

DMNA Pamphlet Number 1-2

Administration -

INCIDENT REPORTING



State of New York
Division of Military and Naval Affairs
330 Old Niskayuna Road
Latham, New York 12110-3514

12 January 2022
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Summary of Revision

DMNA Pamphlet Number 1-2, 12 January 2022
Administration – Incident Reporting

- This publication supersedes DMNA Pamphlet Number 1-2, 29 October 2010.
- **Summary.** This publication clarifies the serious incident report categories, and adds a category 4 for JFHQ-NY required reporting, and a category 5 for GOCOM required reporting. This publication changes the 11 Line Incident Report to a 12 Line Incident Report and adds Annex A Reports Matrix, to DMNA PAM 1-2.
- **Applicability.** This pamphlet applies to the Division of Military and Naval Affairs (DMNA) and its components. These components include service members, militia and civilian employees. This publication has no effect on units that are mobilized or deployed for federal active duty. The only exception is for support during pre-mobilization and accounting for non-deployable equipment.
- **Distribution:** This pamphlet has been revised from the 29 October 2010 edition and is available in electronic media only. This pamphlet is intended for all GOCOM's, company command and flight leadership levels for the New York Army National Guard, New York Air National Guard, New York Naval Militia, New York Guard and civilian employees.
- **Supplementation:** Supplementation is prohibited without prior approval from the Director of Administrative Support (MNAS). Establishment of command or local forms is authorized for actions internal to the command or office. These actions must not involve coordination outside of the command or office that has generated the form.

**STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 Old Niskayuna Road
Latham, New York 12110-3514**

Administration

INCIDENT REPORTING

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CHAPTER 1

INTRODUCTION

1-1. PURPOSE. The purpose of DMNA Pam 1-2 is to disseminate established policies and procedures for reporting incidents. An incident occurs when the Division of Military and Naval Affairs (DMNA) personnel, equipment, and/or facilities are involved in occurrences listed in this pamphlet. The JOC acts as the command and control element for the Office of The Adjutant General (OTAG). It is imperative for the JOC to have visibility of all activities and actions in order to properly present a Current Operating Picture (COP) to the OTAG.

1-2. REFERENCES.

- a. Air Force Manual 10-206, 18 JUNE 2018, Change 1, 1 SEP 2020.
- b. Air Force Manual 10-207, 11 APRIL 2018.
- c. Army Regulation 190-45, Serious Incident Report, 27 September 2016.
- d. Army Regulation 40-66, Medical Record Administration and Healthcare Documentation, 04 January 2010.
- e. Air National Guard Instruction 10-8101, National Guard Domestic Operations, 13 June 2008.
- f. NYS Department of State, Freedom of Information Law (FOIL).
- g. Joint Force Headquarters – New York, CONPLAN 07.02, 01 October 2021.

1-3. MISSION. The mission of the Joint Forces Headquarters-New York (JFHQ-NY) JOC is to provide continuous (24/7) situational awareness to the OTAG by monitoring, collecting and analyzing data in order to develop and update the COP pertaining to New York State Military Forces (NYMF) and their activities. The JOC will disseminate information to multiple internal directorates as well as government agencies as required to support missions and command decision making.

CHAPTER 2

WHAT TO REPORT

2-1. WHEN IN DOUBT. Use the “*When in doubt, report*” rule. When there is the slightest question as to what is reportable, send notifications to higher headquarters within the limitations outlined in this pamphlet. These requirements exclude operations under Title 10 Federal Duty Status in a deployed location.

2-2. NOTIFICATION TIME/REPORTABLE ITEMS. The following items are to be reported to the Joint Operation Center (JOC) within 6 hours of incident during on-duty hours and 12 hours of incident during off-duty hours (Note: list is in alphabetic order).

2-3. AIRCRAFT. Class A, B or C Aircraft Mishap/Incident. Commands must not delay reporting pending an official determination of the mishap class. If there is a potential for a “Class C” or greater mishap, reporting procedures must be initiated. All commands will report. There is no case that a command will delay reporting regardless of pending notification of any intermediate headquarters.

2-4. AIRCRAFT EVACUATION. Aircraft evacuation for any reason not previously communicated to the JOC.

a. Execution of operational evacuation plans in accordance with (IAW) the CONPLAN will be considered previously communicated.

b. No report required for aircraft evacuated following a maintenance precautionary landing. This includes evacuation by means of a “One Time Flight” or by ground transportation.

c. Local aviation stand-down as required following post mishap or when command directed following any mishap regardless of injury to personnel or damage to the aircraft, aircraft system, (i.e. Unmanned Aircraft System/UAS) or property.

d. Local stand-downs required IAW regulation or as part of Safety Awareness/Improvement Training do not require a report.

e. Any item regardless of size that falls off an assigned NYMF aircraft or UAS, regardless of assignment, to include operations under temporary assignment not in direct control of NYMF or area of operations, properties not managed by (i.e., out of state or federal property) or controlled by New York.

f. Any item regardless of size that falls off an aircraft or UAS, regardless of assignment (i.e., another state), operating from or utilizing New York airfields/properties/training areas managed by or under the control of NYMF.

g. Damage to civilian property caused by NYMF assigned aircraft or UAS regardless of area operations. This includes aircraft or UAS not assigned (i.e., another state) operating under the control of NYMF.

h. Air National Guard units will report within Air Force regulations. Wing Command Posts will notify DMNA through the JOC when filing the written OPREP-3H.

i. Army National Guard units will report within Army regulations. Lower echelons will notify DMNA through the JOC via incident reporting procedures outlined in Chapter 3.

2-5. CBRNE. Any incident involving Chemical, Biological, Radiological, Nuclear or High-Energy (CBRNE) Weapon regardless of cause.

2-6. CLAIMS AGAINST DMNA. Any incident, accident, or injury involving DMNA personnel (civilian or military) while on duty, this could result in loss of time and or a claim against the government. Any incident, accident or injury to the civilian public, on DMNA property which may result in a claim against the government.

2-7. CLASSIFIED INFORMATION. Loss or compromise of classified information.

2-8. CONTACT WITH A CIVILIAN. Any action where a member of the New York Military Forces on duty in any status (IDT, SAD, AD, etc.) touches a civilian for any reason, to include, but not limited to, providing medical assistance.

2-9. CRIMINAL ACTIVITY. Attempted or actual criminal activity conducted against personnel, activities, facility, area or compound within the Command and Control of New York Military Forces to include Organized Militia facilities.

2-10. DEMONSTRATIONS OR PICKETING. Civil disturbances to include but not limited to picketing or demonstrations which have the potential impact or have impacted DMNA facilities.

2-11. DISASTER. Natural Disaster.

2-12. DISCHARGE OF A WEAPON. Discharge of a weapon, regardless of cause, outside of organized training environments.

2-13. Equal Opportunity. Racially or ethnically motivated discriminatory event or incident that results in death, injury requiring hospitalization, significant property damage or adversely affects the equal opportunity climate of a unit or installation.

2-14. EVENTS.

a. Any incident/accident involving civilians attending non-military events using any facility, area or compound within the Command and Control of NYMF to include facilities.

b. Event or incident of a military or political nature, foreign or domestic that involves members of the NYMF (regardless of duty status) or installations that may result in negative media attention.

2-15. FIRE OR EXPLOSION. Fire or explosion in any facility, area, or compound within the Command and Control of NYMF to include facilities.

2-16. FORCED ENTRY. Attempted or actual forced entry into any facility, area, or compound within the Command and Control of NYMF to include facilities.

2-17. ILLNESS OR INJURY.

a. Any illness or injury of Service Member (SM) on duty status requiring medical treatment or hospitalization.

b. The diagnosis of any disease or the extensive outbreak of any condition among NYMF personnel that may potentially degrade the operational readiness of a unit or installation.

c. The actual or presumptive diagnosis of any disease of potential epidemic significance that may require quarantine.

2-18. LOSS OF LIFE. Any loss of life of any member of the NYMF under any circumstance.

2-19. MEDIA. Event or incident of a military or political nature, foreign or domestic that involves members of the NYMF (regardless of duty status) or installations that may result in negative media attention.

2-20. OPREP-3. When an Operational Report (OPREP-3) is produced in accordance with Air Force Manual 10-206 by an Air Wing Command Post and is sent to the JOC, it will be considered reporting in accordance with this directive.

2-21. REQUEST TO EMPLOY NEW YORK MILITARY FORCES (NYMF).

a. Any request or action resulting in the employment of NYMF not operating under an active mission.

b. Joint Task Force Empire Shield (JTFES) will be considered operating under an active mission. This JTF will report through normal channels.

2-22. SURVEILLANCE. Any attempt or actual surveillance of NYMF personnel, activities, facilities, compounds, or areas within the Command and Control.

2-23. THEFT. Loss, theft, wrongful disposition, willful destruction, or mismanagement of evidence or sensitive items.

a. Theft of Federal or State property.

b. Actual or alleged incidents involving the theft, suspected theft, wrongful appropriation or willful destruction of Government property or appropriated funds of any value.

2-24. THREAT. Any man-made or natural threats against NYMF personnel, property and information systems.

a. Bomb threats and suspicious packages/items.

b. Sabotage and vandalism.

c. Potential terrorist preoperational activities or other observed suspicious acts.

d. Indicators of internal threats to include workplace violence.

CHAPTER 3

HOW TO REPORT

3-1. TIMELY REPORTING. Timely reporting (within 6 hours) of the items noted in Chapter 2 is important in order to keep The Adjutant General, staff, and higher echelons apprised of events in effecting NYMF. If the event occurs after duty hours, the 6 hour reporting requirement is waived until 12 hours after the occurrence of the event. (See Appendix A and B).

3-2. METHOD OF REPORTING. The methods described below are not intended to supersede service specific reporting procedures.

