



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND  
501<sup>ST</sup> MILITARY INTELLIGENCE BRIGADE  
UNIT# 15282  
APO AP 96205-0055

IADK-Z

11 January 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #13 – Incident Reporting

1. References.

- a. AR 190-45, Law Enforcement Reporting, 30 Mar 07.
- b. AR 381-12, Threat Awareness and reporting Program (TARP), 1 Oct 10.
- c. Memorandum, HQ INSCOM, IAPE-HR, Subject: Policy Memorandum #7, Serious Incident Reporting (SIR), 17 Aug 10.
- d. Memorandum, HQ INSCOM, IAJA, Subject: Policy Memorandum #15, Allegations of Misconduct and Investigation Reporting, 7 Dec 09.
- e. Memorandum, HQ8A, Subject: Policy #14 Limitation on Exercise of Limitation of Authority, 23 Nov 11.
- g. USFK Regulation 190-50, Subject: Law Enforcement Procedures in Korea, 9 Feb 12.
- h. Eight Army Serious Incident Report (SIR) Description.
- i. INSCOM Policy Memorandum #7, Serious Incident Reporting (SIR), Appendix F (Reportable Serious Incidents by Categories).

2. Purpose. To provide guidance with respect to incident reporting to the 501<sup>st</sup> MI BDE Command Group.

3. Summary. There are two categories of information reporting requirements: Serious Incident Reports (SIRs) and routine reports. An **SIR** is any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, that because of its nature, gravity, potential for adverse publicity, or potential consequence warrants timely notice to senior commanders. **Routine reports** are matters that involve minor misconduct or events that do not meet SIR thresholds (underage drinking, minor disciplinary infractions, and select Military Police blotter reports which merit clarity). Events listed below are not all-inclusive; if you think I should be aware of something a phone call is fine and we will discuss a way ahead. If I am unavailable, call the DCO or CSM to relay the information and develop a tentative plan. Do not report matters of Counterintelligence interest through serious incident report channels unless specified in reference B, paragraph 4-2 and 4-3.

4. SIR. There are three types of SIRs: initial, follow-up, and correction. Limit information in the report to basic statements, necessary facts, and withhold graphic details (for example, sexual assault descriptions, obscene language, serious injury descriptions). For an SIR event, I expect Battalion

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Commanders, Senior Civilians (in charge of sections in the BDE) or their designated representatives to contact me directly by phone with a short verbal update and then follow the reporting standards outlined below. If you cannot reach me via phone, contact the DCO or CSM as appropriate. After the initial verbal report, continue to gather the facts and update me as significant changes occur from the original notification.

5. **Serious Incident Reports.** Provide an initial/follow-up/correction SIR from your unit to the 501<sup>st</sup> MI BDE command group (CDR, CSM, DCO) and 501<sup>st</sup> MI BDE S3 Operations. [See Encl 1 (Serious Incident Report Description), Encl 2 (INSCOM Reportable Serious Incidents by Categories)]

6. **Routine Reports.** Provide an email addressed to me, the CSM, DCO, and BDE S3 Operations following the 5W's -- who, what, when, where, and why (commander comments/remarks is the why) paragraphs and provide the email within **24-48 hours** for any of the following:

- a. Any misconduct by an NCO (E6 to E7), DA civilian (any grade), contractor, U.S. Army or DA civilian dependent.
- b. Any arrest or detention of any 501<sup>st</sup> MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, U.S. Army or DA civilian dependent by MPs or civilian police.
- c. Any fire requiring the assistance of the fire department involving any 501<sup>st</sup> MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, U.S. Army or DA civilian dependent or ROK Citizen with U.S. involvement.
- d. Formal complaints against 501<sup>st</sup> MI BDE-affiliated Soldiers, civilians and dependents which clearly violate expected standards of conduct, particularly with respect to Consideration of Others, and erode the good order and discipline within the unit.
- e. Traffic accident involving any 501<sup>st</sup> MI BDE-affiliated Soldier, KATUSA, DA civilian, contractor, or U.S. Army or DA civilian dependent.
- f. Any 501<sup>st</sup> MI BDE-affiliated Soldier, KATUSA, DA civilian, and contractor engaging/briefing General Officers outside of routine mission requirements.
- g. Any upcoming Distinguish Visitor (DV) visits affecting elements of the 501<sup>st</sup> MI BDE.
- h. Activation of 501<sup>st</sup> MI BDE Immediate Reaction Force (IRF), Guard Force, or other Task Force.
- i. Aircraft incidents **on-post** such as emergency/precautionary landings.
- j. ROK counterparts requesting for Intelligence support (e.g. DISE) or other U.S. support.
- k. Any violation reportable under AR 380-10 (Army Intelligence activities) which meet reporting criteria outlined in Chapter 15 (Questionable Intelligence Activities).
- l. Initiation of a 15-6 investigation within 501<sup>st</sup> MI BDE.
- m. Failure, or anticipated failure, to meet taskings, requirements, and expectations of an external organization (e.g. INSCOM, USFK, 8A, ROK).

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KRIS A. ARNOLD  
COL, MI  
Commanding

Encl:

- 1 (Serious Incident Report Description)
- 2 (INSCOM Reportable Serious Incidents  
by Categories)

Distribution:

HHC, 501MI BDE

3MI

532MI

719MI

Brigade Primary Staff

Brigade Special Staff