: Sr. Jr. III, etcetera		
First Name: James		Grade: E-6		
Middle Name: Daniel		SSN or ID Number: 000-00-0000	Date of Birth: 19750617	
3. REFERRAL INFORMATION				
No.	Offense	Basis	Date	Commander Decision Date: 20111103
1	DUI - Off post	State Law	20111001	Sexual Harassment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Action Taken: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reason:
2	Speeding - Off post	State Law	20111001	Sexual Harassment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Action Taken: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reason:
3	Reckless Driving	State Law	20111001	Sexual Harassment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Action Taken: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:

DA FORM 4833, June 2012

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 7
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Figure 5-1. Sample of a completed USAREC Form 4833

3. REFERRAL INFORMATION (Continued)				
No.	Offense	Basis	Date	Commander Decision Date: 20111103
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:

NOTE: For each Offense marked "NO" for "Action Taken", you must supply a Reason.
If "Action Taken" is "Yes" for any Offense, continue to Block 4 and choose the highest level. If you selected "Action Taken" "No" for ALL Offenses, go directly to "Commander's Remarks" (Block 10a) to expand on your Reasons, then sign, date and return the form to the agent specified in "Referred By" (Block 1).

4. ACTION TAKEN		
<input type="checkbox"/> Administrative Non-Adverse Referrals Adverse Personnel Actions	<input type="checkbox"/> Non-Judicial (Article 15) <i>(see details below)</i>	<input checked="" type="checkbox"/> Judicial Court Martial or Civilian Criminal Court
Non-Judicial Punishment Authority (select one):		Judicial Punishment Authority (select one):
<input type="checkbox"/> Summarized	<input type="checkbox"/> GCMCA Imposed	<input type="checkbox"/> Summary Court Martial
<input type="checkbox"/> Company Grade	<input type="checkbox"/> General Officer Imposed	<input type="checkbox"/> General Court Martial
<input type="checkbox"/> Field Grade		<input type="checkbox"/> Civilian Criminal/Magistrate
<input type="checkbox"/> Principal Assistant		<input type="checkbox"/> Special Court Martial
		Jurisdiction:
		If Other:

5. NJP/Court-Martial/Civilian Criminal Court Proceeding Outcome				
No.	Charged Offense	Plea	Finding Offense	Trial Finding
1	DUI off post (.015 BAC)	G	DUI off post (.015 BAC)	G
2	Speeding - Off post	G	Speeding off post - 85 in a 55 MPH	G
3	Reckless Driving - Off post	G	Reckless Driving - Dismissed	DCV

PLEA: G=Guilty, C=No Contest, N=Not Guilty, D=Pre-Trial Diversion **TRIAL FINDING:** DCV=Dismissed (Civil), DCR=Dismissed (Criminal), P=Finding for Plaintiff, F=Finding for Respondent, G=Guilty, C=No Contest, N=Not Guilty, S=Settlement

Figure 5-1. Sample of a completed USAREC Form 4833 (continued)

5. NJP/Court-Martial/Civilian Criminal Court Proceeding Outcome (Continued)							
No.	Charged Offense	Plea	Finding Offense	Trial Finding			
PLEA: G=Guilty, C=No Contest, N=Not Guilty, D=Pre-Trial Diversion TRIAL FINDING: DCV=Dismissed (Civil), DCR=Dismissed (Criminal), P=Finding for Plaintiff, F=Finding for Respondent, G=Guilty, C=No Contest, N=Not Guilty, S=Settlement							
6. ADMINISTRATIVE ACTIONS							
Non-Adverse:				Adverse:			
Agency	Date Referred	Date Responded	Date Imposed	Type of Action	Oral	Written Local	Written OMPF
Family Advocacy				Counseling/Concern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug/Alcohol Abuse	20111003	20111004	2011100320	Reprimand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Referral				Censure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equal Opportunity				Admonition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Office							
Mental Health							
Relief Agency							
Adverse:							
Date Imposed	Description						
	Withholding of Privileges						
20111031	Adverse Performance Evaluation (OER/NCOER/Academic Report)						
	Relief for Cause (OER/NCOER)						
	Mandatory Reassignment						
	Transfer (such as rehabilitative)						
	Adverse Record Entry - Flag						
20111103	Bar to Reenlistment						
	Withholding of Promotion						
	Delay of Promotion						
	Promotion Revocation						
20111103	Clearance Revocation						
	Control Roster (downgrade of clearance, PRP reclassification)						
	Resignation						
	Retirement						
	Retirement at Lower Grade			From:	To:		
	Transfer to Inactive Reserve						
	Military Occupational Specialty Reclassification						
	Civilian Debarment			Duration:	<input type="checkbox"/> Days	<input type="checkbox"/> Months	<input type="checkbox"/> Years

Figure 5-1. Sample of a completed USAREC Form 4833 (continued)

