

USAREC Regulation 190-4

Military Police

Incident Reporting

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
24 April 2009**

UNCLASSIFIED

Effective 1 May 2009

Military Police

Incident Reporting



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Major General, USA
Commanding

History. This UPDATE printing publishes a revised USAREC Reg 190-4, which is effective 1 May 2009.

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 contractors) at all levels of the U.S. Army Recruiting Command. Any violation of its requirements 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.

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 author-

ity, 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 8 September 2005.

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Chapter 1

General

1-1. Purpose

This regulation prescribes policies, guidance, and implements U.S. Army Recruiting Command's (USAREC's) 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), and disaster reports (DRs). This information is designed to provide detailed instructions contained in references and establish policy specifically for USAREC.

1-2. References

Related publications and the prescribed form 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 (SIR, CCIR, DR) is a command responsibility. It is also the responsibility of all military and civilian supervisors as well as individuals within USAREC. Commanders and supervisors must become familiar with the provisions of this regulation and implement applicable portions.

b. In order to implement a comprehensive reporting program, appointed unit representatives at all levels 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 incident reporting individual appointed in writing (memorandum)), as appropriate. Forward a copy of each duty appointment to Headquarters, U.S. Army Recruiting Command (HQ USAREC), ATTN: RCRO-COC, 1307 3rd Avenue, Fort Knox, KY 40121-2725, and changes as they occur. Military or civilian personnel may perform these duties.

d. Commanders and directors will develop and implement comprehensive written standing operating procedures for applicable reporting programs for their activities.

e. The USAREC Command Operations Center (COC) 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 established standing operating procedures. Commanders at all levels will ensure that all serious incident reporting is in accordance with established guidelines. Failure to report serious incidents in accordance with established guidelines may require the commander at applicable levels to provide a written explanation to the Commanding General (CG), USAREC.

g. The Assistant Chief of Staff (ACS), G3, is responsible for making the distribution of incident reporting within HQ USAREC. The distribution of incident reports 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).

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 local supporting Criminal Investigation Division (CID) or Joint Terrorism Task Forces and law enforcement agencies on matters of force protection or criminal activity. Commanders and representatives must realize that the reporting of incidents or coordination with outside activities will generate reports within that agency. It is therefore mandatory that this coordination is reported immediately to the USAREC COC when outside coordination is initiated. Use USAREC Form 958 (Incident Information Report), 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 established guidelines could result in late reports that require a commander's endorsement for lateness. In matters of suspicious activities, emergencies, loss of laptops or personally identifiable information, serious crimes, or loss of Soldier life the brigade will provide an executive summary

(EXSUM) to the USAREC CG and the COC within 2 hours of the incident. The notification to the USAREC CG for these types of incidents can be by phone or e-mail by the brigade commander or deputy commander. An EXSUM (fig 2-1) will be provided by e-mail to the USAREC COC by the brigade S3 or responsible brigade staff section. As the information concerning is developed, the brigade will submit USAREC Form 958 (fig 3-1), followups, and finals in accordance with guidelines. Reports are sent to the G3 COC officer with a copy to the COC Chief.

b. CCIRs are those items identified by the USAREC CG required for making critical decisions to determine or validate courses of action. The ACS, G3, is responsible for the collection and dissemination of CCIRs. USAREC Form 958 (fig 3-2) is utilized for reporting CCIRs.

c. The occurrence of natural or manmade disasters require the submission of disaster incident reports 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 DR is submitted to the USAREC COC utilizing USAREC Form 958 (fig 3-3).

Chapter 2 Policy

2-1. General

a. Transmission and classification of reports. The SIR reporting process ensures information is distributed 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. 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 (eoc.officer@usaac.army.mil). The only method of communication acceptable for USAREC Form 958 is by e-mail. If e-mail is not available coordinate with the USAREC COC.

b. Reporting requirements. Incidents listed in table 2-1 are reportable to this headquarters. This is not an all-inclusive list and commanders should report any 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 let the situation develop until the incident is reportable; the severity of the incident; the potential for adverse publicity; the potential consequences of the incident; and the effect the incident has on readiness or the perception of readiness. 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.

