

**USAREC Regulation 190-4**

**Military Police**

# **Incident Reporting**

**Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, KY 40121-2725  
1 September 2014**

**UNCLASSIFIED**

# SUMMARY of CHANGE

USAREC Reg 190-4 Incident Reporting

This revision, dated 1 September 2014

- Table 2-1 (UR 190-4) revised-provides an extensive listing of incidents that require reporting. The table shows what is reported, what organization receives the SIR, time to report the SIR and what incidents require USAREC CG notification.
- SIR forms are numbered 190-4.1 (previously UF 957), 190-4.2 (previously UF 958) and 190-4.3 (previously UF 959).

Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
1 September 2014

**\*USAREC Regulation 190-4**  
**Effective 1 September 2014**


## Military Police

### Incident Reporting

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**History.** This revision publishes a revised USAREC Reg 190-4, which is effective 1 September 2014.

**Summary.** This regulation prescribes policies and guidance pertaining to incident reporting within the U.S. Army Recruiting Command. The incidents governed by this regulation include serious incident reporting, commander's critical information requirements, and disaster reporting.

**Applicability.** This regulation applies to all military (assigned and/or attached), Future Soldiers under the control of U.S. Army Recruiting Command personnel, and civilians (Department of the Army and contractors) at all levels of the U.S. Army Recruiting Command. Any violation may subject

soldiers to non-judicial or judicial action under the Uniform Code of Military Justice, and civilian personnel may be subject to adverse action under civilian personnel regulations. Questions pertaining to this regulation or Department of Defense and Department of the Army security regulations should be addressed to the Chief, Command Operations Center at DSN 536-1071 or 0823 or commercial (502) 626-1071 or 0823. Written inquiries should be forwarded to HQ USAREC, ATTN: RC-COC, 1307 3rd Avenue, Fort Knox, KY 40121-2725; or by e-mail to: [army.knox.usarec.list.hq.command.operations.center@mail.mil](mailto:army.knox.usarec.list.hq.command.operations.center@mail.mil)

**Proponent and exception authority.** The proponent of this regulation is the USAREC Chief of Staff. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the deputy director within the proponent agency in the grade of GS-14 or the National Security Personnel System equivalent.

**Army management control process.**

This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Relation to USAREC Reg. 10-1.** This regulation establishes policies and procedures regarding Incident Reporting, according to UR 10-1 para 2-21p (4).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC. ATTN: RC-COC, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

**Distribution.** This publication is available in electronic media only and is intended for command distribution level A.

This regulation supersedes USAREC Regulation 190-4, dated 1 April 2013.

USAREC Reg 190-4 • 1 September 2014

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## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation prescribes policies, guidance, and implements U.S. Army Recruiting Command (USAREC) policies and procedures for reporting incidents considered serious or reportable under higher headquarters guidance. This regulation includes serious incident reports (SIRs), commander's critical information requirements (CCIRs), SIR addendums and Commander's Report of Disciplinary Action (DA Form 4833). This information is designed to provide detailed instructions contained in references and establish policy specifically for USAREC.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

a. The USAREC Incident Reporting Program includes serious incident reports (SIRs) and Commanders Critical Information Requirements (CCIRs). Commanders, military and civilian supervisors, Soldiers and civilian employees share responsibility for reporting. Commanders and supervisors must become familiar with the provisions of this regulation and implement applicable portions.

b. Unit representatives must have this regulation on hand and maintain the references cited herein.

c. Commanders will immediately send through their chain of command a Serious Incident Report (USAREC Form 190-4.2) for any alleged, suspected or known misconduct, crime, or stress related incident. Table 2-1 lists many of the reportable incidents. Commanders will use their discretion for incidents not listed. At minimum, the initial incident report must include blocks 1 through 16 and 26 through 31).

d. Commanders and directors will appoint unit representatives. Each battalion and brigade will have a primary and alternate incident reporting manager individual appointed in writing (memorandum). Military or civilian personnel may perform these duties.

e. The USAREC Command Operations Center (COC) chief serves as the reporting officer for Headquarters, U.S. Army Recruiting Command (HQ USAREC). The COC chief provides guidance, policy, and assistance to field subordinate commanders and appointed representatives as required.

f. Brigade, battalion, and company commanders will establish and implement reporting programs within their respective activities in accordance with Army regulations, this regulation, and local SOPs. Commanders at all levels will ensure that all serious incident reporting follows guidelines. Failure to report serious incidents may require a written explanation to the Commanding General (CG).

g. The Chief of Staff (COS) is responsible for distributing incident reports within HQ USAREC. These reports normally contain sensitive information and require a need to know. Incidents and attachments will be classified "For Official Use Only" This distribution list requires that command staff sections treat incidents, as a minimum, for official use only (FOUO). The USAREC COS will determine what incidents that are extremely sensitive will receive "restricted distribution".

#### **1-5. Coordination**

Direct coordination between organizations, offices, or activities within USAREC is authorized and encouraged. In addition, all brigades and battalions will coordinate directly with supporting Criminal Investigation Division (CID), Joint Terrorism Task Forces, *902nd MI Group* and local law enforcement agencies. Commanders and representatives must realize that the reporting of incidents or coordination with outside activities will generate reports within that agency. Therefore commanders must report these types of incidents immediately to the USAREC COC when outside coordination is initiated. Use USAREC Form 190-4.2, blocks 30 and 31 to report coordination.

#### **1-6. Reports**

a. Specific reports and other written requirements are contained in each chapter of this regulation and cited

Army regulations. All reports are submitted using the appropriate USAREC forms, and are completed correctly, and in the proper format. Failure to submit reports in accordance with guidelines could result in late reports that require a commander's endorsement for lateness. For incidents requiring CG notification (table 2-1), the brigade commander or a representative will provide an executive summary (EXSUM) to the USAREC CG and the COC. The notification to the USAREC CG for these types of incidents can be by phone or email. An EXSUM (with USAREC Form 190-4.2 (Incident Information Report) will be provided by email to the USAREC COC by the brigade S3 or responsible brigade staff section. As more information becomes available, the brigade will submit USAREC Form 190-4.2 follow-ups (block 31a), and finals (block 31b) every 30 days or as changes occur. Reports are sent to the COC officer with a copy to the COC chief. Final SIRs are submitted when the action (UCMJ, unsubstantiated from investigation/SJA, administrative action, etc) are applied to the soldier.

b. CCIRs are those items that the USAREC CG uses to make critical decisions. The COC Chief collects and disseminates CCIRs using USAREC Form 190-4.2 (fig 3-2).

c. The occurrence of natural or man-made disasters requires the submission of a CCIR report when as the result of a disaster the operational capabilities of a unit are negatively affected. The CCIR is submitted to the USAREC COC using USAREC Form 190-4.2 (figure 3-2). When USAREC property is damaged or destroyed or personnel are displaced from a disaster, USAREC Form 190-4.1 (The Personnel and Assessment Report) (figure 3-3) is submitted with the USAREC Form 190-4.2. This report is submitted daily at 1200 hours EST. The personnel accountability includes family members and civilians.

d. Follow-ups and final (CCIR), when personnel are displaced or USAREC property is in jeopardy, will be submitted daily (no later than 0900 EST) to the USAREC COC. Property information (including GOVs) will include damages, location of GOVs and personnel displaced work location until repairs are made.

**Table 1-1**  
**Serious incident categories**

In most cases, these categories will be on the subject line for the SIR and EXSUM. Modifiers appear in parentheses.

Adverse Publicity

Arrest (DUI, assault, domestic violence, multiple offenses)

Assault (battery, domestic, by or on USAREC Soldier, etcetera)

Attempted suicide

CCIR (curtailment of operations, MEPS closure, etcetera)

Changes to Force Protection Condition (FPCON)

Child abuse

DAC/Family member incident (death, hospitalization)

Demonstrations (Army or co-located facilities)

Drug or alcohol abuse (even if self-admitted)

DUI (arrest, no arrest)

Future Soldier or HRAP incident (death or serious crime)

GOV (theft, vandalism, plate theft, accident, misuse)

Hospitalization (Danger of loss of life, loss of limb or eyesight)

Laptop theft or compromise of personally identifiable information (PII)

Miscellaneous (AWOL, POV Incident, motorcycle accident, misuse of GOV, credit card)

Property loss/damage (missing electronics from supply action, GOV fuel card or credit card, etcetera)

Serious crimes (fraud, rape, drug distribution, sexual assault, attempted murder, forgery, homicide )

Sexual misconduct ("sexting", inappropriate relationship, adultery, touching, pornography, etcetera)

Soldier death (including suicide)

Self harm

Spouse abuse/domestic altercation (spouse, Soldier, etcetera)

Stress

Suicide ideation

Suspicious incident (phone call, observation, actions, comments, etcetera)

Threats (USAREC personnel, Cyber, POTUS, White House, VP, members of Congress)

Vandalism of any USAREC facilities

Violations of Army Standards (dereliction of duty, conduct unbecoming, domicile to duty, etcetera)

**References**

- (1) UR 190-4
- (2) UR 190-4 (Table 2-1)
- (3) UF 190-4.2
- (4) Addendum (UF190-4.3)
- (5) Personnel & Facility (UF 190-4.1)
- (6) Executive Summary (UR 190-4)
- (7) Follow Ups/Finals (UF 190-4.2)

**Notes**

- Suspenses (Reference 2)
- USAREC COC-S provides the BDE a file copy of SIR for future Follow-Up/Final reports
- USAREC CDR Reporting Incident notifies CID of all Soldier crimes

**Serious Incident Reporting Flowchart**

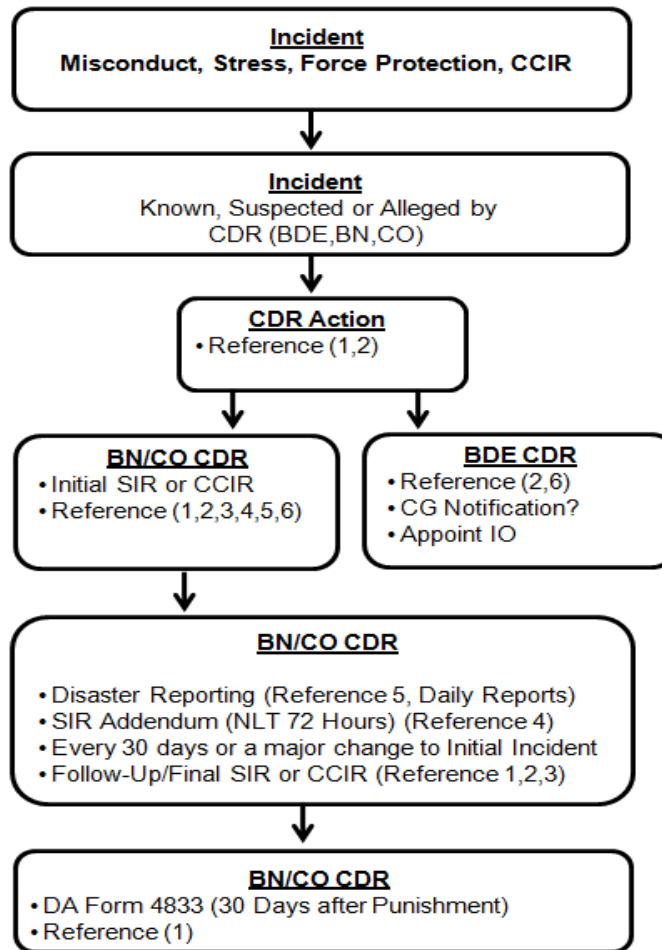


Figure 1-1. SIR flowchart

## Chapter 2 Policy

### 2-1. General

a. The timely transmission and classification of reports-the SIR reporting process ensures information is distributed promptly timely, accurately, and identifies responsibilities and requirements for notification. The SIR is considered sensitive in nature, is close hold, and distributed only to those personnel with a need to know. The USAREC Form 190-4.2 is FOUO when completed. The proponent for reporting SIRs for units assigned to USAREC is the COS. The primary point of contact for SIR submission is the COC at (502) 626-0823 or 0824 ([usarmy.knox.usarec.list.hq.command.operations.center@mail.mil](mailto:usarmy.knox.usarec.list.hq.command.operations.center@mail.mil)). The only method of communication acceptable for USAREC Form 190-4.2 is by email. If email is not available, coordinate with the USAREC COC.

b. Incidents listed in table 2-1 are reportable to this headquarters. This is not an all-inclusive list, and commanders will report any additional incident that they feel is a concern to this headquarters regardless of whether it is listed in table 2-1 or not. The SIR is not meant to replace the commander's reporting channel to Command Group. All commanders should consider the following factors in determining whether or not the incident may be of concern: time sensitive; if the incident is questionable-report the incident and adjust later; the severity of the incident; the potential for adverse publicity; the potential consequences of the incident; and the effect the incident has on unit readiness or the perception of readiness. Family members should be referred to as spouse, son, daughter and so on when possible to protect identities. Civilian's (victim) identity should also be protected if possible. If there is any doubt, call the COC or report the incident.

c. Commanders must exercise great care when dealing with any terrorist-related incidents. These situations demand quick action to allow intelligence agencies to respond appropriately. Therefore, incident reporting to the USAREC CG and COC requires swift communication by email or telephone. When a suspicious activity is reported, it is imperative to report descriptions, license numbers, vehicle description, etcetera with the incident report.

### 2-2. Reporting procedures

a. Immediately upon awareness of a suspected, alleged, or known serious incident as outlined by this regulation, notify the USAREC COC at (502) 626-0823 or 0824 or e-mail: [usarmy.knox.usarec.list.hq.command.operations.center@mail.mil](mailto:usarmy.knox.usarec.list.hq.command.operations.center@mail.mil) by the most expeditious means available using the information requirements found in Chapter 3. The brigade point of contact will provide as much operational related information as is currently available concerning the incident to the USAREC COC. If the information is lacking for completing the USAREC Form 190-4.2, but requires immediate notification of the USAREC Command Group, the brigade SIR manager will provide an EXSUM ( figure 2-1) to the COC in accordance with time guidelines (table 2-1). The table 2-1 lists those SIRs that the brigade commander must notify the CG (telephone or email).

b. For other SIR reporting, the brigade SIR Manager will submit a complete detailed report using USAREC Form 190-4.2 in accordance with guidelines in Chapter 3 and table 2-1. This detailed report should include all currently known information required on the SIR. Ensure annotation on UF 190.4.2, lists who in the chain of command was notified of the incident.

c. Submit significant changes or additions to the original report at any time (follow-ups). Commanders will submit follow-ups as they occur or every 30 days (nothing significant (NSTR) to report if required). This information will be consolidated and forwarded to the COC and should include, but is not limited to:

- (1) Name (first and last with rank) and telephone number of person sending report.
- (2) The assigned USAREC COC SIR number.
- (3) Any ongoing actions associated with the incident.
- (4) Changes in circumstances, errors, or information not included in the original report.
- (5) If injury is involved, any change in the condition or location of the injured, prognosis.
- (6) If death is involved, who is the person survived by to include names, relationships, location; memorial service location and date time group; and if next of kin was notified.
- (7) Any other information deemed necessary by the commander.
- (8) A copy of the SIR, or CCIR is forwarded by the COC to the originator once the report is processed and forwarded to Command Group, higher headquarters, or appropriate agency as required. Units will use this file copy to submit the follow-up and/or final report. The file copy contains the EXSUM provided to the USAREC CG and



Table 2-1.

## Incident/Accident Report

1. Incident Reporting-INCIDENTS ARE REPORTED WHEN A MISCONDUCT OR STRESS RELATED INCIDENT IS SUSPECTED, ALLEGED OR KNOWN. Highlighted incidents are reported to TRADOC (IAW TR 1-8, para 2-2). # Indicates that a SIR Addendum is required.	Suspense to USAREC COC	BDE Cdr notify CG by phone or e-mail	Type I / II	TRADOC notified by COC (4 hours)	Other	Types of Offenses
<b>Immediate (Misconduct/Stress/Force Protection)</b>						
Death of Soldier, murder or wrongful death of Soldier #	Immediate	Yes		Yes	CID	Self explanatory
Death of DA Civilian (DAC), family members, contractor (Other than natural causes)	Immediate	Yes		Yes		Self explanatory
Serious crime (aggravated assault, sexual assault, murder/attempted murder, rape, aggravated arson, kidnapping) by Soldier, Family member, DAC #	Immediate	Yes	I	Yes	CID	See Note 1
Sexual misc or harrassment (06+, SHARP staff member, multiple unit members, adverse publicity)	Immediate	Yes	I	Yes	CID	See definitions for sexual assault/misconduct
Terrorist activities, sabotage, demonstrations, surveillance, initiated or sponsored by known terrorists, dissident groups, suspicious personnel, applicants or criminal elements	Immediate	No (Serious-Yes)	I	Yes	902/CID	Including suspicious activities, personnel, terror threats, criminal activities towards facilities or personnel..
<b>Urgent (Misconduct/Stress/Force Protection)</b>						
Serious injury or illness, life-threatening injury to Soldier, Family member, or DAC (danger of loss of life, limb, or eyesight) #	24 hours	Yes		Yes		No other hospitalizations are reportable
Suicide attempt (non-fatal, injurious behavior) of Soldier, DAC, Family member #	24 hours	Y (Soldier), N (other)		Yes		Self explanatory
Domestic violence or abuse #	24 hours	Yes	I	Yes	CID	Physical contact, Charged by police, communicating a threat(victim:spouse, Smthird party)
Man made or natural disasters involving death, serious injury, or property damage	24 hours	Yes		Yes	CID	Self explanatory
Change in threat or force protection conditions (FPCON)	24 hours	Yes		Yes	902/CID	Current at FPCON BRAVO-any measure to C or D
Incidents involving firearms (POF). Any incident involving unregistered weapon or ammo.	24 hours	Yes	II	Yes	CID	Theft, violation state/local ordinances or laws
Any threats and/or suspicious activities involving USAREC personnel or property	24 hours	No (Serious-Yes)		Yes	902/CID	Bomb, applicant, disgruntled applicant phone threats
Theft/larceny, suspected theft, wrongful appropriation, or willful destruction of Government or personal property valued at more than \$50,000.	24 hours	Yes	I	Yes	CID	Self explanatory
Theft, loss, suspected theft of classified material (>FOUO) or STE equip, laptops, PII	24 hours	Yes	II	Yes	902/CID	PII compromise, failure to safeguard or secure electronic or hard copy
<i>Note: Physical contact w/victim constitutes assault (including sexual assault, rape, etc)</i>						
<b>Important (Misconduct/Stress/Force Protection)</b>						
Loss, theft, wrongful disposition, willful destruction, or mismanagement of evidence or sensitive items	24 hours	Yes	I	Yes	CID	Self explanatory
Theft, loss, suspected theft or use of weapons, explosives or munitions (Military)	24 hours	Yes	I	Yes	CID	Self explanatory
Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana	24 hours	No (Serious-Yes)	I	Yes	CID	Includes perscription drugs, altering perscriptions
Loss, theft, destruction/mismanagement of evidence, sensitive items, COMSEC items	24 hours	Yes	I	Yes	CID	Self explanatory
Violations of Army Standards: violations of UR 600-25 not otherwise specified: misconduct covered by the CG Withholding Policy or specified violations of Article 92 and 134	24 hours	No (Serious-Yes)	I	Yes	CID	See Note 2
Fraud or attempt to defraud the Government of funds or property	24 hours	No (Serious-Yes)	I	Yes	CID	Credit card or fuel card
Demonstrations, riots (against USAREC personnel or co-located facilities)	24 hours	Yes		Yes	902/CID	Self explanatory
Stress-related (command referral, hospitalization, or directed care) #	24 Hours	No		No		Self explanatory
Suicidal ideation (thoughts of dying by self-directed violence) , self harm of any kind #	24 hours	No		No		Self explanatory
Drug/alcohol abuse (urinalysis, charged, self referral), DUI/DWI (arrest, citation) #	24 hours	No	I	No	CID	DUI, DWI, OWI, Public drunkenness, public intoxication, drunk and disorderly, open container
Sexual misconduct, sexting, unauthorized contact with Future Soldier, applicants, USAREC employees #	24 hours	Yes (email)	I	No		See definition below (AR 600-20), harrassment, touching, inappropriate comments, w/teachers, spouses, JROTC, ROTC school employees or students

Table 2-1. Incident/Accident Report

**Table 2-1. Incident/Accident Report (continued)**

Important (Misconduct/Stress/Force Protection) cont-	Suspense to USAREC COC	Bde notify CG by phone/e-mail		TRADOC*	Other	
Death of Future Soldier /DEP	24 hours	No		No		Self explanatory
Incidents involving Station, Center or Government-owned vehicle (theft, vandalism, theft of license plates)	24 hours	No		Yes	CID	Self explanatory
Threats, plans, or attempts to harm or kidnap POTUS, VPOTUS or other persons under U.S. Secret Service protection.	24 hours	No		Yes	CID/USSS	Self explanatory
Motorcycle or GOV accidents (personnel hospitalized or involved in crime)	24 hours	No		No		Soldier accident or victim
Communication/ equipment inoperative exceeding 2 hours that impact operations	24 hours	No		Yes		Self explanatory
Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses (H1N1 or Avian influenza).	24 hours	No		Yes		Self explanatory, guidance provided for event
Racially or ethnically motivated criminal acts.	24 hours	No		Yes	CID	Belonging to an organization
Any Soldier arrested by law enforcement not covered by listed incidents	24 hours	No (Serious-Yes)	II	No	CID	See note 3
<b>2. Commanders Critical Information Requirements (CCIR)</b>						
<b>Production Related</b>						
Any incident that curtails recruiting operations (I.E. MEPS closures, information management systems inop, etc)	24 hours	cc CG/G3		No		
Inclement weather or man-made disasters that jeopardize command programs	24 hours	cc CG/G3		No		
Unexpected resource constraints that jeopardize command programs	24 hours	cc CG/G3		No		
Analysis trends that indicate a potential mission risk	24 hours	Yes		No		
Any incident determined serious by Commander	24 hours	cc CG/G3		No		
<b>Operational Related</b>						
Are there indicators of a criminal or terrorist threat targeting USAREC personnel or facility?	24 hours	Yes		Yes	CID/902	
Is the FBI or INS investigating any USAREC personnel?	24 hours	Yes		Yes	CID	
Was there any attempt to penetrate any USAREC facility to harm personnel or cause damage?	24 hours	Yes		Yes	CID	
Confirmed terrorist activity or attack against any supporting facility.	24 hours	Yes		Yes	CID/902	
Major installation power outages that impact operations and training.	24 hours	cc CG/G3		Yes		
Any incident, event, or accident that may generate adverse publicity.	24 hours	Yes		Yes	CID	
<b>3. CCIR (Natural, technological or man-made disasters)</b>						
Tornado, hurricane, earthquake etc.	24 hours	cc CG/G3		Yes		
Terrorism, riots, power failures, hazardous materials	24 hours	Yes		Yes	CID/902	
<b>Definitions:</b>						
<p><b>Sexual Assault:</b> Sexual assault is a crime defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim. Consent will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, or coercion or when the victim is asleep, incapacitated, or unconscious.</p> <p><b>Sexual Misconduct-Other sex-related offenses:</b> Are defined as all other sexual acts or acts in violation of the Uniform Code of Military Justice that do not meet the above definition of sexual assault, or the definition of sexual harassment as promulgated in DOD Directive 1350.2, Department of Defense Military Equal Opportunity. Examples of other sex-related offenses could include indecent acts with another and adultery. Allegations of a prohibited relationship in USAREC could qualify as 8-4b sex-related offenses if the initial information indicates that both parties consented.</p> <p>USAREC Regulation 600-25, paragraph 2-1. Unauthorized relationships</p> <p>a. The following activities with subjects of recruiting efforts including contacts and prospects (includes all high school students regardless of qualification for military service), applicants, or members of the FSTP or sister service equivalent are prohibited (see USAREC Msg 07-100):</p> <p>(1) Any social activity of a personal, unofficial nature. Prohibited activities include, but are not limited to:</p> <p>(a) Any type of romantic or sexual conduct; (b) Sharing of lodging or personal vehicle; (c) Drinking of alcoholic beverages; (d) Unofficial, personal contact such as entertainment, dining, recreation, dating, or other intimacy; and (e) Entry of any subject of a recruiting effort into the dwelling place of any recruiter.</p> <p>(2) Sale, purchase, lease, giving, receiving, loaning, borrowing, or other exchange of any money, property, or service.</p> <p>(3) Personal employment (that is, baby-sitting, maintenance, etcetera).</p> <p>(4) Meeting a prospect, applicant, or Future Soldier of the opposite gender during the recruiting process without at least one qualifying person present at all times unless an exception listed in USAREC Msg 07-100 applies.</p>						

**Table 2-1. Incident/Accident Report (continued)**

**Table 2-1. Incident/Accident Report (continued)**

<p><b>Sexual harassment (reported as sexual misconduct):</b> Is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when: (1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career, or (2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. b. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.</p>
<p><b>a. Verbal:</b> Examples of verbal sexual harassment may include telling sexual jokes; using sexually explicit profanity, threats, sexually oriented cadences, or sexual comments; whistling in a sexually suggestive manner; and describing certain attributes of one's physical appearance in a sexual manner. Verbal sexual harassment may also include using terms of endearment such as "honey", —babe", —sweetheart", —dear", —stud", or —hunk" in referring to Soldiers, civilian co-workers, or Family members.</p> <p><b>b. Nonverbal:</b> Examples of nonverbal sexual harassment may include staring at someone (that is, —undressing someone with one's eyes"), blowing kisses, winking, or licking one's lips in a suggestive manner. Nonverbal sexual harassment also includes printed material (for example, displaying sexually oriented pictures or cartoons); using sexually oriented screen savers on one's computer; or sending sexually oriented notes, letters, faxes, or e-mail.</p> <p><b>c. Physical contact:</b> Examples of physical sexual harassment may include touching, patting, pinching, bumping, grabbing, cornering, or blocking a passageway; kissing; and providing unsolicited back or neck rubs.</p> <p><b>Types of sexual harassment</b></p> <p><b>a. Quid pro quo:</b> Quid pro quo is a Latin term meaning "this for that." This term refers to conditions placed on a person's career or terms of employment in return for favors. It includes implicit or explicit threats of adverse action if the person does not submit to such conditions and promises of favorable actions if the person does submit to such conditions. b. Hostile environment. A hostile environment occurs when Soldiers or civilians are subjected to offensive, un-wanted and unsolicited comments, or behaviors of a sexual nature.</p> <p><b>b. Hostile environment.</b> A hostile environment occurs when Soldiers or civilians are subjected to offensive, unwanted and unsolicited comments, or behaviors of a sexual nature. If these behaviors unreasonably interfere with their performance, regardless of whether the harasser and the victim are in the same workplace, then the environment is classified as hostile. (for example, the use of derogatory gender-biased terms, comments about body parts, suggestive pictures, explicit jokes and unwanted touching).</p>
<p><b>Note 1:</b> fraud &gt;\$30K, negligent homicide, manslaughter, child porn, possession/trafficking porn or child porn, forgery &gt;\$5K, sodomy, stalking, BAH fraud &gt;\$30K</p>
<p><b>Note 2:</b> adultery, fraternization, prostitution, bigamy, kidnapping, attempted robbery, fleeing scene of accident, illegal discharge of weapon, obstruction of justice, failure to obey order, conduct unbecoming, wilful or negligent dereliction of duties, drunk on duty, abusing an animal, illegal alien trafficking, obstruction of justice, fraudulent use of government credit card, domicile to duty, insurance fraud, belonging to terrorist, extremist or racial organization</p>
<p><b>Note 3:</b> Any Soldier, DAC arrested and held overnight for an offense, Cdr has probable cause that Soldier/DAC is to be arrested and charged for misconduct or crime. CID is notified for all crimes or misconduct.</p>

**Table 2-1. Incident/Accident Report (continued)**

staff, the initial (corrected copy) of the USAREC Form 190-4.2, and the incident file number.

(9) Each brigade and battalion will designate a primary and alternate person (military or civilian) who is responsible for transmission of the SIR or CCIR to their higher headquarters. The brigade will provide the points (SIR manager) of contact (primary and alternate) to the USAREC COC.

(10) Brigade personnel will ensure each USAREC Form 190-4.2 is correctly filled out and spelling and grammar are correct. Do not use acronyms without spelling out first, unless for common usage acronyms, such as rank and dates. Date time group is date, time, month, and year (that is, 281315May09).

---

Subject: SIR (00-000); Incident Type (Use for initial incidents)

Subject: SIR (00-000);\*\*\*Follow-up #1\*\*\*Incident Type (Use this subject line for follow-up/finals)

#### EXECUTIVE SUMMARY (EXSUM)

To: HQ USAREC

Cc: TRADOC, CID, 902 MI (IAW Table 2-1)

USAREC SIR (11-000):

Who: Rank,Name, MOS, Bde, Bn, CO, Cntr(RSID)

What:

When: DTG (Eastern Standard Time)

Where:

Why:

Flagged:

JPAS: Yes/No

Type of Report: I or II (See table 2-1)

Follow-up #1 or Final: date received from BDE, updated every 30 days or when major change occurs to initial report.

Initial Report: date received from BDE, short and concise narrative of the incident.

SIR History: SIR #, date, short narrative. Usually completed by USAREC COC-S

#### FOR OFFICIAL USE ONLY

ALCON-Information in the attachment may be Law Enforcement Sensitive (LES). This communication will not be furnished to the media or other agencies outside U.S. Government, Security or Law Enforcement channels.

Information may be shared with local, state, and federal law enforcement agencies. We request you keep your distribution to the absolute minimum.

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#### Figure 2-1. Sample EXSUM

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d. The COC, will:

(1) Receive, process, review, make corrections and make distributions (electronic) to USAREC, the U.S. Army Training and Doctrine Command (TRADOC), 902d Military Intelligence Group (902d MI Group), CID, and other agencies, when applicable for all SIRs and CCIRs.

(2) Maintain an electronic distribution list of those personnel with a need to know of SIRs.

(3) Provide an EXSUM for all SIRs or CCIRs with each USAREC Form 190-4.2.

(4) Ensure the CG, COS, DCOS, are aware of any serious incident prior to transmission to higher headquarters.

(5) Maintain statistics by fiscal year for each brigade and battalion.

(6) Provide any historical data for repeat offenders in the EXSUM.

(7) Maintain the resources behind the “Emergency Guidance and Reporting” icon that appears on every USAREC

workstation desktop. The icon links to an application where the user can quickly launch USAREC Form 190-4.2, this regulation, and related documents.

- (8) Maintain any databases for viewing by designated personnel (USAREC staff and BDE CDR and staff).
- (9) Provide listings of the previous days SIRs in the Daily Operations Report
- (10) Prepare any USAREC messages required for TRADOC CCIRs.

## **Chapter 3**

### **Incident Information Reports**

#### **3-1. SIRs (specific incident)**

Listed below is the information required for submitting USAREC Form 190-4.2 for an SIR via email. See figure 3-1 for a sample.

- a. Reporting Unit (blocks 1 through 4).
  - (1) Block 1 is the battalion where the SIR occurred.
  - (2) Block 2 is the battalion and brigade points of contact and telephone numbers who prepared the report and ensured the incident was reported correctly and completely.
  - (3) Block 3 is the date and time the information was received at brigade.
  - (4) Block 4 is the subject, date assigned to USAREC, and the time (years, months) assigned to the current duty position in USAREC.
- b. Incident Information (blocks 5 through 7).
  - (1) Block 5 is self-explanatory. Normally Most of the time an incident will require a follow-up or final report.
  - (2) Block 6 is the date the brigade submitted the incident to the USAREC COC.



