



**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207**

ATMT-LTB-SD

25 October 2017

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

**SUBJECT: Policy Memorandum #7 – Commander’s Critical Information Requirements (CCIR)**

1. Reference: AR 190-45, Law Enforcement Reporting
2. The well-being, safety, and care for the Soldiers, Family members, DA Civilians, Students and Leaders of the USASD is my number one priority. To ensure that critical resources are provided to our population in a timely manner, it is imperative that CCIRs are communicated to the command team quickly and in detail.
3. The following occurrences are CCIR for this command.
  - a. Death or serious injury of any cadre member, civilian employee, Student leader, or immediate family member of cadre member occurring on or off installation
  - b. Injury of any member of the unit causing loss of limb, eyesight, or serious medical emergency
  - c. Incarceration of cadre or Student leader
  - d. Suicide attempt or gesture
  - e. Injury or incident involving a fire arm
  - f. Heat Stroke
  - g. Any incident of sexual assault
  - h. Any incident involving cadre, Student Leader, or family member that will result in a blotter report or civilian police report
  - i. Any child abuse or domestic violence incidents
  - j. Any training accidents that result in injury to cadre or civilians

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k. Hospitalization of Student leader for anxiety, depression, or Post Traumatic Stress Disorder.

4. Any item fitting the criterion of a CCIR must be reported to either myself, the 1SG, or the office manager within 24 hours of the incident. Reports can be sent via phone, email, or in person. Ensure that your report can answer the 5 W’s (who, what, when, where, why). Telephonic reports will include both good a phone and email POC. Follow up reports on incidents that cannot be resolved immediately are required within five days of initial report. Additional follow up requirements will be evaluated on a case by case basis.

5. If you are unsure as to whether your incident fits the criterion of a CCIR, contact us immediately. It is better to be overcautious than to provide no warning of a potentially serious situation.

6. The point of contact for this memorandum is the undersigned at (803) 751-3795.

ALEJANDRA D. PEACH  
CPT, AG  
Commanding