

Department of the Army  
Headquarters, United States  
Training and Doctrine Command  
Fort Monroe, Virginia 23651-1047

\*TRADOC Regulation 1-8

7 July 2006

**Administration**  
**Training and Doctrine Command (TRADOC) Operations Reporting**

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**Summary.** This regulation prescribes policy and procedures for reporting significant incidents to Headquarters (HQ), United States Army TRADOC using the TRADOC Operations Report (OPREP) and the TRADOC Spot Report (SPOTREP).

**Applicability.** This regulation applies to HQ TRADOC and to all installations where TRADOC is the Senior Mission Commander (SMC), TRADOC Subordinate Commands, TRADOC Schools and Centers, and TRADOC Activities not on a TRADOC SMC installation.

**Supplementation.** Supplementation of this regulation is authorized after obtaining written approval from the proponent.

**Suggested Improvements.** The proponent of this regulation is the Deputy Chief of Staff for Operations and Training (DCSOPS&T), Director, Operations, Mobilization, and Readiness Division (OMRD). Forward comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC (ATTG-ZOO, 33 Ingalls Road, Fort Monroe, VA 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Availability.** This regulation is distributed solely through TRADOC Homepage at <http://www.tradoc.army.mil/>.

**Summary of Changes.** This revision –

- Changes TRADOC Installations to installations where TRADOC is the SMC.
- Changes proponency from the Assistant Deputy Chief of Staff for Operations to Director, OMRD.
- Adds Commander, United States Army Accessions Command (USAAC), Commander, United States Army Cadet Command (USACC), and Commander, U.S. Army Recruiting Command (USAREC).

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\* This regulation supersedes TRADOC Regulation 1-8, 13 November 2001, and Change 1 to TRADOC Regulation 1-8, 17 November 2003.

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- Requires:
  - Reporting of medical situations that result in death, injury or serious illness resulting in hospitalization.
  - OPREPs include Next of Kin (NOK) notification and whether seatbelts were used and if alcohol was involved for vehicle accidents.
  - Reporting of confirmed cases of heat stroke, hypothermia, frostbite, and confirmed cases of Rhabdomyolysis (Rhabdo).
  - When a Soldier is listed as a subject in an OPREP that the OPREP include whether the Soldier has deployed in the past year.
  - Theft, suspected theft, wrongful appropriation or willful destruction of government property, appropriated or non-appropriated funds valued at \$50,000 be reported.
  - Reporting of major fires, arson, and natural disasters that result in death, serious injury, or property damage exceeding \$50,000.
  - Reporting of bomb or explosive incidents resulting in death, injury or damage to property.
  - Reporting of any positive test results from West Nile Virus (WNV) (human, animal, or mosquito).
  - Reporting of any positive test results from the Avian Flu or any other Pandemic Flu.
  - Reporting of information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President or Vice President.
  - Reporting of war crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilian internees, violations of the Geneva Convention, and atrocities.
  - Reporting of requests by members of the U.S. Army for political asylum in foreign countries or indications of defection by a TRADOC Soldier.
  - Reporting of incidents involving material damage that seriously degrade unit operational or training readiness.
  - Reporting of threats against Government weapons or ammunition.
  - Reporting of actual or alleged child abuse occurring, within the family, which involve the use of a weapon (such as a firearm, knife, or other device, which may cause serious bodily injury).
  - Reporting of any serious domestic violence incidents.

- Reporting major installation power outages that impact operations or training.
- Reporting of any manned or unmanned aircraft accidents or incidents.
- Changes reporting requirement from two hours to four hours with follow-up information required within two hours of request by TRADOC.
- TRADOC OPREP Form changed to include type of report (initial, follow-up, and final), and notification of Soldier deployment within the past year.
- TRADOC SPOTREP reporting requirements to include SPOTREP format.
- The TRADOC Operations Report be labeled For Official Use Only (FOUO).
- OPREPs include whether Personal Protective Gear/Equipment was used during incidents involving motorcycles.
- Data sent as FOUO will be digitally signed and encrypted using common access card (CAC)/Public Key Infrastructure (PKI). In addition, installations will use their Role Based Certificate account to help reduce proliferation.

