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| **I = Immediate notification/M = Morning Notification 0700** | **DG3** | **G3** | **DCO** | **COS** | **CG** |
| **TAG/Commander’s Critical Information Requirements (CCIR) to be reported via Serious Incident Report (see below)** | | | | | |
| CCIR #1: a. Injury to/illness/death of VDF member while participating in a VDF activity.  b. Death of any VDF member or death of any person that occurs on DMA property –   Readiness Center, training base, or facility.  c. Death of VDF member while off duty (not participating in a VDF activity.)  d. Injury to/ serious illness/hospitalization of VDF member while off duty (not participating in a   VDF activity.)  e. Injury to/ serious illness /hospitalization /death of immediate family member of VDF   member.  (note: serious injury is life threatening or admitted to the hospital overnight as a result of   illness or injury.)  (cf. DMA CCIRs # 1 and #5) | I  I  M  M  M | I  I  M  M  M | I  I  M  M  M | I  I  M  M  M | I  I  M  M  M |
| CCIR #2: Observed or reported suspicious/illegal activity at any VDF office in a DMA facility.  (cf. DMA CCIR # 2) | M | M | M | M | M |
| CCIR #3: Accident or criminal activity involving VDF personnel that results in government property damage estimated in excess of $750, injury to a civilian, or damage to a civilian’s property.  (cf. DMA CCIR # 3) | M | M | M | M | M |
| CCIR #4: Unsolicited media and/or elected official contact with VDF unit. (cf. DMA CCIR # 4) | M | M | M | M | M |

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| **I = Immediate notification/M = Morning Notification 0700** | **DG3** | **G3** | **DCO** | **COS** | **CG** |
|  | | | | | |
| CCIR #5 Attempted suicide or suicidal ideations of any VDF member or any person on DMA property.  (cf. DMA CCIR # 7) | M | M | M | M | M |
| CCIR #6 Incident that may create negative public image of the DMA/VDF. (includes social or traditional media articles, posts, or transmissions) (cf. DMA CCIR # 8) | M | M | M | M | M |
| CCIR #7 Loss of a sensitive item or OPSEC/COMSEC compromise. | M | M | M | M | M |
| CCIR #8 Change to any DSCA Tier 1 or Service Component Response Package readiness level. (cf. DMA CCIR # 11) | M | M | M | M | M |

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| **Essential Elements of Friendly Information (EEFI). The critical aspects of friendly operations that if advertised could lead to the failure, or limit the success of the operation, and therefore must be protected or limited for distribution.** |
| EEFI 1. Itinerary of General Officers and/or public Officials. |
| EEFI 2. Commonwealth’s identified critical infrastructure sites. |
| EEFI 3. Overall VDF/DMA capability to respond to DSCA operations |
| EEFI 4. Availability of VDF/DMA Senior Leaders (as briefed in WCUB). |
| EEFI 5. Current force protection condition (FPCON) levels of DMA and DMA facilities. |

**SERIOUS INCIDENT REPROT FORMAT FOLLOWS:**

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**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)