Table 2-1
Incident reporting (time lines and notification matrix)

Section 1. SIR	Suspense to USAREC COC	Brigade notify CG by telephone or e-mail	TRADOC	USAAC	902d MI Group, CID, or USSS
Death of Solider	0-4 hours	Yes	Yes	Yes	No
Death of immediate family member (other than natural causes)	0-4 hours	Yes	Yes	Yes	No
Death of Department of the Army civilian (DAC) or contractor (on installation and other than natural causes)	0-4 hours	No	Yes	Yes	No
Death of Future Soldier/Delayed Entry Program member	0-12 hours	No	No	No	No
Serious injury to Soldier, DAC, or contractor (life threatening)	0-4 hours	Yes (Soldier), No (other)	Yes	Yes	No
Child abuse (actual or alleged)	0-8 hours	No	Yes	Yes	CID
Spouse abuse/domestic altercation (actual or alleged) and hospitalizations	0-8 hours	No, Yes (hospital)	Yes	Yes	No
Stress (treatment, referral, self-referral, or hospitalization)	0-8 hours	No	No	No	No
Drug abuse (urinalysis or charged)	0-12 hours	No	Yes	Yes	CID
Driving under the influence (arrest, citation)	0-12 hours	No	No	No	CID
Hospitalization (life-threatening illness or injury to Soldier or immediate family member)	0-8 hours	Yes (Soldier), No (other)	Yes	Yes	No

Table 2-1
Incident reporting (time lines and notification matrix)--continued

Section 1. SIR (cont'd)	Suspense to USAREC COC	Brigade notify CG by telephone or e-mail	TRADOC	USAAC	902d MI Group, CID, or USSS
Miscellaneous (no specific category such as arson, kidnapping)	0-12 hours	No	No	No	No
Sexual misconduct (actual or alleged)	0-8 hours	No, Yes (serious)	Yes	Yes	No
Suicide (confirmed by death)	0-4 hours	Yes	Yes	Yes	No
Suicide ideation, gesture, stress	0-8 hours	No	No	No	No
Suicide attempt (actions taken with intent to ensure death)	0-4 hours	Yes	Yes	Yes	No
Adverse publicity (actual or future generation)/ serious adverse publicity	0-8 hours	No, Yes (serious)	Yes	Yes	No
Assaults made against or by USAREC military personnel	0-8 hours	No	Yes	Yes	CID
Threats made to or by USAREC personnel (military or civilian) or property	0-8 hours	No	Yes	Yes	CID
Bomb threats (against USAREC personnel or collocated facilities)	0-8 hours	No	Yes	Yes	CID
Demonstrations (against USAREC personnel or collocated facilities)	0-8 hours	No	Yes	Yes	CID
Property (any loss, theft, damage, or vandalism other than Government-owned vehicle (GOV) accidents)	0-8 hours	No	Yes if > \$50K	Yes if > \$50K	CID
GOV (theft, vandalism, theft of license plates); state if wrapped or unwrapped	0-8 hours	No	Yes	Yes	CID
GOV accidents (personnel hospitalized or involved in crime)	0-8 hours	No	Yes	Yes	CID
Serious crimes (rape, larceny >\$10K, illegal drug incidents) involve the Federal Bureau of Investigation or CID	0-4 hours	Yes	Yes	Yes	CID
Murder or attempted murder by or against any Solider, DAC, or family member	0-4 hours	Yes	Yes	Yes	CID
Theft, loss, suspected theft, or use of weapons, explosives, or munitions	0-4 hours	Yes	Yes	Yes	CID
Theft, loss, suspected theft of classified material (>FOUO) or secure telephone equipment, laptops, or personally identifiable information	0-4 hours	Yes	Yes	Yes	CID
Threats against the President, Vice President, high ranking Government officials	0-4 hours	No	Yes	Yes	CID/USSS
Change in threat conditions (force protection conditions) of any installation providing support	0-4 hours	Yes	Yes	Yes	CID
Significant violations of Army standards	0-4 hours	No	Yes	Yes	CID
Suspicious activity (terrorism, photographs, phone calls, dissidents, etcetera)	0-8 hours	No, Yes (serious)	Yes	Yes	CID/902d MI Group
Communication/equipment exceeding 2 hours that impact operations	0-12 hours	No	Yes	Yes	No
Investigation by criminal investigation (not covered by other incident listed)	0-12 hours	No, Yes (serious)	Yes	Yes	CID
Congressional or state investigation or inquiry	0-12 hours	No, Yes (serious)	No	No	No
Section 2. CCIR					
Production Related	Suspense to USAREC COC	Brigade notify CG by telephone or e-mail	TRADOC	USAAC	902d MI Group
Nonoperational production-related voice or data support system (Recruit Quota System, etcetera)	0-8 hours	cc CG/G3	No	No	No
Unforecasted military entrance processing station closure	0-8 hours	cc CG/G3	No	No	No
Unexpected resource constraints that jeopardize command programs	0-8 hours	cc CG/G3	No	No	No
Inclement weather or manmade disasters that jeopardize command programs	0-4 hours	cc CG/G3	No	No	No