INCIDENT INFORMATION REPORT (For use of this form see USAREC Reg 190-4)											
REPORTING UNIT											
1. BRIGADE/BATTALION: 2nd Rctng Bde/Miami Rct g Bn				2. POINT OF CONTACT (full name, rank, and telephone number) : CPT John Smith 309.403.8412							
3. DATE AND TIME INFORMATION RECEIVED: 13 June 2014 @ 1649				4. SUBJECT, DATE ASSIGNED TO USAREC, AND TIME ASSIGNED TO CURRENT DUTY POSITION: SSG Willie Jones, 11 Feb 2012, 2 yrs 3 months							
INCIDENT INFORMATION											
5. TYPE OF REPORT: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Followup <input type="checkbox"/> Final						6. DATE OF INITIAL REPORT: 13 June 2014					
7. TYPE OF INCIDENT: Inappropriate relationship between a recruiter and a Future Soldier											
PERSONNEL INVOLVED											
8. NAME (last, first): Jones, Willie				9. AGE: 31		17. NAME (last, first):				18. AGE:	
10. GRADE: E6/SSG		11. SEX: M	12. RACE: Cauc.		13. MOS: 79R		19. GRADE:		20. SEX:	21. RACE:	22. MOS:
14. DUTY POSITION: Recruiter						23. DUTY POSITION:					
15. COMPONENT: <input type="checkbox"/> Civilian <input type="checkbox"/> OIF/OEF Vet <input checked="" type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)						24. COMPONENT: <input type="checkbox"/> Civilian <input type="checkbox"/> OIF/OEF Vet <input type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)					
16. COMPANY/RECRUITING STATION NAME AND RSID: Jupiter Rctng Co, Ro yal Palm Center, 3G5F						25. COMPANY/RECRUITING STATION NAME AND RSID:					
NOTE: Enter information on additional personnel involved into the Remarks section.											
26. PUBLICITY: a. Adverse publicity expected? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
b. Source of publicity:											
27. SUMMARY OF INCIDENT:											
a. Who: SSG Willie Jones											
b. What: Alleged inappropriate sexual relationship between a recruiter and a Future Soldier. High School principal reported this sexting incident to the center commander.											
c. When: 13 Jun 14 (Complaint Received)											
d. Where (include ZIP Code) : West Palm Beach HS, FL 33441-4339											
e. Why: Unknown											
f. How: SSG Jones was sexting a Future Soldier with his private Cell phone											
28. NOTIFICATION (chain of command) :											
Bn Cdr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Bde Cdr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				CG (in accordance with USAREC Reg 190-4) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
29. ACTIONS TAKEN BY THE COMMAND (may require remarks in block 31) :											
Alcohol Related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		UCMJ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Force Protection <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		ASAP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		LOD <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		JPAS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Drug Related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Flagged <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Family Advocacy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
30. CIVILIAN ACTIONS (may require remarks below) :											
Police <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Arrest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO		Bond/Bail <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Court <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Jail <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO		Hospitalized <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Figure 3-1. Sample of a completed USAREC Form 190-4.2 for an SIR

31. REMARKS:

On 13 Jun 2014, the center commander received a call from the Palm Beach HS principal who reported that a student, who is also a Future Soldier, tol him that SSG Jones has been texting her inappropriately for over a week. The Future Soldier said she had asked the Soldier to stop, but he has continued to send the offensive messages.

The soldier is flagged.

The chain of command has launched an AR 15-6 investigation

Block 29 remarks: Brigade security manager will generate the report in JPAS and forward it to the battalion security manager.

a. FOLLOWUP:

b. FINAL:

USAREC Form 190-4.2, 1 Aug 2014 (Reverse)

(3) Block 7 is the serious incident type and date the incident happened. The incident type (table 2-1) is typically one or two words, (for example, *death*, *drug abuse*, or *theft*). In some cases a modifier is used, such as *Death (Soldier)*, *Theft (GOV)*, or *Miscellaneous (Arson)*. Ensure the incident type is also on the subject line of the message, (for example, *SIR-Death (Family Member)*).

c. Personnel Involved (blocks 8 through 25).

(1) Blocks 8 through 16 are either the subject of the incident or the center commander when there is no specific subject. Block 16 is the company name, town location, and RS.

(2) Blocks 17 through 25 are reserved for when there is more than one subject or a center commander, recruiter, or Soldier is involved with another subject.

d. Publicity (block 26). Contains what publicity is anticipated, published, or known. Also, provides the source and date of source.

e. Summary of Incident (block 27). Provides the who, what, when, where (including ZIP Code), why, and how. This section provides what the writer knows, to include names, locations with addresses, and inclusive dates. If unknown, use *Unknown*.

f. Notification (block 28). States whether the battalion and brigade commanders were notified and if the USAREC CG was notified of the incident (in accordance with para 1-6a and table 2-1).

g. Actions taken. Block 29 will be updated on all follow-ups and finals. Blocks 29 and 30 are the military and civilian actions initiated by the command.

h. Remarks, Follow-up, and Final. Block 31 in the initial report will include deployment data (number of deployments and dates). If this information is unknown at the time of the report, it will be included in follow-up reports. Block 31 is used for overflow information from block 27 (Summary of Incident), the follow-up, and final information provided. The follow-up and final information is added to the original form that is sent back to the unit by the point of contact. This is done so a new form is not required.

i. For all incidents with possible terrorist activities (demonstrations, threats, suspicious activities), the preparer will provide the name and telephone number of the local law enforcement agency that received the initial police report. The name of the police officer receiving the report should be included if possible.

j. Reports on the death of a Soldier will state whether the next of kin was notified. If the death was due to a vehicle accident, note whether seatbelts were used. If a motorcycle fatality, state when the Soldier had completed the motorcycle safety course.

k. For stress related incidents, indicate whether or not the Brigade Psychologist is involved or consulted in Block 31. Self-referrals for stress are not SIR reportable unless the patient is hospitalized. The Brigade Psychologist will be informed of all self-referrals for stress.

l. Units will ensure all personnel/units are aware of policies for Compromised Personally Identifiable Information (PII) and Security of Laptop and Portable Computer Systems.

### **3-2. CCIRs (production or operational)**

a. CCIR is defined as:

(1) Department of Defense (DoD). A comprehensive list of information requirements identified by the commander as being critical in facilitating timely information management and the decision making process that affects successful mission accomplishment. The two key sub-components are critical friendly force information and priority information requirements.

(2) Army. Elements of information required by commanders that directly affect decision making and dictate the successful execution of military operations. Table 2-1 lists CCIRs.

(3) USAREC Form 190-4.2 is filled out exactly the same as an SIR with some exceptions. In block 7, list the CCIR from table 2-1. In block 27 the commander will briefly explain in as few words as possible explain the effect of the CCIR on his or her unit. If possible provide anticipated time that the CCIR will cease and what action (if any) the commander is taking to mitigate the CCIR. Include in block 31 any request for support if the commander believes support from higher headquarters will mitigate the impact.

(4) The USAREC Form 190-4.1 (Personnel and Facility Assessment Report) is submitted whenever there is a major disaster (for example, hurricane, tornado, etc). The brigade will update this form daily (figure 3-3).



INCIDENT INFORMATION REPORT (For use of this form see USAREC Reg 190-4)								
REPORTING UNIT								
1. BRIGADE/BATTALION: 5 BDE/OKC			2. POINT OF CONTACT (full name, rank, and telephone number) : CPT Jerr y Kartri ght 555.603.1212					
3. DATE AND TIME INFORMATION RECEIVED: 160730 Jun2014			4. SUBJECT, DATE ASSIGNED TO USAREC, AND TIME ASSIGNED TO CURRENT DUTY POSITION: NA					
INCIDENT INFORMATION								
5. TYPE OF REPORT: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Followup <input type="checkbox"/> Final				6. DATE OF INITIAL REPORT: 16 June 2014				
7. TYPE OF INCIDENT: Inforcast recruiting center closure/curtailment of recruiting operations								
PERSONNEL INVOLVED								
8. NAME (last, first): Scott, Edward			9. AGE: 41		17. NAME (last, first):		18. AGE:	
10. GRADE: E77SFC	11. SEX: M	12. RACE: Cauc.	13. MOS: 79R		19. GRADE:	20. SEX:	21. RACE:	22. MOS:
14. DUTY POSITION: Guidance Counselor				23. DUTY POSITION:				
15. COMPONENT: <input type="checkbox"/> Civilian <input type="checkbox"/> OIF/OEF Vet <input checked="" type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)				24. COMPONENT: <input type="checkbox"/> Civilian <input type="checkbox"/> OIF/OEF Vet <input type="checkbox"/> Regular Army (RA) <input type="checkbox"/> Reserve (AR)				
16. COMPANY/RECRUITING STATION NAME AND RSID: Redmonds Co, Main RC (4J7A)				25. COMPANY/RECRUITING STATION NAME AND RSID:				
NOTE: Enter information on additional personnel involved into the Remarks section.								
26. PUBLICITY: a. Adverse publicity expected? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
b. Source of publicity:								
27. SUMMARY OF INCIDENT:								
a. Who: Recruiters								
b. What: Flooded RC								
c. When: 16 Jun 14								
d. Where (Include ZIP Code) : Redmonds, OK								
e. Why: Thunderstorm and Terrestrial Rain								
f. How: Water from the floods overcame the city's drainage system								
28. NOTIFICATION (chain of command) :								
Bn Cdr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Bde Cdr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CG (in accordance with USAREC Reg 190-4) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
29. ACTIONS TAKEN BY THE COMMAND (may require remarks in block 31) :								
Alcohol Related <input type="checkbox"/> Yes <input type="checkbox"/> No		UCMJ <input type="checkbox"/> Yes <input type="checkbox"/> No		Force Protection <input type="checkbox"/> Yes <input type="checkbox"/> No				
ASAP <input type="checkbox"/> Yes <input type="checkbox"/> No		LOD <input type="checkbox"/> Yes <input type="checkbox"/> No		JPAS <input type="checkbox"/> Yes <input type="checkbox"/> No				
Drug Related <input type="checkbox"/> Yes <input type="checkbox"/> No		Flagged <input type="checkbox"/> Yes <input type="checkbox"/> No		Family Advocacy <input type="checkbox"/> Yes <input type="checkbox"/> No				
30. CIVILIAN ACTIONS (may require remarks below) :								
Police <input type="checkbox"/> Yes <input type="checkbox"/> No		Arrest <input type="checkbox"/> Yes <input type="checkbox"/> NO		Bond/Bail <input type="checkbox"/> Yes <input type="checkbox"/> No				
Court <input type="checkbox"/> Yes <input type="checkbox"/> No		Jail <input type="checkbox"/> Yes <input type="checkbox"/> NO		Hospitalized <input type="checkbox"/> Yes <input type="checkbox"/> No				

