DEPARTMENT OF THE ARMY
35th Air Defense Artillery Brigade
Unit #15757
APO AP 96266-5757

REPLY TO
ATTENTION OF:

EAAD-Z

10 February 2006

MEMORANDUM FOR All 35th Air Defense Artillery Brigade Soldiers and Civilians

SUBJECT: 35th Air Defense Artillery Policy Letter #12- Incident Review Council

1. In an effort to mitigate indiscipline and keep leaders engaged in Soldier's lives, the Brigade will implement Incident Review Councils (IRCs).

2. 35th Air Defense Artillery Brigade will establish an Incident Review Councils for the purpose of identifying and correcting failures/errors (individual, leader, training, standards, equipments, etc.) associated with an event requiring the submission of a Serious Incident Report (SIR) or defined as a Commander's Critical Information Requirement (CCIR). The Battalion Commanders will serve as the lead for the councils. The Brigade Commander might choose to lead a council at his discretion. Battalion Executive Officers and Command Sergeant Majors will serve as permanent members of this body. The entire chain of command (of those individuals involved in the occurrence under review) are required to participate in these proceedings.

3. The Incident Review Council will normally meet within twenty-four to forty-eight hours following a serious incident. The focus of the council's efforts will be the review of the facts and circumstances surrounding the event in question. The information collected by the council will serve as the basis for taking those actions necessary to correct faults/errors to prevent the re-occurrence of similar incident/accidents in the future. Specific elements of information the council must explore (as a minimum) include the following.

a. Whether the subject Soldier is already identified as "High Risk".

b. Details of the incident

c. A review of the Soldier's monthly counseling records. This will include an assessment of the individual's past compliance with requirements, regulations, policies an guidance.

d. Detailed accounting for the events of the forty-eight hours prior to the incident to include the number of times the subject interfaced with a member of the chain of command.

e. Actions the chain of command is taking to mitigate the "High Risk" assessment.

f. How the incident may have been prevented.

g. Actions taken or pending with respect to the Soldier and disciplinary standards.

4. The Soldier's chain of command will provide a read ahead packet to the board prior to it convening. The packet should contain the following:

a. Full account of the incident

b. Discussion of contributing factors

c. Leader actions in relation to incident.

d. Lessons learned.

e. Corrective action plan.

4. Leaders will maintain a list of those Soldiers who are designated as "High Risk". A "High Risk" Soldier is defined as one who exhibits such behavior as the excessive use of alcohol, multiple traffic violations, loner/stay to themselves, serious family problems chronic financial problems, poor performance, bad attitude, etc. Such individuals will be counseled on plans for improvement (as required). Leaders will involve the chain of command and appropriate installation support agencies in the resolution of those problems that are above their level of expertise.

5. Point of contact is the Brigade DCO at 783-5563.

JOHN G. ROSSI
COL, AD
Commanding