**Table 2-1
Incident reporting (time lines and notification matrix)--continued**

Section 2. CCIR (cont'd)	Suspense to USAREC COC	Brigade notify CG by telephone or e-mail	TRADOC	USAAC	902d MI Group
<i>Production Related</i>					
Sister service initiatives or incentives that affect market share	0-8 hours	cc CG/G3	No	No	No
Unannounced congressional, general officer, or civilian very important person visit to USAREC	0-8 hours	cc CG/G3	No	No	No
Department of the Army changes to applicant incentives	0-8 hours	cc CG/G3	No	No	No
Analysis trends that indicate a potential mission risk	0-8 hours	Yes	No	No	No
<i>Operational Related</i>					
Are there indicators of a criminal or terrorist threat targeting USAREC personnel or facility	0-4 hours	Yes	Yes	Yes	Yes
Is the Federal Bureau of Investigation or the Immigration and Naturalization Service investigating any USAREC personnel	0-4 hours	Yes	Yes	Yes	Yes
Was there any attempt to penetrate any USAREC facility to harm personnel or cause damage	0-4 hours	Yes	Yes	Yes	Yes
Confirmed terrorist activity or attack against any supporting facility	0-4 hours	Yes	Yes	Yes	Yes
Any indicators of a degradation in the command climate or quality of life	0-4 hours	Yes	No	No	No
Anything that impacts on USAREC's ability to process or ship personnel	0-4 hours	cc CG/G3	No	Yes	No
At higher force protection conditions (B+) any issue preventing the CG or deputy commanding general travel/location remaining "sensitive"	0-4 hours	Yes	No	No	No
Section 3. DR	Suspense to USAREC COC	Brigade notify CG by telephone or e-mail	TRADOC	USAAC	
<i>Natural</i>					
Drought (urban and rural)	0-12 hours	cc CG/G3	No	No	
Earthquake	0-4 hours	Yes	No	No	
Floods (riverine, flash, urban)	0-4 hours	cc CG/G3	No	No	
Seiche (resonant oscillation of the water)	0-12 hours	cc CG/G3	No	No	
Tornado	0-4 hours	Yes	No	No	
Hurricane	0-4 hours	Yes	No	No	
Wildfire	0-4 hours	cc CG/G3	No	No	
Windstorm	0-12 hours	cc CG/G3	No	No	
Volcano	0-4 hours	Yes	No	No	
<i>Technological-Manmade</i>					
Power failure	0-4 hours	cc CG/G3	No	No	
Terrorism	0-4 hours	Yes	Yes	Yes	
Transportation accident	0-8 hours	cc CG/G3	No	No	
Civil disorder	0-4 hours	Yes	Yes	Yes	
Dam failure	0-8 hours	cc CG/G3	No	No	
Fuel shortage	0-8 hours	cc CG/G3	No	No	
Hazardous materials incident (chemical or radioactive)	0-4 hours	Yes	Yes	Yes	

Note: Bold indicates courtesy copy to Department of the Army watch (AR 190-45).