- a. Methods of information dissemination will be (Note: this is in order of precedence):
 - I. Electronic mail (Non-Classified Internet Protocol Router Network)
Microsoft Outlook Look-up:
JOCOIC-NY or nq.ny.nyarnq.mbx.jocoic-emo@army.mil.
 - II. Telephonically (Unclassified) (518) 786-6104/6105.
 - III. Facsimile (Unclassified) (518) 786-4922.
 - IV. Runner to physically hand carry the report to the JOC located at 330 Old Niskayuna Road, Latham, New York 12110.
- b. **12-Line Incident Report.** Reporting entities will use the 12-Line Incident Report format to report situations or incidents to the JOC. (See 5-2).
 - I. **Line 1 – Category.** One of 5 categories, if an incident is covered in multiple categories, e.g. GOCOM category 5 and AR 190-45 category 1, use the lowest number, category 1:
 - a) **Category 1** Serious incidents Per AR 190-45 PARA 8-2.
 - b) **Category 2** Serious incident Per AR 190-45 PARA 8-3.
 - c) **Category 3** Serious Incident Reports Per NGB G3 Memo PARA 5.
 - d) **Category 4** Serious incident Reports or DMNA-NY Internal SIR/IA based off of current TAG CCIR and DMNA PAM 1-2.
 - e) **Category 5** Serious Incident Reports are GOCOM internal SIR/IA based off current CG CCIR DMNA Pam 1-2.
 - f) Category 1-4 are reported to the JOC, Category 5 stays at GOCOM level.

- II. **Line 2 – Type of Incident.** What happened, use titles from DMNA PAM 1-2 Annex A, Reports Matrix.
- III. **Line 3 – Date/time of incident.** Enter the date time group of when the incident took place. DDTTTTMMYYYY. e.g. 291300MAR2021 is 1300 on 29 March 2021.
- IV. **Line 4 – Location.** Enter the City and State only.
- V. **Line 5 - Other Information.**
 - a) **Racial:** Was this a racially motivated incident (yes or no)
 - b) **Trainee involvement:** Did this incident involved a trainee (yes or no)
 - c) **Source of Information:** How did the unit get the information, open source media, SM self-report, Chain of Command Report, etc.
- VI. **Line 6 Personnel Involved:**
 - a) **Service Member:**
 - 1. **Name:** Enter SM's FULL name.
 - 2. **Rank:** Choose SMs rank from drop down menu.
 - 3. **SSN:** Enter SMs Last 4 ONLY (XXX-XX-1234).
 - 4. **Race:** Enter SMs Race.
 - 5. **Sex:** Select Male or Female from drop down.
 - 6. **Age:** Enter SM's Age at time of incident.
 - 7. **Position:** Enter the SM's MOS/AFSC.
 - 8. **Security clearance:** Select SM clearance level from the drop down.
 - 9. **Unit and Station of assignment:** Enter the organic Unit, City and State.
 - 10. **Next higher headquarters:** Enter the SM's next organic higher HQs,include city and state.
 - 11. **Deployment History:** Only enter deployments within the last year. Location/ time frame.
 - 12. **Duty Status:** Choose the appropriate duty status at the time of the incident.
 - b) **Non DMNA Employee Suspect/Victim:** Enter the non DMNA Employee information and relationship to the SM if applicable. If none, N/A.
- VII. **Summary of incident:** Enter a brief narrative summary of the incident. Tell the WHO, WHAT, WHERE, WHEN, WHY AND HOW. Be clear and concise.
 - a) **Injuries:** Enter any injuries sustained if none enter N/A.
 - b) **Property or vehicle damage:** Enter any property or vehicle damage to include if it was Tactical, GSA, Rental or State.
- VIII. **Remarks:** Enter action taken and any additional remarks: e.g. "Police report to follow".
- IX. **Publicity:** Chose an item from the drop down.

- X. **NOK notified:** Chose an item from the drop down.
- XI. **Commander Reporting:** Name and rank of Unit Commander making the report.
- XII. **Point of contact:** Unit POC with phone number and email.
 - a) **Prepared by:** Name, Rank, phone number of who prepared form.
 - b) **DTG Reporting:** DTG when SIR was sent.
 - c) **Reviewed by:** Name, Rank, phone number of the last SM to review the SIR (BN POC, BDE POC, GOCOM POC) only the last reviewer is needed.

CHAPTER 4

REPORTING CHANNELS

4-1. INITIAL REPORTING. Incident reporting should always go through the proper chain-of-command and then reported to the JOC.

4-2. CONTINGENCY REPORTING.

a. In the event communications are not available to the JOC, JTFES may be utilized as an intermediate dissemination point (718) 765-7260.

b. In the event JTFES is utilized as the intermediate dissemination point, reporter will continue to attempt to telephonically notify the JOC in order to notify the controller of the action to ensure that follow-up is conducted with JTFES in order to gather the reports.

4-3. NEW YORK AIR NATIONAL GUARD (NYANG) REPORTING.

a. NYANG units will report all incidents in accordance with Air Force Manual 10-206 as applicable.

b. If the item, event, or action is not addressed in Air Force Manual 10-206, Attachment 2, send the 12-Line report to the JOC in accordance with this publication.

c. The Wing Command Post will be considered the primary point of contact for reports from the Wing level to the JOC.

d. In the event the Command Post is closed, the alternate point of contact for reports will be the Wing's Base Defense Operation Center (BDOC).

e. If the event occurs after Command Post duty hours, the 6 hour reporting requirement is waived until 6 hours after the next opening of the command post. This rule applies, unless Air Force Manual 10-206 is invoked for the reporting in which case the 6 hour limitation remains in effect.

4-4. NEW YORK ARMY NATIONAL GUARD (NYARNG) REPORTING.

- a. NYARNG units will report all incidents through their chain-of-command channels.
- b. GOCOMs will be responsible for reporting to the JOC.