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**Chapter 1**

**Introduction**

**1-1. Purpose.** To establish policy and procedures for the reporting of significant incidents involving installations where TRADOC is the SMC, Subordinate Commands, TRADOC Schools and Centers, and/or Department of Defense (DOD)/Department of the Army (DA) personnel within TRADOC’s Area of Responsibility.

**1-2. References.** References are in Appendix A.

**1-3. Explanation of abbreviations.** Abbreviations used in this regulation are explained in the glossary.

**1-4. Responsibilities.** TRADOC SMC Commandants of TRADOC Schools and Centers, Subordinate Commanders, TRADOC activities, units and staff elements will ensure that the policies and procedures of this regulation are implemented in their organizations.

a. TRADOC SMCs, Commandants of TRADOC Schools and Centers, Subordinate Commanders, TRADOC Activities, and units are responsible for reporting the events and/or incidents defined in paragraph 2-2 as well as any other matter that commanders determine to be of concern to the Commanding General (CG), TRADOC.

b. Commander, USAAC will ensure subordinate commands report events and/or incidents defined in paragraph 2-2 as well as any other matter that the commander determines to be of interest to the CG, TRADOC. Commander, USAAC will ensure that:

(1) Commander, USACC reports incidents in accordance with (IAW) this regulation involving cadre or students at Senior Reserve Officer Training Corps units/activities.

(2) Commander, USAREC reports incidents IAW this regulation involving recruiters, recruits at Army Recruiting Stations, incidents involving Army Recruiting Stations, and the Hometown Recruiter Program.

c. The Director, OMRD or an OMRD representative is responsible for notifying the TRADOC Command Group and TRADOC Staff of significant OPREPs.

d. The Director, Command Provost Marshal Directorate (CPMD) or a CPMD designated representative is responsible for analyzing SPOTREP raw data and if necessary prepare a report and forward all reports to the TRADOC Emergency Operations Center (EOC) and the Deputy Chief of Staff, Intelligence.

e. The TRADOC EOC is responsible for collecting, analyzing, and referring all OPREPs, SPOTREPs, and Serious Incident Reports (SIR) to the Director, OMRD, TRADOC leadership and to appropriate HQ and staff sections. The EOC will receive OPREPS, request follow-up reports, and track and report incidents to the TRADOC leadership.

## **Chapter 2 Reporting Policy**

### **2-1. Policy.**

a. Incidents defined in paragraph 2-2 are reportable to HQ, TRADOC. The list is not inclusive. Commanders should report any incident that might concern CG, TRADOC as a serious incident, regardless of whether specifically listed. In determining whether an event/incident is of concern to CG, TRADOC, the following factors should be considered: the severity, the potential for publicity, and the potential consequences of the event/incident. In case of doubt, submit an OPREP.

b. Reporting procedures outlined in this regulation do not replace the reporting procedures as outlined in AR 190-40 or Threat and Local Observation Notice reportable criteria through the Joint Protection Enterprise Network or the submission of other reports, such as aviation accident reports that are submitted through separate reporting channels. Parallel reports are often required due to separate reporting channels.

**2-2. OPREP reportable events and incidents.** The OPREP is used for any significant incident occurring on a TRADOC SMC installation and/or in its area of responsibility as outlined in AR 190-40 and/or involving TRADOC service members, family members, or TRADOC DOD/DA civilians. At a minimum, commanders must report the following actual or alleged:

a. Accidents, incidents, or medical situations that result in:

(1) Any death of a TRADOC service member, family member, or TRADOC civilian. If the cause of death is unknown, then report as “undetermined manner of death”, also include whether NOK have been notified, and whether or not seatbelts were used and if alcohol was involved for vehicle accidents. Training accidents causing death require additional reporting; paragraph 3-3b identifies requirements for reporting and the form is located in Appendix B of this regulation.

(2) Any serious injury or illness requiring hospitalization of a TRADOC civilian occurring on a TRADOC SMC installation.

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(3) Any serious injury or illness requiring hospitalization of a TRADOC service member or family member.