USAREC Form 190-4.2, 1 AUG 2014

THIS FORM REPLACES THE UF 958

V5.00

Figure 3-2. Sample of a completed USAREC Form 190-4.2 for a CCIR

31. REMARKS:

Flooding has curtailed recruiting operations. RC personnel have moved to the Central Street RC and will continue operations at that location until further notice. Expect the personnel to return to the Main Street RS on 18 Jun 14.

a. FOLLOWUP:

b. FINAL:

USAREC Form 190-4.2, 1 AUG 2014 (Reverse)

Figure 3-2. (Con't) Sample of a completed USAREC Form 190-4.2 for a CCIR

Personnel and Facility Assessment Report		
As of 1 Aug 2014		
<b>Battalion Name</b> Atlanta		<b>Notes:</b> Updated
Displaced Personnel:	6	3 soldiers, and 3 family members
Initial Facility Assessment:		
Loss of Power	1	3A2B
Flood/Water		
Property Damage		
<b>Battalion Name</b> Columbia		<b>Notes:</b> Updated
Displaced Personnel:	3	3 Soldiers
Initial Facility Assessment:		
Loss of Power	2	3D2E, 3D3M
Flood/Water		
Property Damage		
<b>Battalion Name</b> Jacksonville		<b>Notes:</b> Updated
Displaced Personnel:	2	1 Soldier, and 1 family member
Initial Facility Assessment:		
Loss of Power		
Flood/Water		
Property Damage		
<b>Battalion Name</b> Miami		<b>Notes:</b> Updated
Displaced Personnel:	6	3 Soldiers and 3 family members
Initial Facility Assessment:		
Loss of Power		
Flood/Water		
Property Damage	2	2 ea GOV w/water damage
<b>Battalion Name</b> Montgomery		<b>Notes:</b> Updated
Displaced Personnel:		
Initial Facility Assessment:		
Loss of Power	2	3H2C, 3H3A
Flood/Water	1	3H2C Ceiling damage
Property Damage		
<b>Battalion Name</b>		<b>Notes:</b> Updated
Displaced Personnel:		
Initial Facility Assessment:		
Loss of Power		
Flood/Water		
Property Damage		
<b>Battalion Name</b>		<b>Notes:</b> Updated
Displaced Personnel:		
Initial Facility Assessment:		
Loss of Power		
Flood/Water		
Property Damage		
<b>RCTG BDE</b>		<b>Notes:</b> Updated
Displaced Personnel:	17	
Initial Facility Assessment:		
Loss of Power	5	
Flood/Water	1	
Property Damage	2	

USAREC Form 190-4.1, 1 AUG 14

LFV 1.00

Figure 3-3 Sample of a completed UF 190-4.1 Personnel Facility Assessment Report

## Chapter 4

### SIR Addendum

#### 4-1. General

*a.* In order to identify trends that are potentially damaging to the morale and well-being of all assigned personnel, HQ USAREC Office of the Command Psychologist (OCP) created the SIR Addendum. The data collected on the SIR Addendum enables Commanders to investigate trends, assess their consequences, and initiate actions to mitigate further harm. Additionally, the SIR Addendum provides action steps to assist Commanders with coordinating care and connecting with services and resources in the geo-dispersed environment. Commanders will submit an Initial SIR Addendum to USAREC COC within 72 hours of submitting the Initial SIR.

*b.* Commanders at all levels (Station, Center, Company, etc.) should be aware of their Soldiers' actions and behaviors; changes can be an early indication that intervention is needed. The SIR Addendum is required for the below listed incidents:

- (1) Stress.
- (2) Suicide Ideation.
- (3) Suicide Attempt.
- (4) Suicide.
- (5) Violent Rage and/or Homicidal Ideation.
- (6) Aggressive Behavior and/or Assault.
- (7) Homicide.
- (8) Child Abuse/Endangerment.
- (9) Domestic Violence.
- (10) Sexual Misconduct/Sexual Harassment.
- (11) Sexual Assault/Rape (Article 120).
- (12) Substance Abuse/Misuse.
- (13) Driving Under the Influence (DUI) – Impaired by drugs or alcohol.
- (14) Other Crimes or Violations that may identify a trend in negative behavior.

*c.* The SIR Addendum (USAREC Form 190-4.3) is conveniently located on all USAREC desktops under the icon labeled “USAREC Serious Incident Report Form/Guidance.”

*d.* The information contained on the SIR Addendum is For Official Use Only (FOUO). Commanders should submit follow-ups to SIRs as significant updates occur or every 30 days (whichever is sooner).

*e.* The Brigade Behavioral Health Consultant (BHC) will assist with care coordination and referrals, if necessary. Utilize the SIR Addendum to describe actions taken by the Command and to help identify resources available, if needed. Interventions like ASAP referral, Behavioral Health treatment, Family Advocacy counseling, Unit Ministry Team (Chaplain) consultation, and financial assistance may not appear to be “readily available” in the geo-dispersed environment; however, programs and resources exist at the Brigade- and Battalion-level that are assist in bridging the gap between installation-based programs/resources and local communities.

#### 4-2 Definitions

*a. Stress:* Any severely maladaptive or incapacitating reaction to social or work-related pressure. Emotional strain, turmoil, “nervous breakdowns,” mental conditions, and mental illness may negatively impact an individual’s ability to function. Examples include (but are not limited to): loss of relationship, financial difficulties, legal issues, undiagnosed mental illness, increased responsibilities at home or at work, or any combination of a variety of factors.

(1) Soldiers who react to stress negatively may or may not be able to identify their own behaviors. An SIR is not required when Soldiers “self-refer” for stress-related matters. Self-referral could preempt further risk or harm and it should be encouraged. Examples include (but are not limited to): asking for help with alcohol abuse, requesting information about anger or stress management classes, or seeking assistance in parenting skills. Early identification and being proactive can prevent serious incidents from occurring.

(2) An SIR is required when stress has burdened the Soldier to the point of “breakdown” or negative behaviors become obvious. Submit an SIR when a Soldier is hospitalized as a result of their stress. Stress often manifests as other incidents, and it is important to identify the actual incident and not mislabel or misidentify it as “stress.” Examples of reports received as “Stress” but are NOT: drinking to avoid stress at home and arrested for driving under the influence; overwhelmed by the stress of being a Center Commander and has an altercation at home; yelling offensive obscenities at other Soldiers on multiple occasions. These three examples should be submitted as DUI, Domestic Violence, and Violation of Army Standards (VOAS)—Article 134, Indecent Language.

b. **Suicide Ideation:** Any threat of intent to self-injure or die, spoken or written, implicit or explicit.

c. **Suicide Attempt:** Non-fatal self-directed potentially injurious behavior with any intent to die as a result of the behavior. A suicide attempt MAY or MAY NOT result in injury.

d. **Suicide:** Death caused by self-directed injurious behavior with any intent to die as a result of the behavior.

e. **Self harm or Non-suicidal self-directed violence:** Although these types of acts are not a specific category outlined in paragraph 4-1.b. this is behavior that deliberately results in injury and should be reported. There is no evidence of suicidal intent, and the Soldier may or may not be hospitalized as a result. Examples include (but are not limited to): self mutilation, cutting, burning, needle sticking, or biting. This type of behavior could be an attempt to regulate mood or to relieve stress. Death is not the desired outcome.

f. **Child Abuse/Endangerment:** There are four categories of child abuse. The term “caregiver” refers to any person who is responsible for the care of the child—parents, family members, day care provider, babysitter, etc.

(1) Child Neglect: Omission of care by a caregiver that results in significant harm or the risk of significant harm to child(ren).

(2) Physical Abuse: Inflicted acts by a caregiver that result in significant physical injury or the risk of such injury.

(3) Sexual Abuse: Nonconsensual sexual acts, sexually motivated behaviors involving children, or sexual exploitation of children by a caregiver.

(4) Emotional or Psychological Abuse: Repeated pattern of caregiver behavior or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another’s needs. Examples include (but are not limited to): abusive verbal attacks, neglectful behavior, or no affection shown to the child.

g. **Domestic Violence:** There are various forms of domestic violence. Physical abuse involves physical aggression toward the partner (e.g., pushing, grabbing, shoving, punching, kicking, etc.). Sexual abuse refers to behaviors that are intended to compel the partner to engage in unwanted sexual activity. Emotional or psychological abuse involves coercive acts that are intended to produce emotional harm or threat of harm. Domestic Violence involves the use, attempted use, or threatened use of force or violence against a person, or a violation of a lawful order issued for the protection of a person who is:

(1) A current or former spouse;

(2) A person with whom the abuser shares a child in common; or

(3) A current or former intimate partner with whom the abuser shares or has shared a common domicile.

h. **Sexual Misconduct:** Refer to AR 600-20, Chapter 8, paragraph 8-4.b. *Other sex-related offenses:* Sexual acts or acts in violation of the Uniform Code of Military Justice (UCMJ) that do not meet the definition of sexual assault, or the definition of sexual harassment as promulgated in DOD Directive 1350.2, Department of Defense Military Equal Opportunity. Examples include (but are not limited to): indecent acts with another and adultery.

i. **Sexual Harassment:** Refer to AR 600-20, Chapter 7, paragraph 7-4: A form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when –

(1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person’s job, pay, career, or

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

j. **Sexual Assault:** Refer to AR 600-20, Chapter 8, paragraph 8-4.a. A crime defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender, spousal relationship, or age of the victim. Consent will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force or coercion, or when the victim is asleep, incapacitated, or unconscious.

k. **Substance Abuse/Misuse:** Positive urinalysis (UA) results could indicate substance abuse/misuse, though the UA

is not the only indicator. Substances include (but are not limited to): alcohol, prescription medications, cannabis, cocaine, hallucinogens, opiates, and sedatives.

### 4-3. Detailed Instructions for Completing the SIR Addendum

The SIR Addendum collects data in five sections: SIR identification, Demographic Information, Pre-Incident – Background Information, Current Incident – Additional Information, and Post-Incident – Way Ahead (Plan of Action).

(1) Type of Incident and SIR#: The classification of serious incidents is critical in trend analysis and the fourteen categories identified in 4-1.b. should be used to fill-in the “Type of Incident” block. The “SIR #” is a 6-digit number assigned by USAREC COC. The first two digits represent the fiscal year (FY); the last four digits represent the tracking number.