4-5. NEW YORK NAVAL MILITIA (NYNM) REPORTING.

- a. NYNM units will report all incidents immediately to the JOC, with a copy to Headquarters, NYNM by electronic mail or telephonically.

4-6. NEW YORK GUARD (NYG) REPORTING.

- a. NYG units will report all incidents immediately to Headquarters, NYG by electronic mail or telephonically.
- b. Upon receipt of notification of an incident, Headquarters, NYG will notify the JOC for processing of item, event, or action.

4-7. CAMP SMITH TRAINING SITE (CSTS) REPORTING.

- a. CSTS will report through MNFE.
- b. MNFE will report to the JOC any item, event, or action utilizing electronic mail.

4-8. SURFACE MAINTENANCE SHOPS REPORTING.

- a. Surface Maintenance Shops (CSMSs, UTESs, and OMSs) will report to the Logistics Directorate (MNL).
- b. MNL will send the report to the JOC within 6 hours of receipt for processing.

4-9. UNITED STATES PROPERTY AND FISCAL OFFICE-NY (USP&FO) REPORTING.

- a. All elements under the USP&FO will submit reports to the USP&FO.
- b. USP&FO will send reports to the JOC within 6 hours of receipt for processing.

4-10. ARMY AVIATION SUPPORT FACILITIES (AASF) REPORTING.

- a. AASF will send reports to the Director of Aviation and Safety (MNAV-OS).
- b. MNAV-OS will send the report to the JOC within 6 hours of receipt for processing.

4-11. FACILITIES OFFICERS IN CHARGE AND CONTROL (OIC&C) REPORTING.

- a. Facilities OIC&C of state armories will send reports to Directorate of Facilities Management and Engineering (MNFE).
- b. MNFE will send the report to the JOC within 6 hours of receipt for processing.

CHAPTER 5

FOLLOW-UP

5-1. DIRECTORATE RESPONSIBILITIES. DMNA directorates will follow-up on incident reports provided to them by the Office of The Adjutant General or the Joint Operations Center to conduct any follow-on actions as required. Examples of Directorate level actions include (but are not limited to) accident reporting, line of duty investigation, legal claims, safety issues, or facility issues, etc.

5-2. NYNG UNIT RESPONSIBILITIES. All NYNG units will provide any applicable updates to previously submitted SIRs to the JOC as required for further processing and action.

Subject: SIR number: YY-0000#

1. **Category** (Choose from DMNA PAM 1-2 Annex A Reports Matrix): Choose an item.
2. **Type of incident** (Choose from DMNA PAM 1-2 Annex A Reports Matrix):
3. **Date/time of incident:** Enter the DTG (DDTTTMMYY, e.g. 271400JUL21).
4. **Location:** Enter the City and State only.
5. **Other Information:**
 - a. **Racial:** Choose an item.
 - b. **Trainee involvement:** Choose an item.
 - c. **SOURCE:** Enter the source of the SIR.
6. **Personnel involved:**
 - a. **Service Member:**
 - i. **Name:** Enter SM's FULL name.
 - ii. **Rank:** Choose an item.
 - iii. **SSN: XXX-XX-XXXX** Enter the Last 4 of the SM's SS#.
 - iv. **Race:** Enter the SM's Race.
 - v. **Sex:** Choose an item.
 - vi. **Age:** Enter the SM's age.
 - vii. **Position:** Enter the SM's MOS/AFSC.
 - viii. **Security clearance:** Choose an item.
 - ix. **Unit and station of assignment:** Enter the Unit, City and State.
 - x. **Next higher headquarters:** Enter the SM's next higher HQs, include its city and State.
 - xi. **Deployment history:** Only enter deployments within the last year.
Location/timeframe
 - xii. **Duty status:** Choose an item.
 - b. **Non DMNA employee Suspect/Victim:**
7. **Summary of incident:** Enter a brief narrative summary of the incident. Tell the WHO, WHAT, WHERE, WHEN, WHY, and HOW. Clear and concise.
 - a. **Injuries:** Enter any Injuries sustained if none enter N/A
 - b. **Property or Vehicle Damage:** Enter any property or vehicle damage if none enter N/A.
8. **Remarks:** Enter action taken and any additional remarks: "Police report to follow".
9. **Publicity:** Choose an item.
10. **NOK notified:** Choose an item.
11. **Commander reporting:**
12. **Point of contact:** Unit POC with phone number and email.

