



DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

REPLY TO
ATTENTION OF

JUN 29 2004

CSTE-DTC-WS-CG

MEMORANDUM FOR Commanders, Directors, Office Chiefs of Team WSMR

SUBJECT: Policy Letter #14: Commander's Critical Information Reporting (CCIR) Policy

1. The Commander's Critical Information Reporting (CCIR) is that information I feel is of such importance that it will be reported to me as soon as practical.
2. I have identified the following as CCIR items of interest:
 - a. Significant soldier/civilian accomplishments (on or off duty).
 - b. Accidents:
 - (1) *DTC soldier/civilian injury resulting in loss of duty.
 - (2) Soldier/civilian/contractor injury during testing.
 - (3) *DTC equipment damage estimated at \$1,000 or more.
 - c. *Immediate notification of topics requiring Serious Incident Reports (SIRs).
 - d. *Stryker test incidents:
 - (1) Outages resulting in test schedule delays.
 - (2) Incidents that dictate immediate change to safety release.
 - e. Live fire test anomalies.
 - f. Likely negative public affairs coverage.
 - g. Force protection incidents.
 - h. *Late officer/NCO/civilian evaluation reports or awards that are staffed through Headquarters, DTC or higher headquarters (prior to late status or departure of awardees).
 - i. *Emergency leave of Test Center senior leadership.

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- j. Equal opportunity complaints (informal and formal).
- k. Death of Team White Sands member or family member.
- l. Weapons discharges.
- m. Brigadier General (07) or higher visitors (including Congressional Delegates/Staffers), to include notification of visits and results of completion of visits.
- n. *Change in Test Center leaders' status.
- o. Inspections by external organizations.

*Indicates those items pertaining only to the White Sands Test Center.

- 3. CCIR reporting does not reduce or eliminate the need to process SIR's or safety, security, and other reporting requirements.
- 4. Format for a CCIR is enclosed.
- 5. Commanders, directors and office chiefs will disseminate this policy to all and include it in orientation for newly assigned personnel.

Encl
as



ROBERT J. REESE
Brigadier General, USA
Commanding

DISTRIBUTION:
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FORMAT FOR COMMANDER'S CRITICAL INFORMATION REPORT (CCIR)

Type of Incident: (i.e., accident, personal injury, etc.)

Date and Time: (i.e., 6/22/04, 1600 hours)

Location: (as specific as possible)

Personnel Involved: (i.e., civ, mil, and name)

Incident Summary: (clear and concise)

Incident Remarks: (if applicable)

Incident Publicity: (if applicable, otherwise, None)

Point of Contact: (name, title, ofc, phone)

Submitter: (name, title, ofc, phone)

Commander Reporting: (name, title, ofc, phone)