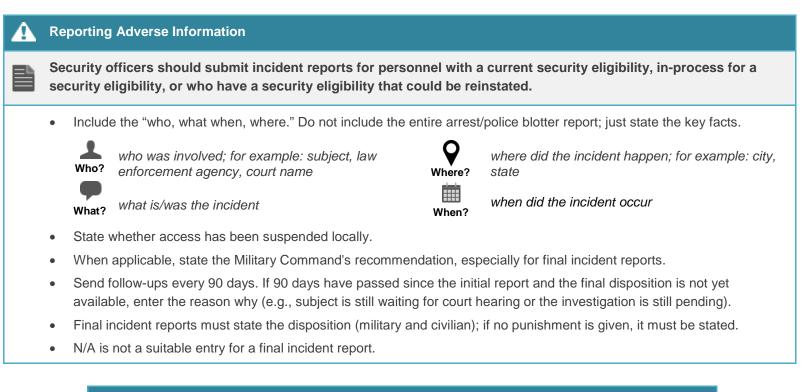
Job Aid: Incident Report



Reporting through the system of record



The system of record provides the capability to facilitate incident reporting.

Identify the POC who entered the incident report and list their contact number/e-mail address.

Sample Incident Description	
Initial	Final
Initial 2011 08 11 Soldier tested positive for illegal drugs during an XXXX Command Urinalysis test on: 20110611 / THC (Marijuana) - 3RD Positive. Commander recommends local suspension of access until final disposition. Submitted by: John Doe, Security Specialist, Intelligence & Security Division, Fort XXXX (555) 555-5555.	Subject was found guilty of DUI-Alcohol in the XXXX District Court, Fourth Judicial District at XXXX, for driving under the influence in XXXX, XX on 10JUL2011. Sentence was 45 days in custody with 42 days suspended. A fine of \$1500. Two years of probation. A General Officer Memorandum of Reprimand was placed in Subject's OMPF. Administrative reduction to PFC effective 17 AUG 2011. Commander recommends eligibility and access be reinstated. Paper copies of the final disposition, MFR, and administrative reduction were mailed to DoD CAF, ATTN: IACF-P0-O. Submitted by: John Doe, Security Specialist, Intelligence & Security Division, Fort XXXX, XX (555) 555-5555.

Outcomes

 \mathbf{N}

An adjudicator will review the submitted incident report and determine if the item may be closed and a new adjudicative eligibility determination entered, or if a partial investigation is required to provide the adjudicator sufficient information to make an eligibility determination.