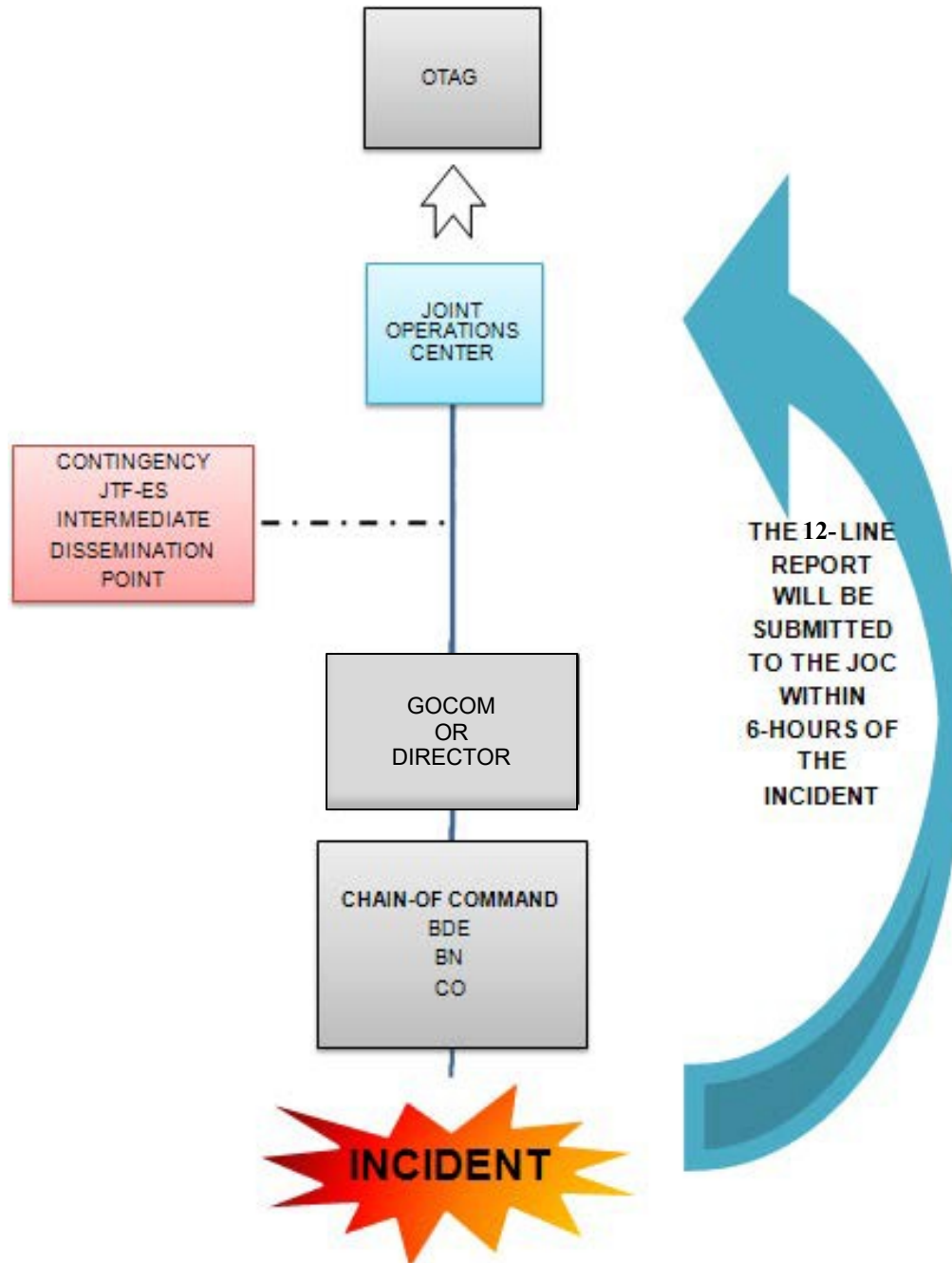
Prepared by: Name, rank, phone number, and email

Reviewed by: Name, rank, phone number, email

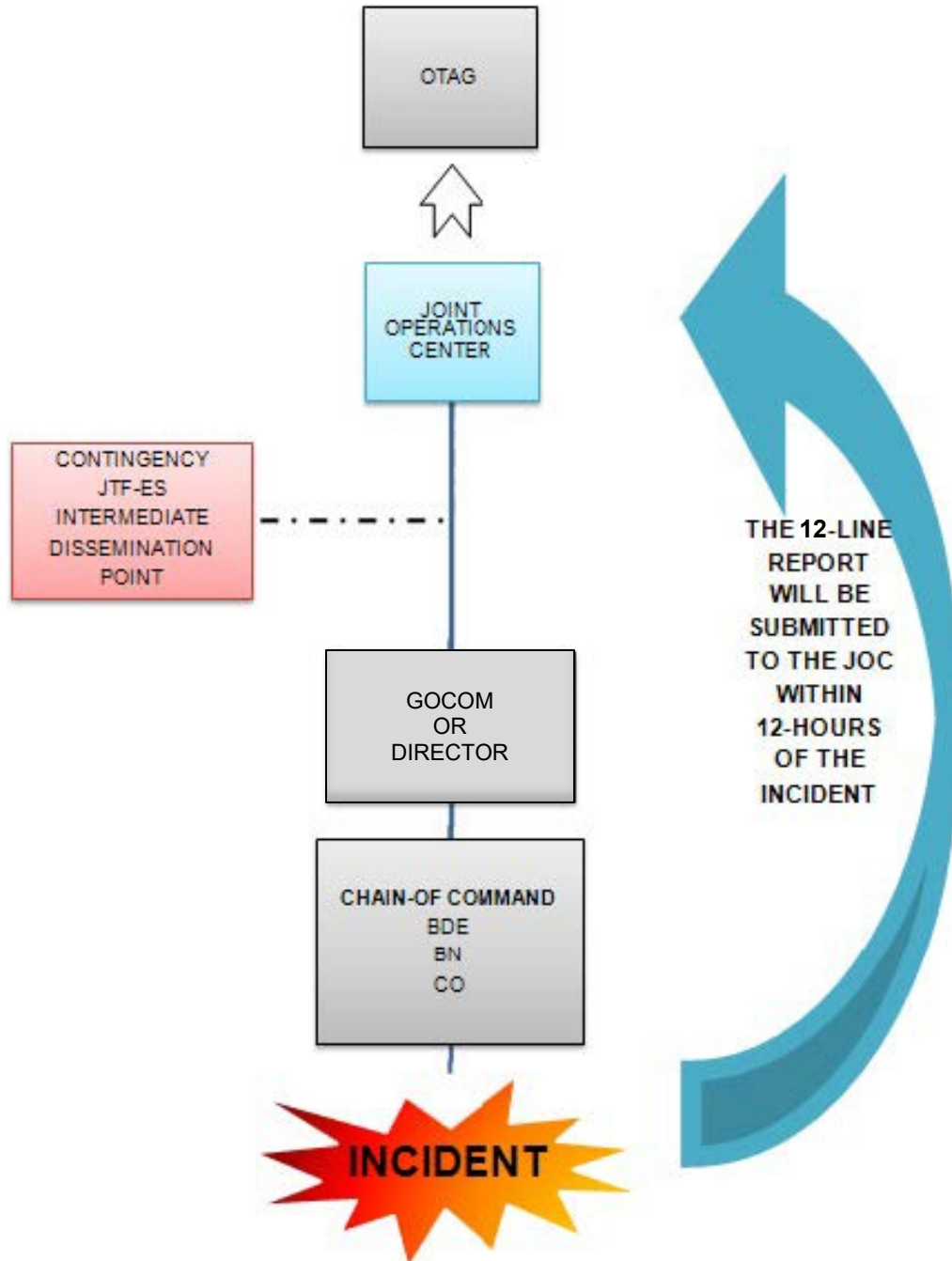
DTG Reporting: Enter DTG SIR was sent to the JOC

Commanders are reminded of the provision of AR 600-8-2 pertaining to suspension of favorable personnel actions (flagging) and AR 380-67 for the suspension of security clearances of persons under investigation. Army law enforcement reports are exempt from automatic termination of protective marking IAW Chapter 3, AR 25-55. IAW AR 340-21, AR 190-45 and DODI 5400.7-R, information contained in this report is law enforcement sensitive, confidential and private in nature, and any further distribution (forwarding to unauthorized personnel) without the authorization of the Provost Marshal General will be in violation of the UCMJ and USC.

APPENDIX A ON-DUTY REPORTING



APPENDIX B OFF-DUTY REPORTING



APPENDIX C**GLOSSARY**

The terms used in this pamphlet are as follows:

AASF	Army Aviation Support Facilities
AD	Active Duty
ADOS	Active Duty Operational Support
ADSW	Active Duty Special Work
AGR	Active Guard Reserve
AT	Annual Training
CBRNE	Chemical, Biological, Radiological, Nuclear or High-Yield Explosives
CONPLAN	Concept of Operations Plan
COP	Current Operating Picture
DMNA	Division of Military and Naval Affairs
DSCA	Defense Support of Civil Authorities
FOIL	Freedom of Information Law
GOCOMs	General Officer Commands
IDT	Inactive Duty
JFHQ-NY	Joint Forces Headquarters-NY
JOC	Joint Operations Center
JTF	Joint Task Force
LOD	Line of Duty (Investigations)
MNAV-OS	Safety and Occupational Health Branch
MNFE	Facilities Management and Engineering Directorate
MNL	Logistics and Maintenance Directorate
NYANG	New York Air National Guard
NYARNG	New York Army National Guard
NYG	New York Guard
NYMF	New York Military Forces
NYNM	New York Naval Militia
OIC&C	Officers in Charge and Control
OPREP-3	Operations Event/incident Report
SAD	State Active Duty
TAG	The Adjutant General
TDY	Temporary Duty
UAS	Unmanned Aircraft System
USP&FO	United States Property and Fiscal Office-NY

ANNEX A

REPORT MATIX

SIR Categories

Category 5 Serious incident Reports or GOCOM Internal SIR/IA based off of current CG CCIR.

Category 4 Serious incident Reports or DMNA-NY Internal SIR/IA based off of current TAG CCIR.

Category 3 Serious Incident Reports Per NGB G3 Memo PARA 5.

Category 2 Serious Incident per AR 190-45 PARA 8-3.

Category 1 Serious Incidents per AR 190-45 PARA 8-2.

Category 4 Serious Incident Reporting (SIR)

Category 4 Serious incident Reports or DMNA-NY Internal SIR/IA based off of current TAG CCIR

TAG CCIR	Name or Subject
DMNA PAM 1-2	Emergency or unscheduled landing of a NYNG aircraft
DMNA PAM 1-2	Emergency Locator Transmitter (ELT) Activation *Civil Air Patrol (CAP) Mission
DMNA PAM 1-2	Motor Vehicle Mishap (Tactical, GSA, Rental or State)
DMNA PAM 1-2	SM physical contact with civilian in Line of Duty (non-arrest) Example: JTF-ES SM renders first-aid
DMNA PAM 1-2	Service Member Hospitalized, Injured or Illness while on duty (in AGR, ADOS, MDAY pay status) (Army Only)
DMNA PAM 1-2	Any Injury or Illness (off duty) that could result in a Service Member being designated as an MRC 4 or MRC 5 (Army Only)
DMNA PAM 1-2	Service Member Hospitalized, Injured or Illness (Any Service Branch on SAD Orders)
DMNA PAM 1-2	Active Operation Medical SIR
DMNA PAM 1-2	Accident involving NYNG civilian employee
DMNA PAM 1-2	Service Member Hospitalized while not in a pay status
DMNA PAM 1-2	Service Member displaced from home due to fire/natural disaster

Category 4 Serious Incident Reporting (SIR) Cont.

Category 4 Serious incident Reports or DMNA-NY Internal SIR/IA based off of current TAG CCIR

TAG CCIR	Name or Subject
DMNA PAM 1-2	EXSUM (Executive Summary)
DMNA PAM 1-2	JTF-ES TOC Relocation
DMNA PAM 1-2	NYNM Sailor Incident (Overboard, Vessel Accident, etc.)
DMNA PAM 1-2	Red Cross Message
DMNA PAM 1-2	Suicidal tendencies or attempts
DMNA PAM 1-2	Discovery of UXO
DMNA PAM 1-2	(COOP) Evacuation of DMNA Facility
DMNA PAM 1-2	(COOP) *Exercise* Evacuation of DMNA Facility
DMNA PAM 1-2	Evacuation of NYMF Facility
DMNA PAM 1-2	Loss of Utilities at NYMF Facility
DMNA PAM 1-2	Incident at Nuclear power Facility which could impact NYMF
DMNA PAM 1-2	Dropped object (NYANG) with a value or impact greater than \$2500
DMNA PAM 1-2	Environmental accident report on NYMF facilities
DMNA PAM 1-2	NYNM vessel damage report
DMNA PAM 1-2	SM's assist in arrest of civilian
DMNA PAM 1-2	VIP interaction with JTFES forces (Outside of DMNA-NY Chain of Command)
DMNA PAM 1-2	VIP visit to NYMF facility (Outside of DMNA-NY Chain of Command)
DMNA PAM 1-2	Arrest of a Guardsmen

Category 3 Serious Incident Reporting (SIR)

Category 3 Serious Incident Reports Per NGB G3 Memo PARA 5

ARNG-OD CAT 3 SIR MEMO PARA	Name or Subject
5-a	Theft, suspected theft, wrongful appropriation, willful destruction, negligence or conflict of interest involving Government property or appropriated funds valued at more than \$1,000.00 but less than \$100,000
5-b	Theft, loss, suspected theft, unaccounted or recovered .50 caliber or smaller ammunition of 250 to 999 rounds.
5-c	Single loss of 10 or more Department of Defense/Uniformed Services Identification Cards.
5-d	Theft, loss, suspected theft, or unaccounted for U.S. Government Credit Cards (Military Travel +Cards).
5-e	Theft, loss, suspected theft or unaccounted for GSA vehicle.
5-f	The loss of Personally Identifiable Information (PII).
5-g	Confirmed/suspected computer network attack causing operational impact.
5-h	All incidents relating to ARNG Aviation (Report Class A immediately by telephone).
5-i	Incidents that result in media attention or official inquiry.

Category 2 Serious Incident Reporting (SIR)

Category 2 serious incident Per AR 190-45 PARA 8-3

AR 190-45 PARA	Name or Subject
8-3 a, b	<p>Theft, suspected theft, wrongful appropriation, or willful destruction of:</p> <p>1-Government property valued at \$100,000 or more.</p> <p>2-Appropriated funds \$100,000 or more.</p> <p>3-Non-appropriated funds \$100,000 or more.</p>
8-3 c	Racially or ethnically motivated criminal acts. (Hate Crimes)
8-3 d	<p>Loss, theft, wrongful disposition, willful destruction, or mismanagement of:</p> <p>(1) Evidence</p> <p>(2) Sensitive items, other than arms and ammunition, identified by Controlled Inventory Item Code 1-6, 8, 9, Q, R, or Y (AR 710-2). "Night Vision Devices and Navigation Systems (GPS)"</p> <p>(3) Controlled Cryptographic Items</p> <p>(4) Drugs identified in the Comprehensive Drug Abuse 5-Prevention and Control Act of 1970 as Schedules II, III, IV, V, and I controlled substances. Schedule II - V drugs are Government-controlled medical substances identified as R and Q controlled medical items in the Federal Supply Catalog. Schedule I drugs identified in the Act, are only used by DOD for research, and are not available through the supply system</p>
8-3 e	<p>Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed:</p> <p>(1) Cocaine, 100 grams or more.</p> <p>(2) Marijuana, 1000 grams or more.</p> <p>(3) Hashish, 1000 grams or more.</p> <p>(4) Heroin, 100 grams or more.</p> <p>(5) Methamphetamines or barbiturates, 100 grams or more.</p> <p>(6) LSD, 6 dosage units or more.</p> <p>(7) PCP, 100 grams or more.</p> <p>(8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.</p>
8-3 f	Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities by Soldiers or DA or non-appropriated fund (NAF) employees.
8-3 g	Incidents involving prisoners or detainees of Army confinement or correctional facilities to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all prisoner deaths.

Category 2 Serious Incident Reporting (SIR) Cont.