(2) Demographic Information: All of the data collected in the Demographic Information section can be extracted from personnel records, Enlisted (ERB) or Officer Record Briefs (ORB), or the Defense Enrollment Eligibility reporting System (DEERS).

(a) Brigade and RSID: Self-explanatory. Provide the complete RSID where the Soldier is assigned.

(b) Battalion, Company, Center/Station: Self-explanatory. Complete the blocks that apply to the Soldier’s RSID.

*Example:* 5N7B – Nashville BN, Elizabethtown CO, Bowling Green RC.

(c) Full Name: Provide the Soldier’s Full Name (include suffix, if applicable).

(d) Date of Birth: Self-explanatory.

(e) Component: select either RA (Regular) or AR (Reserve) from the drop-down.

(f) Rank & Date of Rank: self-explanatory.

(g) Pay Entry Basic Date (PEBD): Get this date from the ERB. For Officers, use the BASD from the ORB.

(h) Gender: Select from the drop-down.

(i) Marital Status: Select one of the following options from the drop-down. single – never been married; Married (Co Habitating) – Soldier resides with spouse in same household; Married (Geo Bachelor) – Soldier resides alone with no plans to dissolve marriage; Separated (Non-Contentious) – amicable, divorce is imminent; Separated (Contentious) – hostile, divorce is imminent; Divorced or Widowed.

(j) Number of Children in Household: self-explanatory. The DEERS database maintains the most accurate family member information. The Brigade or Battalion Soldier & Family Assistance (SFA) Program Manager is your “local” point of contact.

(k) Total # Combat Deployments: Provide the total quantity of combat tours. This information is located on the ERB and ORB, Section I – Assignment Information. The “C” code represents combat duty.

(l) Most Recent Start – End Date: Provide the dates for the most recent tour only (tours are listed in chronological order with most recent on top). For enlisted personnel, both start and end dates are listed in Section I of the ERB. For officer personnel, the ORB only provides the end date—include the number of months “MO” to provide an estimated start date. *Example:* 20081121 (11 MO).

(m) Country Code: provide the alpha code of the most recent combat tour; the “CT” column of Section I of the ERB or ORB. Common codes are: IZ, AF, and KU (Iraq, Afghanistan, and Kuwait, respectively).

(n) # of Months: provide the total number of months of the most recent combat tour; the “MO” column of Section I of the ERB or ORB. The ERB also provides a calculated total, be sure to use the number that corresponds to the most recent tour only—do not use the calculated number. Common tour lengths do not exceed 20 months.

(3) Pre-Incident – Background Information: This section asks a series of Yes/No questions that may require additional investigation. The USAREC Risk Assessment and Counseling (URAC) booklet is a great source of information that may assist in completing this section. However, the URAC booklet is only as useful as the information provided at the time of counseling—it is not the sole source of information. If the Soldier is available, ask them for the information.

(a) Physical health issues/concerns: Consider the following questions - Is the Soldier receiving treatment from a doctor? Is the Soldier on a permanent profile? Does the Soldier experience chronic pain? Do not provide specific diagnosis or details of health status. If yes, provide a simple statement to capture the intent: back pain, knee pain, headaches, etc. in the space provided.

(b) Command-Directed Behavioral Health Evaluation (CDBHE): In the past year, has the Soldier's behavior resulted in a BH evaluation? If yes, provide the name and location of the facility in the space provided.



(c) Previous substance abuse treatment: The Army Substance Abuse Program (ASAP) is the primary treatment program for Soldiers. Other branches provide similar services, but all participation should be tracked by ASAP. Within USAREC, the G1/S1 is able to query the ASAP database for previous treatment history. Additionally, the Brigade BHC may be able to access the information through medical channels. If yes, provide the ASAP location.

(d) Overnight stay in a hospital due to mental health issue: Do not provide diagnoses or details regarding the hospitalization. If yes, provide the date (exact not required) and name of the hospital in the space provided.

(e) Negative counseling (formal or informal): Do not provide details of the counseling. If yes, provide a simple statement to capture the intent: financial problems, VOAS, timeliness, etc. in the space provided.

(f) Previous SIRs or IRs: If yes, provide the SIR# in the space provided.

(g) History of disciplinary (UCMJ) actions: If yes, provide date (exact date is not required).

(h) Own or have access to firearms or weapons: If yes, provide quantity and type (if available).

(4) Current Incident – Additional Information: This section is designed to provide “common” topics of consideration that arise during a serious incident. Each serious incident involves numerous steps that differ from case to case. However, reviewing this section should provoke inquiry and may serve as a reminder in a chaotic time. None of the items in this section are required to be reported, but sharing notes provides insight and may increase involvement from agencies that were not previously considered.

(a) Alcohol, drugs, or other substances: Was the Soldier under the influence of any substance at the time of the incident? If yes, refer the Soldier to ASAP for evaluation; LOD; restrict the use of GOVs; contact the Brigade BHC for care coordination or treatment (see “Plan of Action” section, item 5).

(b) Who has control of firearms or weapons: If the serious incident involves potential harm to self or others, or there is increased risk of safety, removing firearms or weapons may mitigate further harm. If the Soldier has access (previous section, item *h*), who is safeguarding the firearms or weapons? Appoint a Family Member or another Soldier to secure and annotate name or relationship in the space provided. *Examples:* spouse, Center Cdr, or SSG Smith.

(c) Hospitalization: If the Soldier is admitted for in-patient care, provide the name and location of the hospital in the space provided.

(d) Support for the Soldier: It is important to consider support during incidents that may negatively impact a Soldier and their Family. Resources available include (but are not limited to): Family Readiness Groups (FRG), American Red Cross, Chaplain, SFC Program Manager, Victim Advocates, Casualty Assistance Centers, Veteran Service Organizations, and other “local” support agencies.

(e) Support for the Soldier’s Family (if applicable): In incidents where the Soldier is not available or when circumstances preclude the Soldier from being the “normal” conduit between Command and the Family, remember to provide support to the Family. Reach out to Families, assess their needs; or appoint someone to ensure they are supported. Use the resources available (item *d*).

(f) Family reaction: This topic should be considered when the serious incident may impact the Family. If the incident involves an investigation or misconduct, reaching out to the Family may be a challenge. Some incidents may involve Command and it may not be prudent for you to contact the Family. Similarly, it may not be wise to have various agencies to contact the Family. Seek guidance from the resources provided.

(5) Post-Incident – Way Ahead (Plan of Action): Not all serious incidents will require coordination. Use this section as a guide to complete “common” actions. Document dates of referrals, locations, and names of points of contact. The Addendum is a worksheet that will help in writing Follow-Ups to the SIR.

(a) Coordinate with the Brigade BHC or HQ USAREC OCP. They will assist with referrals to ASAP, CDBHE, clinical counseling or therapy, and Warrior Transition Unit (WTU) process.

(b) Coordinate with Services, Support, and/or other Resources. The Family Advocacy Program (FAP) coordinator at the Brigade should be contacted on all reports of Domestic Violence or Child Abuse. The Brigade Judge Advocate (BJA) will assist with legal matters and violations of the UCMJ. The SFA Program Manager at either the Battalion or the Brigade can assist with TRICARE, financial issues, EFMP, and a wide-range of Army Community Service (ACS) programs. They can also assist with finding available resources in local communities. The Chaplain provides support services at any time, not just during times of need.

(c) Command Actions. The actions listed are not intended to capture all of the actions that Command will experience when dealing with a serious incident. The list was created based on “common” actions found on previous SIRs. The Addendum gathers data that may help to identify gaps or help to streamline processes. It also helps to identify the resources that are available.

## USAREC SERIOUS INCIDENT REPORT - ADDENDUM

The Addendum is used to help leaders gather pertinent data and to plan courses of action after a Serious Incident occurs. The information on the Addendum is fluid—if changes need to be made, send updates using the SIR follow-up procedures. The first Addendum will be emailed to the USAREC COC within **72 hours** of the INITIAL SIR. A Final Addendum will be submitted with the Final SIR.

(For use of this form please refer to UR 190-4)

<b>TYPE OF INCIDENT</b> Arrest/Assault (Domestic Violence & Sexual Misconduct)		<b>SIR #</b> FY-0000	
DEMOGRAPHIC INFORMATION			
<b>BRIGADE &amp; (RSID)</b> 3 BDE (5N7B)	<b>BATTALION</b> Nashville	<b>COMPANY</b> Elizabethtown	<b>CENTER/STATION</b> Bowling Green
<b>FULL NAME (Last, First, Middle)</b> Smithson, Jane Donna		<b>DATE OF BIRTH</b> 1 Jul 74	
<b>COMPONENT</b> RA	<b>RANK &amp; DATE OF RANK</b> SFC 1 Feb 09	<b>PAY ENTRY BASIC DATE (PEBD)</b> 22 Nov 95	
<b>GENDER</b> FEMALE	<b>MARITAL STATUS</b> MARRIED (Geo Bachelor)	<b>NUMBER OF CHILDREN IN HOUSEHOLD</b> 1	
<b>TOTAL # COMBAT DEPLOYMENTS</b> 3	<b>MOST RECENT START - END DATE</b> 27 Dec 11 - 23 Dec 12	<b>COUNTRY CODE</b> AF	<b># OF MONTHS</b> 12

PRE-INCIDENT - BACKGROUND INFORMATION		
<b>Did the Soldier...</b>		<i>If yes, please elaborate below.</i>
... have any physical health issues/concerns?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	back pain; P2 profile
... receive a Command-Directed Behavioral Health Evaluation (CDBHE)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
... receive mental health counseling or treatment (marital, individual, etc.)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	before USAREC (geo-bach)
... previously enroll in any substance abuse program (ASAP or similar)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ASAP in 2001 (self-refer for treatment)
... stay at least overnight in a hospital due to mental health issue?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
... receive any negative counseling from Command Leadership Team (formal or informal)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
... have any previous SIRs or IRs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
... have a history of disciplinary (UCMJ) actions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
... own or have access to firearms or weapons?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Glock 19

CURRENT INCIDENT - ADDITIONAL INFORMATION	Notes
<input checked="" type="checkbox"/> Were alcohol, drugs, or other substance involved?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Alcohol & prescription pain killers
<input checked="" type="checkbox"/> If Soldier had access to or owns firearms/weapons, who has control NOW?	SSG Johnston (ACC)
<input type="checkbox"/> If hospitalized, provide the name and location of the facility.	
<input checked="" type="checkbox"/> Who is providing support to the Soldier?	Soldier is in jail; arraignment on Monday (4 Aug 14)
<input checked="" type="checkbox"/> Who is providing support to the Soldier's Family (if applicable)?	Soldier's mother is watching her child (Mrs Eliza Higgins, 702.652.1110)
<input checked="" type="checkbox"/> How is the Family reacting to the incident (if applicable)?	Spouse unaware of incident (victim lives w/Soldier, possible adultery)

