



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSON, TX 78234-5009

SFIM-SW-OP

08 OCT 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum # 5 - Critical Command Information Requirements Reporting

1. REFERENCES:

- a. Army Regulation 190-40, Serious Incident Reporting.
- b. IMA Director's Policy Memorandum (Draft), Critical Command Information Requirements.
- c. SWRO Reporting Procedures (Interim) dated 21 October 2002.

2. PURPOSE:

- a. This policy memorandum prescribes responsibilities and updates policy and procedures for reporting serious incidents and critical information within the SWRO, IMA Area of Responsibility (AOR).
- b. The Army's Serious Incident Reporting (SIR) system provides early notice to the IMA chain of command and the Army Leadership that a serious incident has occurred or may have occurred.
- c. This policy reinforces Army regulatory reporting requirements, establishes SWRO Critical Information Reporting (CIR) and Priority Information Reporting (PIR) incidents, and directs timelines and procedures for reporting each.
- d. In addition, leaders at each level may add to the SIR reportable incidents by designating their own CIR and PIR requirements.
- e. This guidance memorandum supercedes SWRO Reporting Procedures (Interim) dated 21 October 2002.

SFIM-SW-OP

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
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3. RESPONSIBILITIES:

a. SWRO Operations Division has staff responsibility for administration of the SIR, CIR, and PIR reporting. Ops will ensure the appropriate SWRO leadership and staff are informed as required and meet the notification timelines to IMA HQ and the Department of the Army.

b. SWRO Garrison Commanders will comply with the timelines and procedures in this policy memo. They will establish and implement reporting systems within their commands to ensure compliance.

4. POLICY:

a. Serious Incident Reports (SIR). Incidents listed in AR 190-40, appendixes B & C will be reported as Category 1 and 2 serious incidents respectively, in accordance with the reporting procedures listed below.

b. Critical Information Requirements (CIR). The following incidents are an expansion of the AR 190-40 SIR lists and are deemed critical to the SWRO leadership.

(1) Death or serious injury to any IMA soldier, civilian, or contract employee.

(2) Disasters or crises resulting in significant disruption to installation operations exceeding 24 hours, i.e., loss of electrical power, water, sewage, heating, cooling, or training support.

(3) Serious incident involving senior leaders assigned to an IMA organization, i.e., MSG and above, or GS-13 and above.

(4) Potentially adverse public affairs issues which may discredit the Army, IMA, or any of its members.

(5) Increases in Force Protection Condition which indicates a heightened threat.

(6) Initiation of contingency operations/deployment/mobilization.

(7) Any aircraft accident on military property or which has IMA Air Traffic Control (ATC) involvement or culpability.

c. Priority Information Requirements (PIR). The following incidents are important items of interest to the SWRO leadership:

SFIM-SW-OP

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum # 5 - Critical Command Information Requirements Reporting

(1) Communication with a General Officer (GO) in your AOR, especially if negative.

(2) Garrison Commander out of communication or temporarily away from the organization. This includes TDY, leave, etc.

(3) Incident involving a GO or family member of a GO.

(4) Significant changes to normal activities on the installation that might prompt interest from senior occupants: includes changes that negatively affect mission commander's readiness and non-routine or unusual support to sister services or other governmental agencies.

(5) Changes to projects that have command interest, i.e., delays in completion dates and increased funding requirements.

(6) Any active or reserve component unit deploying, mobilizing or demobilizing that may miss its movement latest arrival date (LAD) due to a perceived or actual baseops shortfall.

5. REPORTING PROCEDURES: IAW AR 190-40 and this policy memo, garrisons will report incidents as noted below.

a. **Category 1 SIRs and SWRO CIRs**

(1) **Report immediately via telephone any hour, day, night, weekend or holiday** to the first available member of the SWRO in the following order:

Operations Center Chief- Mike Hartman

Work Phone: DSN 471-9469; Commercial: (210) 221-9469

Home Phone: (210) 492-0098; Cell Phone: (210) 771-0025

Operations Division Chief – Sherrod (Rod) Prewitt

Work Phone: DSN 471-1165; Commercial: (210) 221-1165

Home Phone: (210) 979-8213; Cell Phone: (210) 844-8420

Chief of Staff – Kathleen Curd

Work Phone: DSN 471-2656; Commercial: (210) 221-2656

Home Phone: (210) 496-6933; Cell Phone: (210) 393-8367

Deputy Director – COL WC Garrison

Work Phone: DSN 471-0414; Commercial: (210) 221-0414

Home Phone: (210) 497-7186; Cell Phone: (210) 262-8240

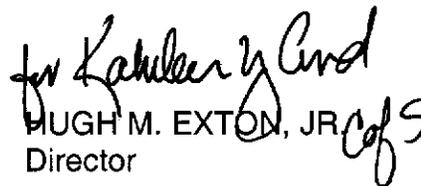
SFIM-SW-OP

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum # 5 - Critical Command Information Requirements Reporting

(2) Within 5 hours send a written report of the SIR or CIR to SWRO Ops at sfim-op-eoc@amedd.army.mil or fax to (210) 221-1720, ATTN: SWRO Ops/Mike Hartman. For report format, use the SIR format in AR 190-40, Chapter 3. Send classified reports via email to michael.hartman2@us.army.smil.mil.

b. **Category 2 SIRs and SWRO PIRs:** Report these incidents via email to sfim-op-eoc@amedd.army.mil within 10 hours of the incident. Calls are not required but are optional on category 2 SIRs and SWRO PIRs.

6. RESPONSIBILITY: The Operations Division is responsible for this SWRO policy. POC is Mike Hartman at commercial (210) 221-9469, DSN 471-9469, or email michael.hartman@amedd.army.mil.


HUGH M. EXTON, JR. *cofS*
Director

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SWRO Garrison Commanders