6. ADMINISTRATIVE ACTIONS (Continued)	
Adverse: (Continued)	
Date Imposed	Description
	Civilian Job Termination
	Civilian Job Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Civilian Leave Without Pay Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Loss of Warrant
	Voluntary Disclosure
	Restitution (to US Government) Amount US\$:
	Restitution (to third party Non-US Government) Amount US\$:
	Civil-Civil Action Initiation
	Other (return to States, etc.)
	Contract Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Contract Termination
	Cost Adjustment Amount US\$:
	Bid Rejection
	Recoupment Amount US\$:
	Denial of Continuation
	Other Contract Action
7. DETAILS OF ADMINISTRATIVE SEPARATION	
Date Imposed:	Regulation: Chapter:
Characterization:	Effective Date:
NOTE: Proceed to Commander's Remarks (Block 10a) if you chose Administrative Action in Block 6 or 7.	
8. NON-JUDICIAL/JUDICIAL SANCTIONS	
Date Adjudged	Sanction
	Fine Amount US\$:
	Forfeiture Amount US\$: Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months
	Extra Duty Days:
	Restriction Days:
	Correctional Custody Days:
	Confinement Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Bad Conduct Discharge Effective Date:
	Dishonorable Discharge Effective Date:
	Reduction in Grade From: To:
	Probation Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Special Assignment Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Total Forfeiture (all pay/allowance) Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Death Sentence
	Civil Recovery Amount US\$:
	Civil Award Amount US\$:

Figure 5-1. Sample of a completed USAREC Form 4833 (continued)

9. SUSPENDED SANCTIONS	
Were Any Sanctions Suspended? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
NOTE: If no sanctions were suspended, proceed to "Commander's Remarks" (Block 10a).	
Suspended Sanction	Suspended Sanction Information
Fine	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Forfeiture	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion US\$: _____ Suspended Portion Time: _____
	Suspension Conditions: _____
Extra Duty	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion Time: _____
	Suspension Conditions: _____
Restriction	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion Time: _____
	Suspension Conditions: _____
Correctional Custody	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion Time: _____
	Suspension Conditions: _____
Confinement	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion Time: _____
	Suspension Conditions: _____
Reduction in Grade	Date Suspended: _____ Suspension Duration: _____
	Suspension Conditions: _____
Probation	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion Time: _____
	Suspension Conditions: _____
Special Assignment	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion Time: _____
	Suspension Conditions: _____
Total Forfeiture	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion Time: _____
	Suspension Conditions: _____
Civil Recovery	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Civil Award	Date Suspended: _____ Suspension Duration: _____
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Administrative Separation	Date Suspended: _____ Suspension Duration: _____
	Suspension Conditions: _____

Figure 5-1. Sample of a completed USAREC Form 4833 (continued)

10a. Commander's Remarks	
<p>Block 6 - Adverse Performance Evaluation (OER/NCOER/Academic Report): SSG Smith was operating his POV off post on 01 Oct 11 when he was stopped by civilian law enforcement for speeding and operating his POV in a reckless manner. Further investigation revealed Smith was operating his POV while DUI with a BAC of .015. Smith was apprehended and lodged in the Harrison County jail where he was released on a \$5,000.00 cash bond the next day. Smith appeared in Harrison County circuit court on 28 Oct 11 where he plead guilty to all charges. Smith was fined \$1,000.00, ordered to attend alcohol classes, served 1 day in jail and put on probation for 2 years. Time served was credited.</p> <p>Block 6 - Bar to Reenlistment:</p> <p>Block 6 - Clearance Revocation:</p>	
Checked box indicates that Commander's Remarks continue on the following page. <input type="checkbox"/>	
11. COMMANDING OFFICER OR REPORTING OFFICER	
Was a DNA sample collected from the offender? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name: Jones, Jerry K.	Grade: O-2
Official E-Mail Address: jerry.k.jones@us.army.mil	
Signature:	Signature Date:

Figure 5-1. Sample of a completed USAREC Form 4833 (continued)

Appendix A References

Section I Required Publications

This section has entries.

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

ALARACT Msg 144/2012

Unit Commander's Status Review of commander's Report of Disciplinary or Administrative Action (DA Form 4833, 30 May 12).

AR 5-9

Area Support Responsibilities.

AR 190-45

Law Enforcement Reporting.

AR 385-10

The Army Safety Program.

AR 525-13

Antiterrorism.

CG Policy Letter 14-11

Compromised Personally Identifiable Information (IP) within USAREC.

CG Policy Letter 59-09

Security of Laptop and Portable computer Systems.

CG Policy Letter 60-11

Commander's Report of Disciplinary or Administrative Action (DA Form 4833).

TRADOC Reg 1-8

TRADOC Operations Reporting.

Section III Prescribed Form

USAREC Form 958

Incident Information Report. (Prescribed in para 3-1).

USAREC Form 4833

USAREC Addendum.

Section IV
Referenced Forms

USAREC Form 957

Personnel and Facility Assessment Report.

USAREC Form 959

Serious Incident Report (SIR).

Glossary

Section I Abbreviations

ACS
assistant chief of staff

CCIR
Commander's Critical Information Requirement

CG
commanding general

CID
Criminal Investigation Division

COC
Command Operations Center

DAC
Department of the Army Civilian

DoD
Department of Defense

DR
disaster report

EXSUM
executive summary

FOUO
for official use only

GOV
Government-owned vehicle

HQ USAREC
Headquarters, U.S. Army Recruiting Command

POTUS
President of the United States

RS
recruiting station

SIR
serious incident report

TRADOC
U.S. Army Training and Doctrine Command

USAREC

U.S. Army Recruiting Command

USSS

United States Secret Service

902d MI Group

902d Military Intelligence Group

Section II

Terms

This section has no entries.

Section III

Special Abbreviations and Terms

This section has no entries.

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