2-2. Reporting procedures

a. Commanders and units reporting directly to this headquarters:

(1) 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 to eoc.officer@usaac.army.mil by the most expeditious means available using the information requirements found in chapter 3. The brigade point of contact will provide as much

information as is currently available about the incident to the USAREC COC. If the information is lacking, but requires immediate notification of the USAREC Command Group, the brigade point of contact will provide an EXSUM (see fig 2-1) to the COC and then the SIR in accordance with time guidelines (table 2-1). The time line listed is for notification by the brigade commander to the USAREC CG by telephone or e-mail for any identified incidents listed in table 2-1.

(2) For other SIR reporting, the brigade point of contact 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 information required on the SIR that is currently known. Ensure annotation on USAREC Form 958, block 28, lists who in the chain of command was notified of the incident.

(3) Submit significant changes or additions to the original report at any time (followups). Followups are submitted 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:

- (a) Name (first and last with rank) and telephone number of person sending report.
- (b) Assigned USAREC COC control number.
- (c) Any ongoing actions associated with the incident.
- (d) Changes in circumstances, errors, or information not included in the original report.
- (e) If injury is involved, any change in the condition or location of the injured, prognosis.
- (f) 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.

(g) Any other information deemed necessary by the commander.

(4) A copy of the SIR, CCIR, or DR is forwarded by the COC to the originator once the report is processed and forwarded to Command Group, higher headquarters, or appropriate agency. Units will use this file copy to submit the followup and/or final report. The file copy contains the EXSUM provided to the CG, the initial (corrected copy) of the USAREC Form 958, and the incident file number.

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

(6) Brigade personnel will ensure each USAREC Form 958 is filled out correctly, completely, and is grammatically correct. The use of all capital letters is not authorized. Do not use acronyms without spelling out first, unless for common usage acronyms (rank, dates). Date time group is date, time, month, and year (that is, 281315May09).

EXECUTIVE SUMMARY

To: USAREC CG/G3 COC
From: 5th Brigade DC
USAREC SIR: Soldier Death

Who: SSG Adam Smith, 5th Brigade, Dallas Battalion, Plano Company
What: Soldier killed in motorcycle accident
When: 062200March08
Where: I-95, Dallas, TX
Why: Lost control of motorcycle while leaving highway
Additional information: Attended required safety courses, unmarried

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Figure 2-1. Sample EXSUM

- (7) Certain SIRs require an SIR addendum. Commanders will submit the SIR addendum within 72 hours to the USAREC COC after initial submission of the SIR to the COC. Submit the SIR addendum for the below listed incidents:
- (a) Stress related such as suicide, suicide gestures, and ideations.
 - (b) Psychiatric hospitalizations.
 - (c) Child abuse and spouse abuse.
 - (d) Sexual misconduct.
 - (e) Driving under the influence or driving while intoxicated.
 - (f) Drug abuse.
 - (g) Serious crimes.
- (8) The format used for the SIR addendum is located on the USAREC desktop under the icon “Emergency Guidance and Reporting.”
- (9) All SIR addendum information is FOUO.
- b. The G3, COC, will:
 - (1) Receive, process, and make distribution (electronic) to USAREC, the U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Accessions Command (USAAC), 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, CCIRs, and DRs with each USAREC Form 958.
 - (4) Provide a monthly report of all outstanding SIRs, CCIRs, and DRs to the ACS, G3, and the brigade chief of staff.
 - (5) Ensure the CG, chief of staff, or G3, is aware of any serious incident prior to transmission to higher headquarters.
 - (6) Maintain statistics by fiscal year for each brigade, battalion, company, and recruiting station (RS).
 - (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 e-mail. See figure 3-1 for a sample.

- a. Reporting Unit (blocks 1 through 4). Block 1 is the battalion where the SIR occurred. 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. Block 3 is the date and time the information was received at brigade. 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). Block 5 is self-explanatory. Most of the time an incident will require a followup or final report. Block 6 is the date the brigade submitted the incident to the USAREC COC. 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, Theft, etcetera. In some cases a modifier is used: Death (Soldier), Theft (GOV), Miscellaneous (Arson), etcetera. 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). Blocks 8 through 16 are either the subject of the incident or the RS commander when there is no specific subject. Block 16 is the company name, town location, and RS. Blocks 17 through 25 are reserved for when there is more than one subject or an RS 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. Provides as much information that is known to include names, locations with addresses, and inclusive dates. If unknown, use unknown.
- f. Notification (block 28). Contains if 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. Blocks 29 and 30 are the military and civilian actions initiated by the command.
- h. Remarks, Followup, and Final. Block 31 is used for overflow information from block 27 (Summary of Incident), the followup, and final information provided. The followup 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 police officer.
- j. All reports involving the death of a Soldier will include whether the next of kin was notified, and if a vehicle accident whether seatbelts were used. If a motorcycle fatality, state when the Soldier had completed the motorcycle safety course.
- k. For all Soldier serious incidents state whether the Soldier was deployed to Operation Iraqi Freedom or Operation Enduring Freedom in block 15.

3-2. CCIRs (production or operational)

Listed below is the information required for submitting USAREC Form 958 for a CCIR via e-mail. See figure 3-2 for a sample.

- a. CCIR is defined as:
 - (1) (Department of Defense) A comprehensive list of information requirements identified by the commander as being critical in facilitating timely information management and the decisionmaking process that affects successful mission accomplishment. The two key subcomponents are critical friendly force information and priority information requirements.
 - (2) (Army) Elements of information required by commanders that directly affect decisionmaking and dictate the successful execution of military operations. Table 2-1 lists CCIRs.
- b. 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 in as few words as possible explain the affect of the CCIR on his or her unit. If possible provide anticipated time that the CCIR will cease and what actions (if possible) the commander is taking to mitigate the CCIR. Include in block 29 any request for support if the commander believes support from higher headquarters will mitigate the impact. Use the Remarks section in block 31 if further explanation is required.
- c. For lines not used leave blank or enter "NA" for not applicable.

3-3. DRs (natural or technological occurrence)

Listed below is the information required for submitting USAREC Form 958 for a DR via e-mail. See figure 3-3 for a sample.

- a. Blocks 1 through 26 of USAREC Form 958 are filled out exactly the same as for an SIR. Block 7 contains the type of disaster (that is, hurricane) and the date the disaster occurred or is expected to occur. As a minimum, block 27a is the number of USAREC personnel including family members affected. Block 27b is the number of personnel displaced by the disaster and the number of GOVs affected by the disaster. Block 27c contains the date of the disaster or expected date. Block 27d contains locations of affected USAREC buildings. Block 27e is used if manmade disaster. Block 27f contains actions taken by the unit to request assistance for personnel and/or equipment and status of requests. Block 28 is when the battalion and brigade were notified. Blocks 29 and 30 are self-explanatory. Overflow information is placed in Remarks section, block 31. Followup reports are due every 24 hours at 1200 (eastern standard time) to the COC. Use blocks 31a and 31b for all followup reports. Date with day and time of submission for all followup reports.
- b. All or any requests for assistance from HQ USAREC are listed in block 26. Place "RFA" (request for assistance) in the block and provide specific needs that are above the capabilities of the brigade and battalion.
- c. Reporting of disasters should focus on the taking care of personnel and resumption of recruiting operations as soon as possible. Table 2-1 lists those disasters that require reporting if operations or personnel are disrupted.

