



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
APO AE 09014-29237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Policy Memorandum #2, Incident Notifications

1. References:

- a. AR 190-45, Law Enforcement Reporting, 30 Mar 07.
- b. AE Reg 190-45, Law Enforcement Reporting, 7 Jul 10.
- c. AE Reg 525-306, OPREP-3 Procedures: Nonnuclear Event or Incident Report, 30 Mar 05.
- d. IMCOM Reg 190-1, IMCOM Serious Incident Reports, 1 Apr 09.
- e. ALARACT Message 090/2011, Operational Reporting Requirements, DTG 101431ZMAR11.

2. Notification of serious incidents is a Commander's responsibility. There are numerous regulations detailing what specific incidents should be reported, and how, e.g. Operational Report-3 (OPREP-3) and Serious Incident Report (SIR). This memorandum does not modify those policies, procedures and reporting timelines in any way. They will continue to be followed. Reports made under this memorandum and providing all relevant details for OPREP-3/SIR will be processed as such. They do not relieve responsibility to inform me about specific events garnering my interest.

3. Listed below are the incidents that I want to know about as they happen or in some cases, reports made the following morning. Tenant and subordinate Commanders will notify me, the USAG Baden-Wuerttemberg Deputy to the Commander or the Garrison Director of Emergency Services (DES) immediately when the incidents listed below occur within the garrison area of responsibility (AOR), regardless of unit affiliation. The DES will immediately notify the IMCOM – Europe Watch Officer and USAREUR Command Center. Follow-on email notification to the Directorate of Plans, Training, Mobilization and Security (DPTMS) will be sent within 30 minutes of telephonic notification during the duty day, and in after duty incidents, the following morning or first working day of the week. The DES will forward additional information as it becomes available.

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4. Commanders will immediately call, followed by email notification, as described above when one of the following occur:

a. Death of a service member, family member, DA civilian or garrison employee by other than natural causes, long term illness or hospitalization.

b. Serious injury, loss of limb or eyesight.

c. Attempted murder.

d. Adverse news media is anticipated.

e. Child abuse/sexual abuse when involving U.S. Army operated or regulated activity, organizational setting, or facility.

f. Rape/Sexual Assault is a sensitive issue. I will personally address the reporting requirements with each Commander.

g. Directed changes in force protection conditions (FPCON).

h. Chemical, biological, radiological, nuclear accidents or attacks.

i. Incidents of or potential for mass casualty or disaster including weather related issues such as flooding in major tenant headquarters or surrounding civilian communities.

5. Report the following at first light:

a. Any indication of increased terrorist activity or the targeting of U.S. personnel or interests within the USAG Baden-Wuerttemberg AOR.

b. Changes in ability to react to a threat. Examples (insufficient Troop Diversion provided by units, Pond Guards strike, etc.)

c. Increases in host nation security posture.

d. Shortfalls in force protection resources.

e. Significant criminal activity involving drugs, theft of sensitive items or injury.

f. Any demonstration or protest impacting on U.S. forces.

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6. The above lists are not all inclusive. Commanders should consider severity of the incident, potential consequences of the incident and the effect on readiness. I consider the above my priorities and they will be reported whether occurring on or off an installation. In cases of doubt, do not hesitate to report the incident.

7. During emergency crisis operations and anytime a garrison's Emergency Operations Center (EOC) and Installation Operations Center (IOC) are activated, Commanders will send an initial voice report followed by an OPREP-3/SIR written update within 30 minutes to the USAG Baden-Wuerttemberg DPTMS EOC/IOC. Initially, send reports by the most expedient means available; follow up with a timely submitted written electronic copy via NIPR with PKI encryption or SIPR. Provide all essential elements required for mission analysis, planning, execution and follow up. The basic elements of these reports will include the Who, What, Where, When, Why and How (five W and one H) and or use of Size, Activities, Location, Unit, Time, and Equipment reporting format (SALUTE/SALT). When reporting, send what you have. Do not delay reporting to gather more information. Timely and accurate information is crucial to the planning process, execution and mission success.

8. Commanders will ensure, that after duty hours, their EOC, or MP Desks simultaneously report incidents to the USAG Baden-Wuerttemberg DPTMS via email when sending incident reports to higher headquarters.

9. For Commanders with a General Officer Senior Mission Commander (GOSMC) in your community, what you report to the GOSMC EOC, you must also report (via Cc:) to this headquarters.

10. POC for this policy memorandum is the USAG Baden-Wuerttemberg DPTMS, DSN 373-7499.


BRYAN D. DECOSTER
COL, MI
Commanding

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