

SERIOUS INCIDENT REPORT (SIR) COVER SHEET

If during a community support event, drill weekend, training event or exercise as examples, SAD aside, if a member of the VDF is injured and requires immediate transport to an emergency room for treatment, hospitalization or the subsequent filing of a workman's compensation claim, a Serious Incident Report (SIR) must be forwarded to the JOC as soon as possible through the chain of command.

27JUL11

FOUO

From: _____ (Unit Reporting)
To: CDRJFHQ-VA Sandston, VA//J3-JOC//
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

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From: _____ (Unit Reporting)
To: CDRJFHQ-VA Sandston, VA//J3-JOC//
VA.jeoc@ng.army.mil

SUBJ: SIR number: Add-On

1. Type of Incident:
2. Date/Time of Incident:
3. Additional Information:
4. Commander Reporting:
5. Point of Contact:
6. Downgrading Instructions: The FOUO protective markings may be removed on _____ (date)

FOUO

FOUO

From: _____ (Unit Reporting)
To: CDRJFHQ-VA Sandston, VA//J3-JOC//
VA-jeoc@ng.army.mil

SUBJ: SIR number: Correction

1. Type of Incident:
2. Date/Time of Incident:
3. Correction:
4. Commander Reporting:
5. Point of Contact:
6. Downgrading Instructions: The FOUO protective markings may be removed on _____ (date)

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