



DEPARTMENT OF THE ARMY

121ST SIGNAL BATTALION
CMR 448
APO AE 09225

REPLY TO
ATTENTION OF:

AETV-BG-SB

24 JUN 03

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum 11: Commander's Critical Information Requirements for Notification

1. Reference. 1st ID Policy Letter CG-7, dated 1 Sep 99.
2. The purpose of this letter is to establish procedures for notification of the Commander of incidents or events involving the battalion's units, personnel and/or their dependents.
3. I expect to be notified by commanders or the SDNCO for certain incidents or events that occur within the battalion or within the Kitzingen community involving our soldiers. The incidents fall into two categories, which are **Immediate Notification** and **Timely Notification**.
 - a. Immediate notification requires notifying individuals to call/notify the me or SDNCO immediately.
 - b. Timely notification requires the notifying individual to call/notify me after the initial required calls to other agencies are made. Simply, I want to know immediately about any battalion incidents, its soldiers, or event that has the potential to adversely effect the community; a precautionary landing or accident. Company Commanders will call me when they deem it necessary. In my absence, reports will be directed to the acting battalion commander.
4. Immediate Notification:
 - a. Any injury, hospitalization, or death of any battalion soldier or family member.
 - b. Any suicide gesture or anything that can hurt the soldier or his/her family.
 - c. Any vehicle accident regardless of damage.
 - d. Any weekend training or maintenance.
 - e. Any child abuse or neglect on or off post.
 - f. Changes to training schedule that are resourced and locked in (within four weeks).

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g. POL spills of five gallons or more or any amount that impacts on the environment, such as contamination of a water supply.

h. Loss or compromise of any sensitive item (weapon, ammunition, ANCD, KYK, SINCGARS, STU, KY-68, NVG).

i. Accidental or unauthorized weapons discharges.

j. Suspected terrorist activity, threats, riots, or anti-US or NATO demonstrations.

k. Theft of government vehicles or other property.

l. Serious misconduct involving battalion personnel

m. Any misconduct involving officers or senior NCOs (SFC and above).

5. Timely Notification:

a. Birth of a child.

b. Death of a family member (not immediate family).

c. Any inquiry or tasking from outside the battalion HQ received during non-duty hours.

d. Any COMSEC incident or loss or compromise of classified information.

6. Reporting to HQ 1ID. Serious incidents requiring reports to HQ 1ID are contained in the enclosure to the CG Policy Letter #7. Reporting to HQ 1ID will follow these guidelines:

a. Incident Feeder Reports (IFR) are the incident and accident reports the battalion sends to the 1st Infantry Division (1ID) Headquarters addressed to the Division Operations Center (DOC). The G3 uses the IFRs to inform the Commanding General and, in turn, submits them to the Commanding General, V Corps. The G3 and Chief of Staff (CofS) may require units to provide additional information to ensure that the IFRs are accurate and complete. Each IFR must answer the five "Ws" (who, what, when, where, and why). An IFR format is attached.

b. Upon unit discovery of an incident, the unit has one hour to send an IFR to the DOC. The unit SDO or SDNCO initiates each IFR and notifies the unit chain of command. Do not delay IFRs to the DOC awaiting unit chain of command notification. If all the incident information is not available, the unit must still send a partial report within one hour.

c. When an IFR is faxed to the DOC, units must record the name of the DOC NCO receiving the report and time of receipt.

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6. The bottom line to this policy is to use common sense and call me day or night if you feel the situation dictates. Any incident or event reported will be logged in the SDNCO log.

DANGER'S VOICE!

////original signed////
JIM GARRISON
LTC, SC
Commanding