POST-INCIDENT - WAY AHEAD (PLAN OF ACTION)		
NOTE: Not all items are required or feasible. Use Date & Comment fields to track actions to reduce duplicity.		
<b>Coordinate with Brigade Behavioral Health Consultant or HQ USAREC OCP:</b>		
	<b>Date</b>	<b>Location of Referral</b>
Substance-related incident, ASAP referral/assessment	30 Jul 14	Ft Knox, KY
CDBHE		N/A
Clinical Counseling or Therapy		No
Warrior Transition Unit (WTU)		N/A
<b>Coordinate with Services, Support &amp;/or Resources:</b>		
<input checked="" type="checkbox"/> Brigade Family Advocacy Program (FAP) - DV or child abuse	3 BDE FAPC is aware and providing assistance/referrals	
<input checked="" type="checkbox"/> Brigade Judge Advocate - UCMJ or other legal matters	Adultery? DV? Arrest/lawyer? Civilian charges? How do I get police report?	
<input checked="" type="checkbox"/> Brigade Soldier & Family Assistance (SFA) - TRICARE, Financial, etc.	Does child have access to medical care while w/grandma? Where is spouse?	
<input checked="" type="checkbox"/> Brigade Unit Ministry Team (UMT) - Chaplain support services	Religious? Give chaplain # to victim (502.626.0016)	
<b>Command Actions:</b>		
<input checked="" type="checkbox"/> Restrict Soldier's accessibility to firearms or weapons	SSG Johnston locked pistol in his residence (gun safe)	
<input checked="" type="checkbox"/> Suspend GOV privileges	Alcohol & drug related incident	
<input type="checkbox"/> Assign Soldier to another USAREC location		
<input type="checkbox"/> Assign Soldier to non-recruiting job in USAREC		
<input checked="" type="checkbox"/> Remove Soldier from recruiting, but retain in the Army	Consult w/legal; unblemished record until this incident. Chapter?	

Figure 4-1 Sample of a completed UF 190-4.3 SIR Addendum



## Chapter 5

### Commander's Report of Disciplinary Action (DA Form 4833)

#### 5-1. Purpose

This chapter prescribes policies, guidance for and implements USAREC policies and procedures for the reporting of Commander's Disciplinary or Administrative Actions (DA Form 4833). Reportable incidents include administrative, judicial or non-judicial actions for misconduct. This information is designed to provide detailed instructions contained in references and establish policy specifically for USAREC.

#### 5-2. Responsibilities

a. The USAREC Commanders Report of Disciplinary or Administrative Action (DA Form 4833) is a command responsibility. Commanders and supervisors must become familiar with the provisions of this regulation and implement applicable portions.

b. To implement a comprehensive reporting program, commanders will appoint unit representatives at all levels. Representatives must have this regulation on hand and maintain the appropriate references cited in this regulation.

c. Commanders and directors will appoint unit representatives (for example, every battalion and brigade will have a primary and alternate DA Form 4833 reporting individual appointed in writing (memorandum)), as appropriate.

d. The USAREC SJA will provide a monthly report to the USAREC Command Operations Center (cc: USAREC SJA) on personnel who receive any type of administrative, judicial or non-judicial actions for misconduct. The report will include the Soldier's name, rank, unit, type of infraction, date of the incident, date punishment was administered and the SIR reference number. The report will be submitted on the first working day of every month.

e. The USAREC Command Operations Center chief serves as the reporting officer for HQ USAREC. The COC chief provides guidance, policy, and assistance to field commanders and appointed representatives as required.

f. Brigade, battalion, and company commanders will establish and implement reporting programs within their respective activities in accordance with Army regulations, this regulation, and local SOPs. Commanders at all levels will ensure that the Commander's Report of Disciplinary or Administrative Action is completed properly. Failure to report administrative, judicial or non-judicial actions for misconduct may require the commander to provide a written explanation to the CG.

g. Each DA Form 4833 must include a memorandum from the brigade commander stating that he or she has reviewed the report.

h. The COC chief is responsible for distributing DA Form 4833 within HQ USAREC and to supporting provost marshals or directors of emergency services (DES) for input into the Army Centralized Operations Police Suite (COPS) database. The distribution of the Commander's Report of Disciplinary or Administrative Action is normally sensitive information and requires a need to know. This distribution list requires that command staff sections treat incidents, as a minimum, for official use only (FOUO).

#### 5-3. General

a. The purpose of the DA Form 4833 is to ensure that all administrative, judicial or non-judicial actions for misconduct is reported to higher headquarters so that the information can be placed into COPS.

b. The form can be downloaded at <http://www.apd.army.mil/>

c. A DA Form 4833 User Manual – Step-by-Step instructional guide can be downloaded through AKO (Office of the Provost Marshal General)

d. DA Form 4833 must be submitted to the USAREC COC within 30 days of the punishment being administered.

e. DA Form 4833 will be reviewed by USAREC SJA (10 day suspense).

f. The USAREC COC will forward DA Form 4833 to the servicing brigade headquarters Director of Emergency Services for COPS input.

g. Transmission and classification of reports. The Commander's Report of Disciplinary or Administrative Action reporting process ensures information is distributed timely, accurately, and identifies responsibilities and requirements for notification. The Commander's Report of Disciplinary or Administrative Action is considered sensitive in nature, is close hold, and distributed only to personnel with a need to know. The primary point of contact for Commander's Report of Disciplinary or Administrative Action submission is the COC at (502) 626-0049 or 1071. The only method of communication acceptable for the DA Form 4833 is by e-mail, (<mailto:charles.d.ebel.civ@mail.mil> or <mailto:usarmy.knox.usarec.list.hq.command.operations.center@mail.mil>). If e-mail is not available coordinate with the USAREC COC.

h. The following is a list of incidents that require a DA Form 4833, but is not all inclusive:

- (1) Drug abuse.
- (2) Arrest (for example, burglary).
- (3) Domestic violence.
- (4) Sexual misconduct.
- (5) Serious crime (for example, rape).
- (6) DUI (arrest).
- (7) Child abuse.
- (8) VOAS (for example, fraternization, sexual harassment, CG policy letter violation).
- (9) Fraud (for example, Government credit card, BAH fraud).
- (10) AWOL/desertion.
- (11) Alcohol abuse.
- (12) Any misconduct.
- (13) Any administrative actions such as administrative separation, General Officer Memorandum of Reprimand, counseling, reprimands, etc.

i. A complete list of specific offenses can be found in AR 195-2, table B-1.

j. All supporting documentation is required IAW AR 190-45 and assists the DES in verifying entries; examples include; record of commander's inquiry, Article 15, civilian court related paperwork, court martial proceedings and administrative separations) must accompany the DA Form 4833. It can be attached as an external attachment to the form.

k. An excel spreadsheet will be sent out by the COC by the third of every month to the brigade DA Form 4833 representative with a 10 day suspense return time. The spreadsheet will require a code to be filled in from the legend that depicts the status of the DA Form 4833 action.

COMMANDER'S REPORT OF DISCIPLINARY OR ADMINISTRATIVE ACTION				
For use of this form, see AR 190-4E; the proponent agency is the Office of the Provost Marshal General.				
<b>PRIVACY ACT STATEMENT</b>				
<b>AUTHORITY:</b>	Title 28 USC 534 Section 514; E.O. 9397 (SSN) as amended.			
<b>PRINCIPAL PURPOSE:</b>	To provide Commanders and Law Enforcement Officials with means by which information may be accurately identified. Your Social Security Number is used as an additional/alternate means of identification to facilitate filing and retrieval.			
<b>ROUTINE USES:</b>	The Routine Uses that appear at the beginning of the Army's AR190-45 OPMO, Military Police Reporting Program Records (MPRP) System of Record Notice may apply to this system.			
<b>DISCLOSURE:</b>	Voluntary, although without the SSN collection, Law Enforcement Records could not be accurately retrieved and the probability of misidentifying an individual would increase significantly.			
<b>1. CONTROL INFORMATION</b>				
<b>Thru:</b> Commander, 3rd Recruiting Brigade Fort Knox, KY 40121		<b>USACRC Number:</b> N/A		
<b>To:</b> USAREC CDC-Security Division Fort Knox, KY 40121		<b>MP Report Number:</b> N/A (you may have one on a rare occasion)		
<b>Referred By:</b> USARB-Indianapolis Indianapolis, IN 46216		<b>Sub-Installation:</b> Leave blank unless the incident was on a military base		
		<b>Referral Date:</b> 20140623	<b>Suspense Date:</b> 20140807	
<p>The first Lieutenant Colonel in the chain of command is responsible and accountable for completing DA Form 4833 with support documentation (copies of Article 15s, court-martial orders, reprimands, etc) for all USACIDC investigations. The unit and brigade commander or their equivalent will also receive a copy of the DA Form 4833 for all USACIDC investigations.</p> <p>Company, troop, and battery level commanders are responsible and accountable for completing DA Form 4833 with supporting documentation in all cases investigated by MP, civilian detectives employed by the Department of the Army, and the IFMD. Accurate and complete DA 4833 disposition reports are required to meet installation, command, HQDA, DOD, and federal statutory reporting requirements. The data is used to identify crime trends, establish command programs in law enforcement and other activities, and to ensure that resources are made available to support commanders who must address issues of soldier and family member indiscipline.</p> <p>In court-martial cases, a conviction of an offense at court-martial may be for a different, or lesser included offense. List the offense for which the individual was convicted at court-martial in the remarks section. Provost Marshals must enter the "MP Report Number" (Block 1) for all cases referred to commanders. "Sub-Installation" (Block 1) is used to enter report number from a civilian law enforcement agency police report. Other information on the civilian law enforcement agency (e.g. civilian law enforcement agency address) may be entered in the remarks section.</p>				
<b>2. OFFENDER INFORMATION</b>				
<b>Last Name:</b> Smith		<b>Cadency:</b> U.S. Army		
<b>First Name:</b> Robert		<b>Grade:</b> E-5		
<b>Middle Name:</b> Joe		<b>SSN or ID Number:</b> 123-45-6789	<b>Date of Birth:</b> 19900610	
<b>3. REFERRAL INFORMATION</b>				
<b>No.</b>	<b>Offense</b>	<b>Basis</b>	<b>Date</b>	<b>Commander Decision Date:</b> 20140623
1	Misuse of Alcohol (Driving under the influence)	UR 600-25	20140122	Sexual Harassment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Action Taken: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No    Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No    Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No    Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:

DA FORM 4833, MAR 2014

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 7  
AND UPDATES

Figure 5-1 Sample of a completed DA Form 4833 Commanders Report of Disciplinary of Administrative Action