(4) A confirmed case of heat stroke, Rhabdo, carbon monoxide poisoning, hypothermia, frostbite, or heat exhaustion to a TRADOC service member or family member.

b. Property damage or loss of property or equipment exceeding \$50,000.00.

c. Manned aircraft accident or incident. Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel. Extends to tenant or transient aircraft from other services or Army commands (ARCOMs) using TRADOC facilities or in geographic area of responsibility.

d. Unmanned aircraft accident or incidents. Any type of unmanned aerial vehicle (UAV) accident or incident that causes damage to the UAV. Extends to tenant or transient aircraft from other services or ARCOMs using TRADOC facilities or in geographic area of responsibility.

e. Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding \$50,000; murder or attempted murder committed by or against a service member, DOD/DA civilian, or family member of a service member).

f. Major fires or arson and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000.

g. All significant, unplanned degradations of command, control, communications and computer assets (as defined in TRADOC Command Guidance 04-001, paragraph 4f) occurring in the Installation Operations Center or TRADOC activities. Significant degradations are those with expected duration greater than two hours or otherwise inhibiting the ability of SMCs to exercise command and control.

h. Major installation power outages that impact operations and training.

i. Theft, suspected theft, loss, wrongful appropriation, or willful destruction of government property, appropriated or non appropriated funds valued at more than \$50,000.

j. Theft, suspected theft, loss, or recovery of weapons, explosives and munitions in the following quantities, as well as discovery of a loss of accountability:

(1) Any type and amount of missile, rocket, or mine.

(2) Any type and amount of firearms.

(3) Any type and amount of fragmentation, concussion, or high explosive grenade, simulator or device containing explosives.

(4) Any type and amount of explosives, to include demolition explosives.

(5) Any type of small arms ammunition (5.56, 7.62 or 9mm) in the amount of 200 rounds or greater.

(6) Any amount of ammunition of any type greater than 50 caliber.

(7) Any type of 50 caliber ammunition in the amount of 100 rounds or greater.

(8) Any type of blank ammunition when amount is equal to or greater than the issue amount in a wire bound wooden box.

k. Wrongful possession, manufacture and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances. See AR 190-40, paragraph 2-3e, which sets minimum amounts for reporting.

l. Theft, suspected theft, loss, or recovery of sensitive items such as night vision devices, classified material (excluding For Official Use Only) and controlled cryptographic items, as well as discovery of a loss of accountability.

m. Any alleged or actual biological or chemical agent or toxin incident.

n. Allegations of trainee abuse as defined in TRADOC Reg 350-6. However, if the credibility of the allegation can be quickly assessed (within two hours) and the command considers it not credible, an OPREP is not required. The non-credible allegation will be recorded and kept on file at the unit.

o. Allegations of drill sergeant misconduct not related to trainee abuse.

p. Information system intrusions (both suspected and confirmed), to include incidents of hacking of government web sites.

q. Bomb or explosive incidents resulting in death or injury or damage to property.

r. Bomb threats on TRADOC SMC installations, TRADOC schools and Centers, or TRADOC activities on other installations.

s. Environmental accidents or incidents on an installation that result in:

(1) Any release of a hazardous substance, to include fuel, resulting in evacuation of facilities, injuries or deaths, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways; and release of substances such as chlorine gas and other hazardous substances in amounts greater than the reportable quantity, as defined in federal, state, and local regulations.

(2) Serious or catastrophic failure to an operating system, at a facility, that has been permitted by a state or federal regulatory agency (for example, sewage treatment plant, drinking water treatment plant, hazardous waste treatment or storage facility, etc.). Particularly, if

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provisions in the permit and/or governing regulations require timely reporting to the regulatory agency with oversight authority; and, it is reasonable to expect an enforcement action will follow. Notices of violations IAW AR 200-1, Environmental Protection and Enhancement, Chapter 1, Section II, require early and close coordination with Army legal counsel.

- t. Nuclear or chemical accidents or incidents.
- u. Suicide or attempted suicide by a service member, family member or TRADOC civilian occurring on a TRADOC SMC Installation, and suicide or attempted suicide by a service member occurring off an installation.
- v. Report any positive test results from WNV (human, animal, or mosquito).
- w. Report any positive test results from any pandemic influenza, such as the Avian/Bird Flu.
- x. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President, Vice President, or other persons under the protection of the United States Secret Service.
- y. War Crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons or civilian internees, violations of the Geneva Conventions, and other atrocities.
- z. Requests by member of the U.S. Army for political asylum in foreign countries or indications of defection.
  - aa. Incidents involving material damage that seriously degrade unit operational or training readiness.
  - bb. Threats against Government weapons or ammunition.
  - cc. On and off post riots (which includes Army Recruiting Stations and Senior Reserve Officer Training Corps units/activities), serious disturbances, or demonstrations targeted against the Army or involving Army Personnel.
  - dd. Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation, or incidents off the installation involving military personnel or property.
  - ee. Change in threat or Force Protection Condition.
  - ff. Incidents/accidents involving international students/personnel assigned to TRADOC schools, commands, or activities. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.



gg. Actual or alleged child abuse that takes place within an Army organizational setting or facility (i.e. child development center, youth activities center, medical treatment facility, gymnasium) or an Army sponsored or sanctioned activity (i.e. quarters-based family child care home, youth sports, or recreation activities, field trips).

hh. Incidents of actual or alleged child abuse occurring within the family unit which involve the use of a weapon (such as a firearm, knife, or other devices, which may cause serious bodily injury); the victim suffers a broken limb, is sexually abused, choked, strangled, or is admitted to the hospital because of injuries incurred during the incident.

ii. Significant violations of Army standards.

jj. Any incident, event, or accident that may generate adverse publicity.

kk. Any significant incident of domestic violence incidents (violence against a family member or person residing in the home or quarters of a military sponsor or as otherwise defined by state law that involves the use of a weapon, such as a firearm, knife or similar instruments that may cause serious bodily injury or that results in the victim being admitted to the hospital because of the injuries received, or when the victim is sexually abused, choked, or strangled. Include in the OPREP whether the Soldier was deployed within the past year leading up to the incident.

ll. When a Soldier is listed as a subject in an OPREP include whether the Soldier has deployed within the past year.

**2-3. SPOTREP reportable events and incidents.** The intent of this reporting is not to encourage overreaction or excessive concern, but rather to ensure we have a clear picture of the scale of these phenomena by capturing the information. The raw data information collected through SPOTREP reporting of suspicious incidents will allow the Intelligence community to analyze trends and provide actionable intelligence for commanders to use in decision making. Reportable suspicious incidents (activities) include but are not limited to the following criteria:

a. Non-specific Threat. A non-specific threat received by any means, which contain a specific time, location or area for an attack against U.S. forces, facilities or missions. This includes, but is not limited to, any event or incident, or series of events or incidents, which in and of themselves may indicate the potential for a threat to U.S. forces, facilities, or mission, regardless of whether the threat posed is deliberately targeted or collateral (i.e. demonstrations).

b. Surveillance. Any reported possible surveillance in which an attempt to record information or to use unusual means to monitor activities is observed. Such attempts may include use of cameras (either still or video), note taking, annotated maps or drawings, hand-drawn maps or diagrams, use of binoculars or other vision enhancing devices, or any reports from host nation security forces of possible surveillance of U.S. assets.

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c. Elicitation. Any attempt to obtain security-related or military-specific information by anyone who does not have the appropriate security clearance and the need-to-know. Elicitation attempts may be made by mail, fax, telephone, by computer, or in person.

d. Tests of Security and Intrusions (Attempted or Successful). Any attempt to measure security reaction times or strengths; any attempts to test or to penetrate physical security barriers or procedures; any attempts to acquire or duplicate uniforms, badges, passes, or other security related documents.

e. Repetitive Activities. Any activity that meets one of the other criteria listed in this paragraph and have occurred two or more times in the same location by the same person and/or vehicle, within a 1-month period.

f. Suspicious Activities/Incidents. This category should ONLY be used if the reportable information DOES NOT meet any of the above criteria. Any activity/incident that does not specifically fit into the aforementioned five categories yet is believed to represent a force protection threat should be reported under this category. Examples of this include: incidents resulting in the scrambling of homeland defense assets; thefts of material that could be used to manufacture false identification cards; thefts of military uniforms which may be used to gain access to a military installation, vandalism, etc.

### Chapter 3 Reporting Procedures

#### 3-1. OPREP time requirements and means of reporting.

a. Incidents will be reported to the TRADOC EOC immediately upon discovery or notification at the installation level. The reporting command will notify the TRADOC EOC by the fastest means possible. Call DSN 680-2256, commercial (757)-788-2256, or E-mail: [eocwatch@monroe.army.mil](mailto:eocwatch@monroe.army.mil). The EOC is open 24 hours a day. Timeliness takes precedence over completeness for the initial report. In no instance will the time between notification at the installation level and notification of the TRADOC EOC exceed two hours.

b. Reporting installations will prepare and forward an initial OPREP message, using format at Appendix B, by electronic mail or facsimile (757-788-2997 or DSN 680-2997). Include all available information. **Forward initial OPREP message within four hours of initial notification of the incident to the TRADOC EOC.** Incidents covered in paragraphs 2-2g or 2-2p will be reported using report formats found in TRADOC Command Policy 04-001.

c. Follow-up information will be reported to the TRADOC EOC within two hours of the request for additional information.

d. Notifications made to the TRADOC CG/Deputy Commanding General/Chief of Staff or to other staff agencies or individuals do not relieve the unit of the OPREP reporting requirement to the TRADOC EOC.

e. EOC OPREP Notification Process (Figure 3-1) provides a view of the information flow for the TRADOC OPREP Process, beginning with the installation and ending with notification to the TRADOC staff, and to the Army Operations Center (AOC).

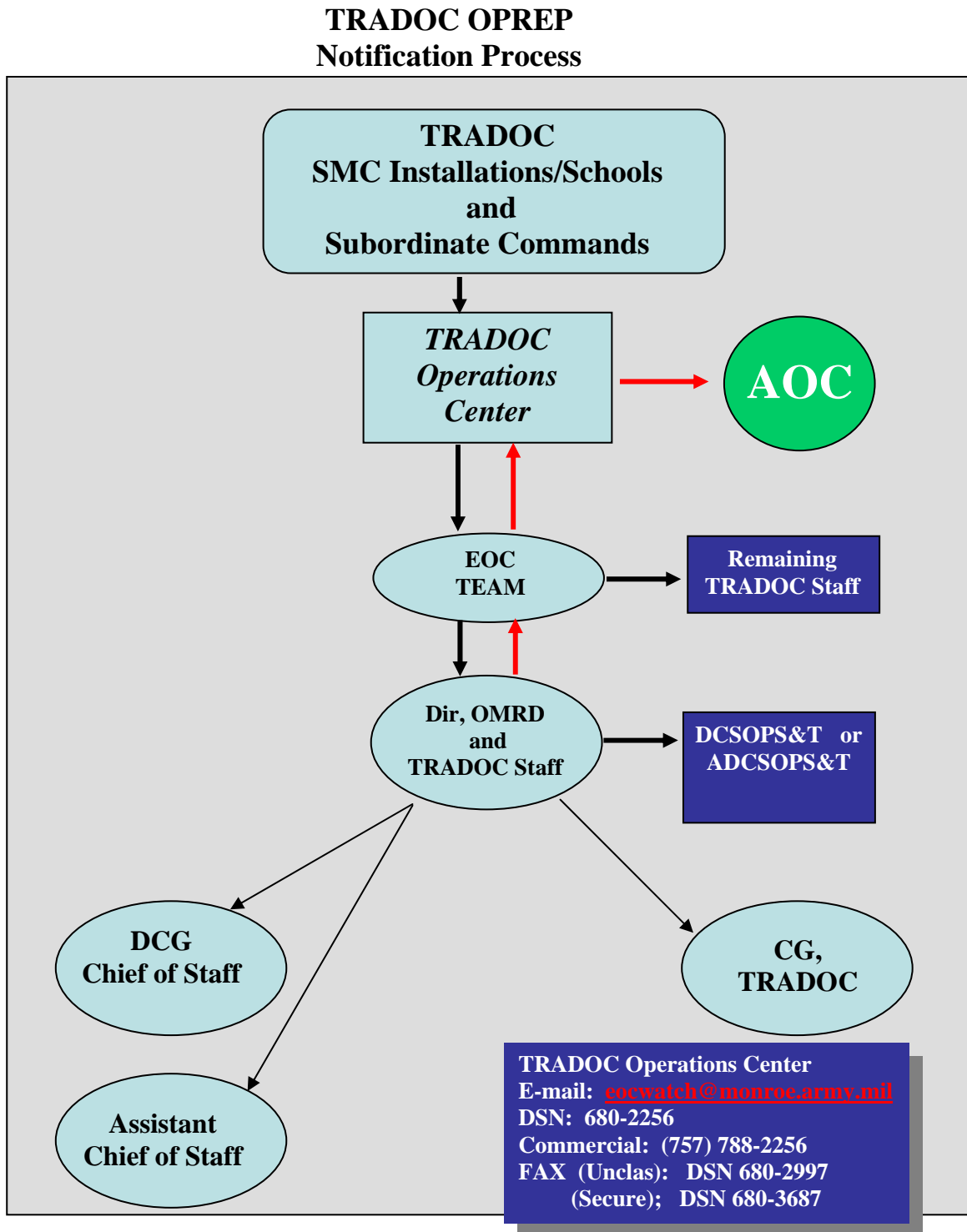


Figure 3-1. OPREP Notification Process

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### **3-2. SPOTREP time requirements and means of reporting.**

a. SPOTREP incidents will be reported using the SPOTREP format to the TRADOC EOC within 30 minutes of the incident. At a minimum, the initial report should include line numbers 1-5. Classification of the initial SPOTREP is unclassified. The reporting command will provide initial notification to the TRADOC EOC IAW paragraph 3-1a above.

b. Installations will provide a complete SPOTREP within 2 hours of the incident. When written or electronic reports are used installations must call the TRADOC EOC to confirm receipt.

c. When reporting an incident the “summary of incident” block of the SPOTREP will answer the Who, What, When, Where, Why and How, in addition to the following:

- (1) Initial response or action taken.
- (2) Indication of whether the incident is open or closed and resolved or unresolved.
- (3) Source and assessment of credibility of the source.
- (4) Coordinating agencies (i.e., Federal Bureau of Investigation).

d. Follow-up report after a final determination has been made for each incident will be made as follows:

(1) For incidents determined to be unfounded, provide telephonic report, followed by a supplemental SPOTREP, to the EOC.

(2) For incidents determined to be founded, provide telephonic report, followed by a supplemental SPOTREP with pertinent attachments (i.e., SIR) if applicable.

e. TRADOC SPOTREP format located at Appendix C.

### **3-3. Handling of reports.**

a. Due to the potential sensitive nature of OPREPs, all OPREPs will be sent as “For Official Use Only”. Data sent as FOUO will be digitally signed and encrypted using CAC/PKI. In addition, installations will use their Role Based certificate account to help reduce proliferation.

b. Health Insurance Portability and Accountability Act Considerations. Installation operation centers will only transmit personal information in OPREPs as it relates to the OPREP incident. Installations will not report unrelated patient health information in an OPREP to a third party without the patient's consent.

**3-4. Required information.**

a. Appendix B provides the format for OPREP reports. Reports will include all available, relevant facts. Verbal and message OPREPs of incidents will identify individuals by rank, name, unit of assignment, and ARCOM. If the reporting command believes that the protection of the individual's identity is necessary, do not submit names.

b. When reporting training deaths, include the following information, in addition to the normal OPREP format:

- (1) Any previous medical history.
- (2) Were Combat Lifesavers present?
- (3) Was cardiopulmonary resuscitation (CPR) performed at the scene?
- (4) Anyone notice anything different concerning service member's performance or health within the past 24 hours?
- (5) Times leading up to the service member's death:
  - (a) Time CPR performed.
  - (b) Time 911 was called.
  - (c) Time emergency medical services (EMS) personnel arrived on scene.
  - (d) Time EMS departed scene en route to the hospital.
  - (e) Time EMS arrived at the hospital.
  - (f) Time service member pronounced dead and by whom.
- (6) Is the individual active duty, National Guard, United States Army Reserve, other Service, or a civilian?
- (7) Has the service member's NOK been notified?
- (8) What are the ages and sex of family members?
- (9) What type of training was service member attending (Basic Combat Training, Advanced Individual Training, One Station Unit Training, Officer Candidate School, or other)?
- (10) What phase of training was service member in? (Example: service member was in his/her sixth week of Advanced Individual Training).
- (11) What weather conditions existed at the time of incident, if incident occurred outside?

