



AETT-CDR

25 JULY 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Senior Commander (SC) Critical Information Requirements (CIR) for Grafenwoehr, Vilseck, Hohenfels, and Garmisch (Command Policy Letter 16)

1. Purpose. To identify the 7<sup>th</sup> U.S. Army JMTC Commander's Critical Information Requirements (CIR) and provide guidance on CIR reporting procedures.
2. 7<sup>th</sup> U.S. Army JMTC CIRs fall into two levels based on the nature, gravity, or potential consequences of the incident to 7<sup>th</sup> U.S. Army JMTC and its surrounding communities.
  - a. Level 1 CIR. The JMTC Commander or Acting Commander will be notified immediately by the responsible subordinate commander or garrison commander regardless of the time of day or night. If the subordinate or garrison commander is unavailable, the JMTC Staff Duty will contact the JMTC Commander to report the incident. The responsible subordinate commander or garrison commander will also send an immediate email to the JMTC CDR, CoS, CSM, G3, G3 SGM, and JMTC Staff Duty using the CIR reporting format (see enclosure). Follow up email will be sent as required.

<b>Level 1</b>	<b>CDR</b>	<b>CoS</b>	<b>CSM</b>	<b>G3</b>	<b>G3 SGM</b>	<b>SDNCO</b>
Death or serious life-threatening injury or illness to any assigned Soldier, civilian or their family members.	T	IE	IE	IE	IE	IE
Any deployed Soldier or civilian killed in action (KIA).	T	IE	IE	IE	IE	IE
Suspected kidnapping or abduction of an assigned Soldier, civilian or their family members.	T	IE	IE	IE	IE	IE
Increase in the force protection level of a JMTC Army Community.	T	IE	IE	IE	IE	IE
Terrorist event in the EUCOM AO regardless of the intended target.	T	IE	IE	IE	IE	IE
Any incident that has the potential for immediate publicity or negative consequences on a JMTC Army Community	T	IE	IE	IE	IE	IE

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<b>Level 1 cont'd</b>	<b>CDR</b>	<b>CoS</b>	<b>CSM</b>	<b>G3</b>	<b>G3 SGM</b>	<b>SDNCO</b>
Any event that requires an immediate decision or action by the CG.	T	IE	IE	IE	IE	IE
Round impact outside of a Grafenwoehr training area impact area.	T	IE	IE	IE	IE	IE
Suicidal gestures and attempts	T	IE	IE	IE	IE	IE

b. Level 2 CIR. The JMTC CDR, CoS, CSM, G3 and G3 SGM will be notified of the incident via email NLT 0900hrs the morning following the incident.

<b>Level 2</b>	<b>CDR</b>	<b>CoS</b>	<b>CSM</b>	<b>G3</b>	<b>G3 SGM</b>	<b>SDNCO</b>
Suicidal ideations	E	E	E	E	E	E
Serious injury or illness requiring hospital admission of any assigned Soldier, civilian, or their family members.	E	E	E	E	E	E
Any deployed Soldier or civilian wounded in action.	E	E	E	E	E	E
Damage to barracks or government housing that displaces any assigned Soldiers, civilians, or their families.	E	E	E	E	E	E
Serious accidents, damage, or crimes that could affect the reputation of JMTC.	E	E	E	E	E	E
Suspicious activity or other indicators of a possible threat or incident affecting the security of a garrison.	E	E	E	E	E	E
Any incident involving weapons or ammunition.	E	E	E	E	E	E
Military vehicle accidents resulting in more than \$10,000 dollars in property or vehicle damage.	E	E	E	E	E	E
Any deployed Soldier failing to return from R&R.	E	E	E	E	E	E
Any incident of trafficking or distribution of an illegal substance by an assigned Soldier, civilian, or their family members.	E	E	E	E	E	E

T=Telephone IE=Immediate Email E=Email

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3. For the purposes of Level 1 and 2 CIR reporting, any Soldier or civilian participating in a JMTC conducted or sponsored school and any Soldier or civilian conducting training in a JMTC controlled training area is considered assigned to JMTC. The headquarters of the associated training institution is the responsible reporting agency (i.e. JMRC, JMSC, TSAE, CATC, GTA, ISTC, NCOA, etc)
4. In the event other serious incidents occur that are not addressed in this memorandum, contact the 7<sup>th</sup> U.S. Army JMTC CoS for guidance.



BRYAN L. RUDACILLE  
Colonel, Infantry  
Commanding

DISTRIBUTION:

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Encl. CIR Reporting Format

**COMMAND INTEREST REPORT**

**7<sup>th</sup> U.S. Army Joint Multinational Training Command**

CIR #   INITIAL REPORT  UPDATE # -   FINAL

- 1. RECEIVER OF REPORT:  DTG REPORT:
- 2. SENDER OF REPORT:  DSN:
- 3. TYPE OF CHARGE:
- 4. DTG INCIDENT:  Incident Matrix Number:
- 5. TYPE OF INCIDENT:
- 6. INJURIES:
- 7. LOCATION OF INCIDENT:
- 8. PERSONS INVOLVED:

NAME	RANK	UNIT	INJURIES / REMARKS

9. VEHICLE TYPE AND BUMPER #:

10. DETAILS:

11. TYPE CHARGES FILED:

12. ACTIONS BEING TAKEN:

13. NOTIFICATION:

7 <sup>th</sup> JMTC CDR		USAG Grafenwoehr CDR	
7 <sup>th</sup> JMTC CoS		USAG Grafenwoehr CSM	
7 <sup>th</sup> JMTC CSM		USAG Grafenwoehr IOC	
7 <sup>th</sup> JMTC G3			
7 <sup>th</sup> JMTC G3 SGM		USAREUR Watch Center	
7 <sup>th</sup> JMTC Staff Duty			
Additional:			

NOTE: X Indicates that the message was disseminated to the above recipients.

14. DISSEMINATION DATE TIME GROUP:

15. AUTHENTICATED BY:

FOR OFFICIAL USE ONLY  
**COMMAND INTEREST REPORT**  
**7<sup>th</sup> U.S. Army Joint Multinational Training Command**

Additional Information: