



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

MAR 05 2004

SFIM-OP-M

MEMORANDUM FOR Installation Management Agency Region Directors

SUBJECT: US Army Installation Management Agency Policy Memorandum #11,
Critical Command Information Requirements (CCIR)

1. REFERENCE. Army Regulation 190-40, Serious Incident Reporting, 30 November 1993.
2. PURPOSE. The following is a guide for CCIR information flow. It addresses areas and issues which the IMA Director must be apprised in a timely manner.
3. APPLICABILITY. These procedures apply to all Installation Management Agency Region Directors.
4. POLICY. The Director, IMA will be made aware of actions or incidents described herein.
5. PROCEDURES.
 - a. Serious Incident Reports (SIR): Transmit all SIR(s) in accordance with AR190-40, Serious Incident Reporting, and garrison SOPs. If the SIR is classified, contact the IMA Operations Chief for additional guidance.
 - b. Critical Information Requirements (CIR): When an incident occurs and an urgent decision is required, the region director or his/her senior representative will contact Director, IMA ASAP, **any hour, day, night, weekend or holiday— via telephone**. If not urgent, contact the Director at the earliest opportunity during normal duty hours. If you cannot reach the Director, contact one of the following personnel:

Deputy Director

Work Phone: DSN 332-6392; Commercial: 703-602-6392

Home Phone: 703-933-2785 Cell: 703-901-1796

Chief, Operations Division

Work Phone: DSN 332-5143; Commercial: 703-602-5143

Home Phone: 703-927-1176 /Cell 703-380-0918

SFIM-OP-M

SUBJECT: US Army Installation Management Agency Policy Memorandum #11,
Critical Command Information Requirements (CCIR)

XO to the Director

Work Phone: DSN 332-5413; Commercial: 703-602-5413

Home Phone: 703-380-4297 (cell)

c. Reportable incidents:

- (1) Incidents involving death or serious injury of IMA personnel.
- (2) Disasters or crises that result in significant disruption to installation operations exceeding 24 hrs; e.g. electricity, loss in water, sewage, heating, cooling, or training support.
- (3) Serious incident involving senior leaders assigned IMA (MSG and above, or GS-13 and above).
- (4) Potentially adverse public affairs issues that may discredit the Army, IMA, or any of its members.
- (5) Change in Force Protection Condition (FPCON).
- (6) Initiation of contingency operations/deployment/mobilization.

d. Priority Information Requirements: Advise the Director of these priority information requirements at your earliest opportunity via telephone or email, **wake-up not required unless an urgent decision is required**.

- (1) Serious communication with a Flag/GO in your region, especially if negative.
- (2) Senior region leaders (director, deputy director, chief of staff) out of communication or temporarily away from the organization and who is acting in their absence. Send an email note to IMA Chief of Staff prior to departure.
- (3) Incident involving Flag/General Officer or family member of a Flag/GO.
- (4) Visits by a major general or above and elected officials for official business involving installation operations to region headquarters and /or installations.

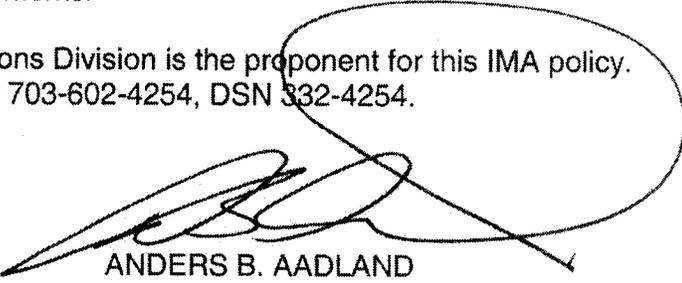
SFIM-OPS

SUBJECT: US Army Installation Management Agency Policy Memorandum #11,
Critical Command Information Requirements (CCIR)

(5) Significant changes to normal activities on the installation that might prompt interest from senior occupants; includes changes that negatively affect mission commander's readiness and non-routine or unusual support to sister services or other governmental agencies.

(6) Changes to projects that have command interest, e.g., delays in completion dates and increased funding requirements.

6. RESPONSIBILITY. The Operations Division is the proponent for this IMA policy. POC can be reached at commercial 703-602-4254, DSN 332-4254.



ANDERS B. AADLAND
Major General, GS
Director

Encl
CIR/IPR Reporting Format