



# SERIOUS INCIDENT REPORTS



1. SDO will ensure that they read and understand what is an SIR and HOW it is reported.
2. SDO will immediately contact the G-3 Operations Officer when a SERIOUS INCIDENT occurs. The SDO will verify and follow the procedures outlined in this TAB to ensure all measures and reports are being taken. He will also check the WHO NEEDS TO KNOW LIST and to ensure all personnel that need to know are informed.
3. Refer to the remainder of the TAB for further instruction and action.

## WHO ELSE NEEDS TO KNOW?

1. SIRs will be deseminated on a need to know basis. The following personnel will received a copy of the emailed report thru the unclassified system (NIPR) or classified system (SIPR) depending on how I was sent or further classification is made.
2. No message will be forwarded to USAREUR or any other outside agency from the 21<sup>st</sup> TSC without approval of a member of the Command Group or the G-3.
3. Who Else Needs to Know: (Requires email copy sent to them) & Phone call to COS and or the G-3 Operations Officer.
  - a. Chief of Staff (COS)
  - b. Deputy Chief of Staff
  - c. Command Sergeant Major
  - d. ACofS G-3
  - e. G-3 Operations Officer
  - f. Chaplain
  - g. G-3 Sergeant Major
  - h. PAO
  - i. PMO
  - j. If message involves security risks - add(G-2 & G-3 Force Protection)

**FIRST IN SUPPORT**