Category 2 serious incident Per AR 190-45 PARA 8-3

AR 190-45 PARA	Name or Subject
8-3 h	<p>Theft, loss, suspected theft, unaccounted or recovered Arms, Ammunition, and Explosives (AA&E) in the following quantities:</p> <ol style="list-style-type: none"> (1) Any missile, rocket, mine, artillery, or mortar rounds. (2) Any machinegun or automatic-fire weapon. (3) Any fragmentation, concussion, high-explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators. (4) Any explosives, to include demolition explosives (for example, detonation cord, C-4 blocks of explosives, and so on). (5) One or more semiautomatic or manually operated firearms. (6) Five or more rounds of ammunition greater than .50 caliber. (7) 1,000 or more rounds of .50 caliber or smaller ammunition.
8-3 i	Actual or attempted break-ins of arms rooms or storage areas for AA&E.
8-3 j	Armed robbery or attempted armed robbery of AA&E.
8-3 k	Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.
8-3 l	Aggravated arson.
8-3 m	<p>Any death of NYARNG personnel, regardless of Duty Status or Cause of Death with the exception of deaths occurring due to natural causes in military medical treatment facilities.</p> <p>All deaths occurring on or off Army installations must be reported, including, but not limited to:</p> <ol style="list-style-type: none"> (1) Homicides (2) Suicides (3) Traffic accidents (4) Training accidents (5) Fire, or other incidents <p>If the manner of death is unknown, it will be reported as “undetermined manner of death.” Once the manner of death is determined, it will be reported by add-on SIR.</p> <p>Additionally, deaths of family members that are deemed criminal in nature will be reported.</p> <p><i>Note: Include whether the next of kin has been notified. Vehicle related deaths will include seatbelt and alcohol use in the SIR.</i></p>
8-3 n	Kidnapping of NYNG Service Member or Service Member’s family members.
8-3 o	Major fires or natural disasters involving death, serious injury, property damage in excess of \$250,000 (see additional reporting requirements in AR 420-90 Facilities Management), or damage that seriously degrades unit operational or training capabilities.

Category 2 Serious Incident Reporting (SIR) Cont.

Category 2 serious incident Per AR 190-45 PARA 8-3

AR 190-45 PARA	Name or Subject
8-3 p	Group breaches of discipline involving 10 or more persons who collectively act to defy authority.
8-3 q	Training and troop movement accidents resulting in serious injury or death.
8-3 r	Maltreatment of Soldiers or DA civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved.
8-3 s	Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190–30, AR 190–53, and AR 525–1), or acquisition and storage of non-affiliated U.S. person information (see AR 380–13).
8-3 t	Actual or alleged incidents of child abuse which takes place within an Army organizational setting or facility (for example, child development center, youth activities center, MTF, gymnasium, and so on) or an Army sponsored or sanctioned activity (for example, quarters-based family child care home, youth sports or recreation activities, field trips, and so on). This paragraph applies to incidents of child abuse occurring within the family unit which involve the use of a weapon (for example, a firearm, knife, or other devices which will cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.
8-3 u	Serious child injury or death, not resulting from child abuse, while the child is in the Army’s care at a nonmedical facility (that is, child development center, quarters-based family child care home, youth activities center, and so on) or within an Army sponsored or sanctioned activity. This paragraph does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.
8-3 v	Serious domestic violence incidents (unrestricted reporting only). This report will include whether the Soldier had deployed within the past year leading up to the incident.
8-3 w	Incidents involving firearms that cause injury or death.
8-3 x	Federal crimes reportable under AR 381–10 U.S. Army Intelligence Activities, when they meet reporting criteria.
8-3 y	Any other incident that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

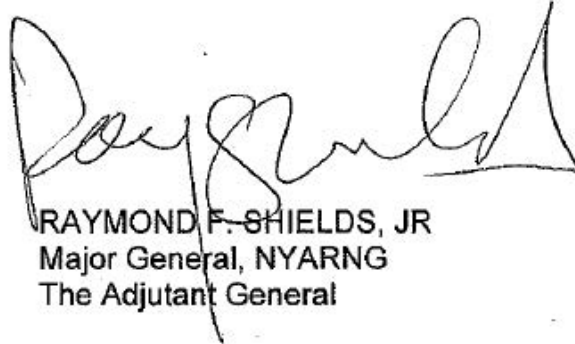
Category 1 Serious Incident Reporting (SIR)

Category 1 serious incidents Per AR 190-45 PARA 8-2

AR 190-45 PARA	Name or Subject
8-2 a	On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
8-2 b	War crimes, including mistreatment of detainees, displaced persons, or retained persons
8-2 c	Requests by members of the Army for political asylum in foreign countries or indications of defection.
8-2 d	Terrorist activities sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or involve military personnel or property off an installation.
8-2 e	Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.
8-2 f	Incidents involving material damage that seriously degrade unit operational or training readiness. (Army Aircraft Mishaps)
8-2 g	Threats against Government weapons and ammunition.
8-2 h	Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other persons under U.S. Secret Service (USSS) protection.
8-2 i	Incident involving ARMY (Biological Select Agents And Toxins) BSAT incidents involving any chemical agent, research chemical agent, or biological select agent or toxin
8-2 j	Any other incident the commander determines to be of immediate concern to HQDA or NGB based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

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