



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1382

NGB-ARO-FP

2 November 2007

MEMORANDUM FOR All State and Territory Army National Guard G-3s

SUBJECT: Serious Incident Reporting Procedures for the Army National Guard

1. Reference Army Regulation (AR) 190-45, Law Enforcement Reporting, 30 Mar 07.
2. This memorandum describes the responsibilities, policies and procedures required by the States for reporting Serious Incidents within the Army National Guard (ARNG).
3. Department of the Army policy for reporting serious incidents is covered in AR 190-45, Chapter 8, paragraph 8-1. Incidents listed in paragraph 8-2 and 8-3, are reportable to HQDA as Category 1 and 2 serious incidents, respectively.
  - a. Commanders should report any incident that might concern HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident as a serious incident, regardless of whether it is specifically listed in paragraphs 8-2 and 8-3. In cases of doubt, report the incident.
  - b. The State Adjutant General, NGB, and ARNG Watch will be information addressees for Category 1 and 2 incidents involving ARNG personnel, facilities, or equipment. This includes Title-10 status, ARNGUS, personnel and equipment.
4. In addition to HQDA Category 1 and 2 requirements, ARNG has identified the below listed serious incidents reportable as Category 3. Category 3 serious incidents will only be reported to ARNG Watch thru the State Adjutant General. Report number sequences for Category 3 will be separate from those used for HQDA reports.
  - a. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$1000 but less than \$100,000.
  - b. Theft, suspected theft, negligence, or conflict of interest involving Government non-appropriated funds or property valued at more than \$1000 but less than \$100,000.
  - c. Theft, loss, suspected theft, unaccounted or recovered .50 caliber or smaller ammunition of 250 to 999 rounds.

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d. Single loss of 10 or more United States DoD/Uniformed Services Identification Cards.

e. Theft, loss, suspected theft, or unaccounted for U.S. Government Credit Card (Military Cards).

f. Theft, loss, suspected theft, or unaccounted for military or GSA vehicle.

g. Any death of ARNG personnel, regardless of status or cause of death, except those covered by Category 2.

h. Incidents involving firearms, except those covered by Category 2.

i. Any training or operational incident not covered by Category 2 that may initiate media attention or official inquiry.

j. Other significant incidents that may initiate media attention or official inquiry as determined by the State.

5. The reporting process uses four types of reports to provide timely and accurate information:

a. Original submission.

(1) Initial telephonic report, immediately upon discovery or notification at the state level for Category 1 SIR (fig 9-1).

(a) Local Law Enforcement Authorities (as appropriate).

(b) Geographical Provost Marshal Office (Table 1-1).

(c) ARNG Watch, NGB-ARO-DO, DSN 327-9350 or 703-607-9350.

(2) Written report (figs 9-1 and 9-4) will be submitted by electronic mail or if electronic mail is not available, by electronic message to the Provost Marshal General (DAPM-MPD-LE) (fig. 9-7), The Army Watch (fig. 9-7), NGB (fig. 9-7), and the ARNG Watch (ngb-arngwatch@ng.army.mil, fax DSN 327-9881 or 703-607-9881). Facsimile will be used as a supplemental transmission.

(a) Category 1 within 12 hours of discovery or notification at the state level.

(b) Category 2 within 24 hours of discovery or notification at the state level.

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(c) Category 3 will be reported to NGB and the ARNG Watch only, within 48 hours of discovery or notification at the state level.

b. "Add-on" submission of information not available at the time of the original report (figs 9-2 and 9-5).

(1) A follow on/update report will be submitted as an "Add-on" report 15 days after the original submission date to ARNG Watch.

(2) Additional follow on/update reports will be submitted every 30 days there after until the Written Final Report with investigation disposition is submitted.

c. Correction submitted to correct information from an earlier report (figs 9-3 and 9-6).

d. Written Final Report with investigation disposition.

6. ARNG Watch will forward all SIRs to the appropriate directorate within NGB for information, tracking and/or required action.

7. Point of contact is Ms. Deirdre Wallace, Force Protection Branch Chief, at 703-607-7353 or [deirdre.wallace@us.army.mil](mailto:deirdre.wallace@us.army.mil).



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