



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

AETS-SBB-CO

25 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Commander's Policy Letter #17, Serious Incident Reporting (SIR) and Command Interest Reporting (CIR)

1. References:

- a. AR 190-40, Serious Incident Report
- b. UR 190-40, Serious Incident Report
- c. UR 525-306, Non-Nuclear Event or Incident Report (OPREP-3) Procedures

2. The purpose of this policy letter is to reemphasize the importance of reporting incidents of interest to this command, HQ USAREUR, and to the Department of the Army.

3. Commanders are responsible for reporting all incidents in an accurate and timely manner. Commanders will telephonically notify me, or the Battalion Executive Officer, of all reportable incidents. A timely follow up written report is required IAW the provisions of reference C.

4. The following events or circumstances require serious/command interest reports. A serious incident is defined as an actual incident, accident, act of misconduct or condition (either criminal or non-criminal) that warrants the timely notification because of its nature, gravity, publicity, or potential consequences. Command interest reports are defined as those incidents or events, which are serious in nature but not reportable as SIRs.

a. Death (or life threatening injury) of a 16 STB Soldier, civilian employee or Family member to include suicide attempts, ideations, or suspected suicidal actions.

b. Overnight hospitalization of a 16 STB Soldier, civilian employee, or Family member.

c. Sexual assault or domestic assault involving any 16 STB Soldier, civilian employee or Family member.

d. Any Soldier misconduct.

e. Any 16 STB unit's potential or actual mission failure or delay.

f. Any accident, event, or incident that might result in an adverse media reaction.

g. Security compromises and any loss of secure information.

h. Loss of sensitive item ammunition or explosives.

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5. The format for completing serious/command interest reports is included as enclosure 1.
6. The point of contact for this action is the Battalion Operations Officer at 469-7078.
7. ***ON POINT!***

Encl

1. OPREP 3 Format


CODY L. ZILHAVER
LTC, FC
Commanding

DISTRIBUTION:

HHC, 16th STB
504th BDE SIG CO
106th FMCO

21ST THEATER SUSTAINMENT COMMAND

OPREP 3P/3

INITIAL

UPDATE

FINAL

UNCLASSIFIED/ FOUO

DOCUMENT NUMBER

TYPE OF INCIDENT		STATUS:	
RANK/FM/DA CIV:		ASSIGNED TO:	
DTG OCCURRED:		LOCATION:	
DTG REPORTED:		REPORTED BY:	

DETAILS (WHO, WHAT, WHEN, WHERE, IMPACT, UPDATE/STATUS):

IMPACT:

UPDATE:

DRUGS/ALCOHOL INVOLVEMENT:	NA
SEATBELTS USED/NOT USED:	NA

OPREP PREPARED BY: POC for this action is:

OPREP REVIEWED BY: