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NGTC POLICY 22-02

5 July 2022

**THE NATIONAL GUARD TRAINING CENTER
CRITICAL COMMAND INFORMATION REQUIREMENTS (CCIR)**

1. **Purpose.** To identify the Superintendent's CCIRs and prescribe responsibilities and process for reporting serious incidents and critical information at the National Guard Training Center.

2. **Applicability.** This policy establishes serious incident reporting (SIR) and CCIR procedures for all state and federal leaders assigned to the National Guard Training Center. The Superintendent will ensure that all SIRs/CCIRs are processed in accordance with higher headquarters guidance.

3. **Reporting Criteria.** The safety and security of the installation as well as staff, tenants, users, and visitors is top of mind. There will be two categories that drive the timing and method of reporting: wake-up reporting and non-urgent reporting.

a. **Wake-Up Reporting Criteria:** These incidents will be reported by phone or in person to me immediately as indicated in Appendix 1.

b. **Non-Urgent Reporting Criteria:** These incidents will be reported via email at the time of discovery outside of duty hours or by phone to me or Base Operations during normal duty hours (Monday – Friday, 0800 – 1630) as indicated in Appendix 1.

4. **Processing.** In the event of other serious incidents not addressed in this policy, contact me for guidance. Should you believe the incident or issue is time sensitive, contact me directly. When in doubt, call. Submission of a SIR/CCIR will not be delayed due to incomplete information. All information known at the time of SIR/CCIR submission will be included. Additional required information will be provided in a subsequent corrected or add-on report.

a. **Incident Reporting**

(1) Death or serious injury involving loss of life, limb, or sight to any personnel, tenant, or user residing on or off the installation.

- (2) Any sexual assault reported by any personnel, tenant, user, or visitor.
- (3) Any major crisis resulting in disruption to installation operations, electrical outage, loss of water, sewage, heating, communications, or cooling capabilities that effect quality of life or damage/destruction to installation property.
- (4) Imminent or forecasted natural or man-made disaster impacting the installation.
- (5) Any incidents occurring within the Youth Challenge Academy program or facility that include: death/injury to a child/youth sustained in the program or facility resulting in admission to a hospital, surgery, or which prevents/precludes the child/youth from participating in the Youth Challenge Academy program for more than three (3) days. Any child abuse or neglect allegation of any person working or volunteering with the Youth Challenge Academy, even if the allegation did not involve a minor enrolled in the program. If the allegation is substantiated/founded, an updated CCIR is required. Revocation or deferment of accreditation. Actual or alleged incident of child abuse or neglect that takes place on the installation or through an installation-sponsored activity.
- (6) Environmental incidents or actions that shut down operations or training due to spills, range fires, legal suits, or administrative order. Any environmental incident requiring immediate notification of the Department of Military and Veterans Affairs Environmental Management Bureau.
- (7) Incidents involving Unmanned Aircraft (UA) and Unmanned Aircraft Systems (UAS) operating in the vicinity of the installation.
- (8) Confirmed or suspected exposure of classified information. The compromise, suspected compromise, loss, or theft of Personally Identifiable Information (PII).
- (9) Incident or alleged incident of misconduct by installation personnel to include fraud, waste, abuse, and corruption.
- (10) Emerging public affairs issues on or off the installation that effects operations and the ability of the National Guard Training Center to execute its mission.
- (11) Theft, suspected theft, attempted theft, loss, or unaccounted arms, ammunition, and/or explosives.
- (12) Failure of an installation utility or service that creates a life threatening condition or negatively impacts mission critical operations.
- (13) Any military unit activation/deployment/re-deployment activity on the installation that requires assets, resources or support.

5. **Point of Contact.** If you have any questions on the above, or require clarification, please do not hesitate to contact Base Operations at (732) 974-4500.

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VINCENT SOLOMENO
Superintendent
Major, Engineer, NJARNG

Encls

1. Appendix 1 - NGTC CCIR Reporting Reference

**Appendix 1
NGTC CCIR Reporting Reference**

INCIDENT	Superintendent Wake-Up	Non-Urgent	Immediate	Within 2 Hours
Arrival of external media to cover an installation event		Y		Y
Any crime (aggravated assault, domestic violence, involving sex, theft, robbery, fraud) or as determined by Security to warrant notification	Y		Y	
Arrest of NGTC personnel		Y		Y
Barricaded individual(s)	Y		Y	
Breach of Front Gate or arrest at Front Gate		Y		Y
Bomb threat/explosion with injury, death; damage to state property seriously degrading mission	Y		Y	
Child abuse on installation	Y		Y	
Youth Challenge Academy Cadet serious injury	Y		Y	
Death of any installation personnel by accident or work related	Y		Y	
Death of any Soldier attending training	Y		Y	
Closure of Front Gate	Y		Y	
Disaster/crisis resulting in disruption to installation operations, included electrical outages, loss of water, sewage, heating, cooling, and/or quality of life	Y		Y	

**Appendix 1
NGTC CCIR Reporting Reference**

INCIDENT	Superintendent Wake-Up	Non-Urgent	Immediate	Within 2 Hours
Fire resulting in damage or destruction to state property	Y		Y	
Firearms discharge (non-training)	Y		Y	
Firearms incident causing injury or death	Y		Y	
HAZMAT or environmental incident	Y		Y	
Hostage situation	Y		Y	
Injury of installation personnel while on duty requiring hospitalization		Y		Y
Individuals suspected of collecting intelligence	Y		Y	
Kidnapping	Y		Y	
Missing Youth Challenge Cadet		Y		Y
MEDEVAC (aerial) from installation	Y		Y	
Racial/ethnic criminal actions or hate crime	Y			Y
Rape or sexual assault	Y		Y	
Riots, demonstrations on or off the installation	Y		Y	
Security breach to weapons vaults	Y		Y	
Suicide/attempts	Y		Y	
Terrorist threats, sabotage, or actual incidents of threats to state property	Y		Y	
Theft or loss of sensitive items		Y		Y
Training accidents resulting in injury or death	Y		Y	