

## SIR FORMAT AND INSTRUCTIONS

From: Standard Unit Header Information  
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Subject: The SIR Number. This number will always be a six-digit number. The first two digits will contain the last two digits of the calendar year in which the report is being prepared, The last four digits, beginning with 0001, are the sequential number for reports submitted to higher chain of command by unit in that calendar year.

1. Category: Indicates Category 1 or 2 type of report.
2. Type of Incident: Indicates type of offense or incident, such as "suicide, murder, or undetermined death." If multiple offenses are involved, list in order of the most serious first. Do not add terms such as "suspected" or "alleged" or attempt to couch the incident in favorable terms.
3. Date and time: Enter date – time group when the incident occurred using local time. If exact time is unknown, enter "unknown" followed by a window of date-time groups in which the incident might have occurred.
4. Location: Enter specific type of structure, facility, or area and exact address or location where the incident occurred; for example. On-post, off-post, troop barracks, hospital ward, arms room, building number, open field, quarters address.
5. Other Information:
  - a. Racial. Indicate by stating "yes" or "no" whether not the incident was motivated in whole or in part by race. If racial, explain circumstances fully in paragraph 8, Remarks. If race or ethnic factors are suspected, but not confirmed, report "yes."
  - b. Trainee involvement. Indicate by stating "yes" or "no" whether or not incident involves a trainee, or a student in the Army School System, as the victim. For such victim, indicate whether Active Army, ARNG, or USAR. Also, for ARNG or USAR victim, indicate initial active duty for training, annual training, or active duty for training. Explain circumstances fully in paragraph 8, Remarks, if necessary.
6. Personnel Involved: List data pertaining to subject and victim. If no identified subject and victim exist, state "none." Do not list "U.S. Government" as victim.
  - a. Subject. (1) Name: (last, first, middle).
    - (a) Rank or Grade: For Military, enter proper abbreviation of rank; for civilian employees, enter category and grade, that is, "WG6", "GS11." Or "GM14"; for other civilians, including family members, enter "civilian."

(b) Social Security Number: Self-explanatory. For those who do not have an SSN, for example, foreign nationals, state "none."

(c) Race: Use appropriate terms from AR 680-29, in other words, "white, "black," American Indian, and so forth.

(d) Sex: Self-explanatory.

(e) Age: Self-explanatory.

(f) Position: If military, enter duty assignment, if civilian employee, enter job title; if family member, enter relationship to sponsor, that is "family member spouse." For other civilians, enter occupation.

(g) Security clearance: Enter "Top Secret", "Secret", or Confidential, "or "none" as appropriate.

(h) Unit and station of assignment: If military, enter the unit designation and address; if civilian employee, enter the organization name and address; if family member, enter the rank and name of followed by the home address; if other civilian, enter the home address.

(i) Duty status: If military, enter "on duty" "leave" or "absent without leave (AWOL)," as appropriate; for civilian employees, enter "on duty, "off duty" as appropriate. For other civilians, to include family members, enter "NA" (not applicable).

List additional subjects in consecutive paragraphs, such as a(2), a(3), and so orth, and repeat all data elements in a(1)(a) through (i), above.

b. Victim:

(1) Name: (last, first, middle).

(a) Rank or grade.

(b) Social Security Number.

(c) Race.

(d) Sex.

(e) Age.

(f) Position.

(g) Security clearance.

(h) Unit and Station of Assignment.

(i) Duty status.

List additional victims in consecutive paragraphs, such as, b(2), b(3), and forth and repeat all data elements in b(1)(a) through (i), above. (Note: Identifying data is needed for subjects and victims only. Other persons related to the report such as witnesses or complainants can be included in paragraph 7 with brief descriptive data, such as "LTC Ton Smith, CDR, 1-66th IN BN, discovered . . . .").

7. Summary of incident: Provide a brief, narrative summary of the incident. Tell the who, what, where, why, and how that is basic to law enforcement reporting. Include such information as estimated dollar loss, medical condition of victims, or disposition of offenders. Avoid jargon and trivial data that is not needed at higher headquarters levels such as, license numbers and color of vehicle, or Military Police patrol designations. Do not include descriptions of subjects and victims provided in paragraph 6.

8. Remarks: Provide any additional information that helps explain the incident or comment on any impacts on the installation or actions taken because of the incident. Provide the corresponding military police report number, if appropriate, the USACIDC report of investigation (ROI) number.

9. Publicity: Note the extent and type of news media coverage anticipated, that is, "National television coverage has occurred, "or Local print media inquiries have been received." This determination is best made by the command public affairs office.

10. Commander reporting. Enter rank and full name of reporting commander.

11. Point of Contact: Enter rank, name, commercial telephone number, DSN telephone number, and e-mail address of person to call for additional information. NOTE: Once SIR gets to TXARNG G3 a determination will be made as to who will be the POC; G1,G2,G3,G4, etc., at TXARNG level when and if the SIR goes to NGB.

12. Downgrading instruction. Provide downgrading instructions for classified report or removal date of FOUO markings, as appropriate.