**FOUO**From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Unit Reporting)  
To: CDRJFHQVA, Sandston VA//J3-JOC//  
[VA-JEOC@ng.army.mil](mailto:VA-JEOC@ng.army.mil)

SUBJ: SIR number: \_\_\_\_\_\_\_\_\_\_\_ (Leave blank)

1. Category of Incident: CAT: \_\_\_\_\_\_\_\_ (Leave blank)

2. Type of Incident:  
  
  
3. Date/Time of Incident:  
  
  
4. Location:  
  
  
5. Other Information:  
 a. Racial:  
 b. Trainee Involvement:  
  
6. Personnel Involved:  
 a. Subject:   
 (1) Name:  
 (a) Pay Grade:  
 (b) SSN:  
 (c) Race:  
 (d) Sex:  
 (e) Age:  
 (f) Position:  
 (g) Security Clearance:  
 (h) Unit and Station of Assignment:  
 (i) Duty Status:  
 (j) Has the soldier deployed within the past 12 months:  
 b. Victim:  
(1) Name:  
 (a) Pay Grade:  
 (b) SSN:  
 (c) Race:  
 (d) Sex:  
 (e) Age:  
 (f) Position:  
 (g) Security Clearance:  
 (h) Unit and Station of Assignment:  
 (i) Duty Status:  
  
7.Summary of Incident:  
  
  
8. Remarks:  
  
9. Publicity:  
  
10. Commander Reporting:  
  
11. Point of Contact:  
  
12: Downgrading Instructions: The FOUO protective markings may be removed on\_\_\_\_\_\_ (Date)  
  
 **FOUO**