

Job Aid: Incident Report



Reporting Adverse Information



Security officers should submit incident reports for personnel with a current security eligibility, in-process for a security eligibility, or who have a security eligibility that could be reinstated.

- Include the “who, what when, where.” Do not include the entire arrest/police blotter report; just state the key facts.



Who?

who was involved; for example: subject, law enforcement agency, court name



Where?

where did the incident happen; for example: city, state



What?

what is/was the incident



When?

when did the incident occur

- State whether access has been suspended locally.
- When applicable, state the Military Command's recommendation, especially for final incident reports.
- Send follow-ups every 90 days. If 90 days have passed since the initial report and the final disposition is not yet available, enter the reason why (e.g., subject is still waiting for court hearing or the investigation is still pending).
- Final incident reports must state the disposition (military and civilian); if no punishment is given, it must be stated.
- N/A is not a suitable entry for a final 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	
<i>Initial</i>	<i>Final</i>
<p>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.</p>	<p>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.</p>

Outcomes



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.