3. REFERRAL INFORMATION (Continued)				
No.	Offense	Basis	Date	Commander Decision Date: 20140623
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No    Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No    Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No    Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No    Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No    Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
<p><b>NOTE:</b> For each Offense marked "NO" for "Action Taken", you must supply a Reason. If "Action Taken" is "Yes" for any Offense, continue to Block 4 and choose the highest level. If you selected "Action Taken" "No" for ALL Offenses, go directly to "Commander's Remarks" (Block 10a) to expand on your Reasons, then sign, date and return the form to the agent specified in "Referred By" (Block 1).</p>				
4. ACTION TAKEN				
<input checked="" type="checkbox"/> <b>Administrative</b> <input type="checkbox"/> <b>Non-Judicial (Article 15)</b> <input type="checkbox"/> <b>Judicial</b> Non-Adverse Referrals                      (see details below)                      Court Martial or Civilian Criminal Court Adverse Personnel Actions				
<b>Non-Judicial Punishment Authority (select one):</b> <b>Judicial Punishment Authority (select one):</b> <input type="checkbox"/> Summarized <input type="checkbox"/> GCMCA Imposed <input type="checkbox"/> Summary Court Martial <input type="checkbox"/> General Court Martial <input type="checkbox"/> Company Grade <input type="checkbox"/> General Officer Imposed <input type="checkbox"/> Civilian Criminal/Magistrate <input type="checkbox"/> Special Court Martial <input type="checkbox"/> Field Grade                      Jurisdiction: <input type="checkbox"/> Principal Assistant                      If Other:				
5. NJP/Court-Martial/Civilian Criminal Court Proceeding Outcome				
No.	Charged Offense	Plea	Finding Offense	Trial/NJP Finding
1	Driving Under the Influence (off post)	G	Driving Under the Influence (off post)	G
2	Speeding (off post)	G	Speeding (off post) 70 in a 55 MPH Zone	G
<b>PLEA:</b> G=Guilty, C=No Contest, N=Not Guilty, D=Pre-Trial Diversion <b>TRIAL/NJP FINDING:</b> DCV=Dismissed (Civil), DCR=Dismissed (Criminal), P=Finding for Plaintiff, F=Finding for Respondent, G=Guilty, C=No Contest, N=Not Guilty, S=Settlement				

Figure 5-1 Sample of a completed DA Form 4833(Con't) Commanders Report of Disciplinary or Administrative Action

5. NJP/Court-Martial/Civilian Criminal Court Proceeding Outcome (Continued)								
No.	Charged Offense	Plea	Finding Offense	Trial/NJP Finding				
<b>PLEA:</b> G=Guilty, C=No Contest, N=Not Guilty, D=Pre-Trial Diversion <b>TRIAL/NJP FINDING:</b> DCV=Dismissed (Civil), DCR=Dismissed (Criminal), P=Finding for Plaintiff, F=Finding for Respondent, G=Guilty, C=No Contest, N=Not Guilty, S=Settlement								
6. ADMINISTRATIVE ACTIONS								
<b>Non-Adverse:</b>				<b>Adverse:</b>				
Agency	Date Referred	Date Responded	Date Imposed	Type of Action	Oral	Written Local	Written OMPF	
Family Advocacy				Counseling/Concern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drug/Alcohol Abuse	20140128	20140207	20140602	Reprimand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Special Referral				Censure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equal Opportunity				Admonition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal Office								
Mental Health								
Relief Agency								
<b>Adverse:</b>								
Date Imposed	Description							
	Withholding of Privileges							
	Adverse Performance Evaluation (OER/NCOER/Academic Report)							
	Relief for Cause (OER/NCOER)							
	Mandatory Reassignment							
	Transfer (such as rehabilitative)							
	Adverse Record Entry - Flag							
20140604	Bar to Reenlistment							
	Withholding of Promotion							
	Delay of Promotion							
	Promotion Revocation							
20140305	Clearance Revocation							
	Control Roster (downgrade of clearance, PRP reclassification)							
	Resignation							
	Retirement							
	Retirement at Lower Grade			From:	To:			
	Transfer to Inactive Reserve							
	Military Occupational Specialty Reclassification							
	Civilian Debarment			Duration:	<input type="checkbox"/> Days	<input type="checkbox"/> Months	<input type="checkbox"/> Years	<input type="checkbox"/> Life

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Figure 5-1 Sample of a completed DA Form 4833(Con't) Commanders Report of Disciplinary or Administrative Action

6. ADMINISTRATIVE ACTIONS (Continued)		
Adverse: (Continued)		
Date Imposed	Description	
	Civilian Job Termination	
	Civilian Job Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years	
	Civilian Leave Without Pay Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years	
	Loss of Warrant	
	Voluntary Disclosure	
	Restitution (to US Government) Amount US\$:	
	Restitution (to third party Non-US Government) Amount US\$:	
	Civil-Civil Action Initiation	
	Other (return to States, etc.)	
	Contract Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years	
	Contract Termination	
	Cost Adjustment Amount US\$:	
	Bid Rejection	
	Recoupment Amount US\$:	
	Denial of Continuation	
	Other Contract Action	
7. DETAILS OF ADMINISTRATIVE SEPARATION		
Date Imposed:	Regulation:	Chapter:
Characterization:		Effective Date:
<b>NOTE:</b> Proceed to Commander's Remarks (Block 10a) if you chose Administrative Action in <b>Block 6 or 7.</b>		
8. NON-JUDICIAL/JUDICIAL SANCTIONS		
Date Adjudged	Sanction	
	Fine Amount US\$:	
	Forfeiture Amount US\$: Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months	
	Extra Duty Days:	
	Restriction Days:	
	Correctional Custody Days:	
	Confinement Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life	
	Bad Conduct Discharge Effective Date:	
	Dishonorable Discharge Effective Date:	
	Reduction in Grade From: To:	
	Probation Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years	
	Special Assignment Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years	
	Total Forfeiture (all pay/allowance) Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life	
	Death Sentence	
	Civil Recovery Amount US\$:	
	Civil Award Amount US\$:	
	Dismissal (Officer Only) Effective Date:	

Figure 5-1 Sample of a completed DA Form 4833(Con't) Commanders Report of Disciplinary or Administrative Action



9. SUSPENDED SANCTIONS	
Were Any Sanctions Suspended? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>NOTE:</b> If no sanctions were suspended, proceed to "Commander's Remarks" (Block 10a).	
Suspended Sanction	Suspended Sanction Information
Fine	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Forfeiture	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion US\$: _____ Suspended Portion Time: <input type="checkbox"/> Days <input type="checkbox"/> Months
	Suspension Conditions: _____
Extra Duty	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time <input type="checkbox"/> Days <input type="checkbox"/> Months
	Suspension Conditions: _____
Restriction	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time <input type="checkbox"/> Days
	Suspension Conditions: _____
Correctional Custody	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time <input type="checkbox"/> Days
	Suspension Conditions: _____
Confinement	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Suspension Conditions: _____
Reduction in Grade	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspension Conditions: _____
Probation	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspension Conditions: _____
Special Assignment	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time <input type="checkbox"/> Days <input type="checkbox"/> Months
	Suspension Conditions: _____
Total Forfeiture	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Suspension Conditions: _____
Civil Recovery	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Civil Award	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Administrative Separation	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Suspension Conditions: _____

Figure 5-1 Sample of a completed DA Form 4833(Con't) Commanders Report of Disciplinary or Administrative Action

<b>10a.</b>	<b>Commander's Remarks</b>
<p>Block 6 - SSG Smith was operating his POV off post on 04 Jan 14 when he was stopped by civilian law enforcement for speeding and operating his POV in a reckless manner. Further investigation revealed Smith was operating his POV while DU1 with a BAC of .015. Smith was apprehended and lodged in the Harrison County jail where he was released on a \$5,000.00 cash bond until the next day. Smith appeared in Harrison County circuit court on 06 Jan 14 where he plead guilty to all charges. Smith was fined \$1 ,000.00, ordered to attend alcohol classes, served 3 days in jail and put on probation for 2 years. Time served was credited.</p> <p>Block 6 - Bar to Reenlistment:</p> <p>Block 6 - Clearance Revocation:</p>	
Checked box indicates that Commander's Remarks continue on the following page. <input type="checkbox"/>	
<b>11.</b>	<b>COMMANDING OFFICER OR REPORTING OFFICER</b>
Was a DNA sample collected from the offender? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name:	Grade:
Jones, Jerry K.	O-5
Official E-Mail Address:	
jerry.k.jones.mil@mail.mil	
Signature:	Signature Date:

Figure 5-1 Sample of a completed DA Form 4833(Con't) Commanders Report of Disciplinary or Administrative Action



**Appendix A**  
**Section I**  
**Required Publications**

This section has no entries.

**Section II**  
**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

**ALARACT Msg 144/2012**

Unit Commander's Status Review of commander's Report of Disciplinary or Administrative Action (DA Form 4833, 30 May 12).

**AR 5-9**

Area Support Responsibilities.

**AR 190-45**

Law Enforcement Reporting.

**AR 385-10**

The Army Safety Program.

**AR 525-13**

Antiterrorism.

**TRADOC Reg 1-8**

TRADOC Operations Reporting.

**Section III**  
**Prescribed Form**

**USAREC Form 190-4.1**

Personnel and Facility Assessment Report.

**USAREC Form 190-4.2**

Incident Information Report. (Prescribed in para 3-1).

**USAREC Form 190-4.3**

Serious Incident Report (SIR) Addendum Form.

**Section IV**  
**Referenced Forms**

**USAREC Form 4833**  
USAREC Addendum.

## **Glossary**

### **Section I**

#### **Abbreviations**

##### **CCIR**

Commander's Critical Information Requirement

##### **CG**

Commanding General

##### **CID**

Criminal Investigation Division

##### **COC**

Command Operations Center

##### **COS**

Chief of Staff

##### **DAC**

Department of the Army Civilian

##### **DCOS**

Deputy Chief of Staff

##### **DoD**

Department of Defense

##### **DR**

disaster report

##### **EXSUM**

executive summary

##### **FOUO**

for official use only

##### **GOV**

Government-owned vehicle

##### **HQ USAREC**

Headquarters, U.S. Army Recruiting Command

##### **POTUS**

President of the United States

##### **RC**

**Recruiting Center**

##### **RS**

recruiting station

**SIR**

serious incident report

**TRADOC**

U.S. Army Training and Doctrine Command

**USAREC**

U.S. Army Recruiting Command

**USSS**

United States Secret Service

**902d MI Group**

902d Military Intelligence Group

**Section II****Terms**

This section has no entries.

# USAREC

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