INCIDENT INFORMATION REPORT (For use of this form see USAREC Reg 190-4)								
REPORTING UNIT								
1. BATTALION: Albany			2. POINT OF CONTACT (Full name, rank, and telephone number): CPT John Smith, 516-720-3333					
3. DATE AND TIME INFORMATION RECEIVED: 012300Jul08			4. SUBJECT, DATE ASSIGNED TO USAREC, AND TIME ASSIGNED TO CURRENT DUTY POSITION: 1 Apr 07; 1 year, 2 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: 1 Jul 08				
7. INCIDENT AND DATE OF OCCURRENCE: Sexual Misconduct/30 Jun 08								
PERSONNEL INVOLVED								
8. NAME AND RSID: Andrew Moss, 1A4F			9. AGE: 34		17. NAME AND RSID:		18. AGE:	
10. GRADE: SSG	11. SEX: M	12. RACE: Cauc	13. MOS: 79R		19. GRADE:	20. SEX:	21. RACE:	22. MOS:
14. DUTY POSITION: Recruiter				23. DUTY POSITION:				
15. COMPONENT: <input type="checkbox"/> Civilian <input checked="" 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 AND RS: West Point, 1A4F				25. COMPANY AND RS:				
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 Moss and Future Soldier								
b. What: Sexual assault								
c. When: 29 Jun 08								
d. Where (include ZIP Code): 33 Roger Lane, Bear Mountain, NY 12255								
e. Why: Unknown								
f. How: If known								
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 (i.e., time of duty reduced, flagged, Article 15, counseling, etc.): Flagged, removed from recruiting duty.								
30. CIVILIAN ACTIONS (pending or actual (i.e., bond, arrest, etc.)): Arrested by Bear Mountain, NY, police.								

USAREC Form 958, Rev 1 Oct 2008

PREVIOUS EDITIONS ARE OBSOLETE

V4.00

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

31. REMARKS:

a. FOLLOWUP:

Followups are submitted as they occur. If nothing significant or changes occurred, a followup is due every 30 days.

b. FINAL:

USAREC Form 958, Rev 1 Oct 2008 (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. BATTALION: Atlanta			2. POINT OF CONTACT (Full name, rank, and telephone number): CPT Joseph Rogers, 212-321-5555					
3. DATE AND TIME INFORMATION RECEIVED: 31 Dec 08			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: 1 Jan 09				
7. INCIDENT AND DATE OF OCCURRENCE: CCIR (unforecasted MEPS closure)								
PERSONNEL INVOLVED								
8. NAME AND RSID: LTC John Track, 3A			9. AGE: 45		17. NAME AND RSID:		18. AGE:	
10. GRADE: LTC	11. SEX: M	12. RACE: Blk	13. MOS: NA		19. GRADE:	20. SEX:	21. RACE:	22. MOS:
14. DUTY POSITION: Battalion Commander				23. DUTY POSITION:				
15. COMPONENT: <input type="checkbox"/> Civilian <input checked="" 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 AND RS: NA				25. COMPANY AND RS:				
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: List affected battalion and companies and number of personnel affected by closure.								
b. What: MEPS closure due to power failure.								
c. When: 31 Dec - 1 Jan								
d. Where (include ZIP Code): College Park, Atlanta, GA								
e. Why: Vehicle hit power station, expect repairs in 24-72 hours.								
f. How:								
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 (i.e., line of duty initiated, bagged, Article 15, counseling, etc.): Will use MEPS in Jacksonville, FL, until repairs are made.								
30. CIVILIAN ACTIONS (pending or actual (i.e., bond, arrest, etc.)):								

USAREC Form 958, Rev 1 Oct 2008

PREVIOUS EDITIONS ARE OBSOLETE

V4.00

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

31. REMARKS:

a. FOLLOWUP:

b. FINAL:

USAREC Form 958, Rev 1 Oct 2008 (Reverse)

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

INCIDENT INFORMATION REPORT (For use of this form see USAREC Reg 190-4)											
REPORTING UNIT											
1. BATTALION: Houston				2. POINT OF CONTACT (Full name, rank, and telephone number) : CPT Roger Adams, 333-245-5151							
3. DATE AND TIME INFORMATION RECEIVED: 30 Jul 08				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: 30 Jul 08					
7. INCIDENT AND DATE OF OCCURRENCE: DR (Hurricane Irma, landfall 29 Jul 08)											
PERSONNEL INVOLVED											
8. NAME AND RSID: Kelly Rife, 4E				9. AGE: 55		17. NAME AND RSID:				18. AGE:	
10. GRADE: MAJ		11. SEX: M	12. RACE: Cau	13. MOS: NA			19. GRADE:		20. SEX:	21. RACE:	22. MOS:
14. DUTY POSITION: Battalion Operations Officer						23. DUTY POSITION:					
15. COMPONENT: <input type="checkbox"/> Civilian <input checked="" 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 AND RS: NA						25. COMPANY AND RS:					
NOTE: Enter information on additional personnel involved into the Remarks section.											
26. PUBLICITY: a. Adverse publicity expected? <input type="checkbox"/> Yes <input type="checkbox"/> No											
b. Source of publicity: Need support from USAREC G4 for TDY funding											
27. SUMMARY OF INCIDENT:											
a. Who: Houston Battalion, all companies and recruiting stations have evacuated. Personnel have relocated. Locations of personnel TBD. All personnel accounted for including DACs and contractors.											
b. What: Hurricane Irma caused closure of battalion operations 29 Jul. All GOVs evacuated to San Antonio.											
c. When: 29 Jul, storm was CAT II, expected CAT I tomorrow.											
d. Where (include ZIP Code): List recruiting stations by RSID and ZIP Codes.											
e. Why: NA											
f. How: Battalion exercised family support and personnel will return to work 31 Jul to determine any losses.											
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 (i.e., use of duty isolated, Rugged, Article 15, counseling, etc.): All personnel billeted at Rose City AF Base. Laptops are with personnel. All equipment was secured.											
30. CIVILIAN ACTIONS (pending or actual (i.e., bond, arrest, etc.)): State prepared to assist.											

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

31. REMARKS:

This section should list any support required by HQ USAREC or the Special Missions Brigade.

a. FOLLOWUP:

b. FINAL:

USAREC Form 958, Rev 1 Oct 2008 (Reverse)

Figure 3-3. Sample of a completed USAREC Form 958 for a DR (Continued)

Appendix A References

Section I Required Publications

There are no entries for this section.

Section II Related Publications

AR 5-9

Area Support Responsibilities.

AR 190-45

Law Enforcement Reporting.

AR 385-10

The Army Safety Program.

TRADOC Reg 1-8

TRADOC Operations Reporting.

Section III Prescribed Form

USAREC Form 958

Incident Information Report. (Prescribed in paras 1-5, 1-6a, 1-6b, 1-6c, 2-1a, 2-2a(2), 2-2a(4), 2-2a(6), 2-2b(3), 2-2b(7), 3-1, 3-2, 3-2b, 3-3, and 3-3a.)

Section IV Referenced Forms

There are no entries for this section.

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

DR

disaster report

EXSUM

executive summary

FOUO

for official use only

GOV

Government-owned vehicle

HQUSAREC

Headquarters, U.S. Army Recruiting Command

RS

recruiting station

SIR

serious incident report

TRADOC

U.S. Army Training and Doctrine Command

USAAC

U.S. Army Accessions Command

USAREC

U.S. Army Recruiting Command

902d MI Group

902d Military Intelligence Group

Section II

Terms

There are no entries for this section.

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