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(12) Any factors that might have contributed to the incident.

**3-5. Parallel reports.** All HQ TRADOC command and staff agencies receiving parallel or courtesy reports will verify if EOC is aware of the incident. Command and staff agencies will notify the TRADOC EOC of any reports to permit tracking of information on the incident.

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### **Appendix A References**

AR 5-9

Area Support Responsibilities

AR 25-2

Information Assurance

AR 190-40

Serious Incident Report

AR 200-1

Environmental Protection and Enhancement

AR 380-13

Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations

AR 385-40

Accident Reporting and Records

AR 420-90

Fire and Emergency Services

DOD 6055.6

DOD Fire and Emergency Services Program

TRADOC Command Guidance #04-001

Command, Control, Communications & Computers (C4), Network Intrusion, Compromised Computer System, and Information Assurance Vulnerability Alert (IAVA) Reporting

TRADOC Supplement 1 to AR 25-2

Information Assurance

TRADOC Reg 350-6

Enlisted Initial Entry Training (IET) Policies and Administration

**Appendix B**  
**TRADOC OPREP Worksheet**

**FOR OFFICIAL USE ONLY**  
**TRADOC OPERATIONS REPORT**  
(Use blank sheet for additional information)

OPREP NUMBER:			
Reporting Individual:			DTG Received:
Type Incident:			Racial: YES <input type="checkbox"/> NO <input type="checkbox"/>
Category of Incident:			
Location of Incident:			Date/Time of Incident:
Type of Report:	Initial <input type="checkbox"/>	Follow-up <input type="checkbox"/>	Final <input type="checkbox"/>
			Date of Initial Report:

**PERSONAL DATA (SUBJECT)**

Name:			Sex:		Grade:		Age:
SSN:			Race:		Security Clearance:		
Position:							
Duty Status:			Unit:				
Installation:			Army Command:				
Next of Kin Notification (NOK):					Were Seat Belts Worn:		
Has the Soldier been deployed within the past year:					Was Alcohol involved:		
Was Personal Protective Gear/Equipment used: (Motorcycle Only)							

**PERSONAL DATA (VICTIM)**

Name:			Sex:		Grade:		Age:
SSN:			Race:		Security Clearance:		
Position:							
Duty Status:			Unit:				
Installation:			Army Command:				
Next of Kin Notification (NOK):					Were Seat Belts Worn:		
Has the Soldier been deployed within the past year:					Was Alcohol involved:		
Was Personal Protective Gear/Equipment used: (Motorcycle Only)							

**PUBLICITY**

--

**SUMMARY OF INCIDENT**

--

**NAME / POSITION OF CHAIN OF COMMAND NOTIFIED**

--

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**FOR OFFICIAL USE ONLY**  
**TRADOC OPERATIONS REPORT**  
 (Continuation Sheet for Training Death Information)

**Provide the following additional information only for training deaths:**

1. Any previous medical history:      YES     NO     UNKNOWN

Give Details:

2. Were Combat Lifesavers present:      YES     NO     UNKNOWN

3. Was CPR performed at the scene:      YES     NO     UNKNOWN

By Whom:

4. Anyone notice anything different concerning service member's performance or health within the Last 24 hours:      YES     NO     UNKNOWN

5. Times leading up to the service member's death:

▶ Time CPR performed:

▶ Time 911 was called:

▶ Time EMS personnel arrived on scene:

▶ Time EMS departed scene en route to the hospital:

▶ Time EMS arrived at the hospital:

▶ Time service member pronounced dead:

by whom:

6. Is the individual      Active Duty     NG     USAR     CIVILIAN

Other Service

7. What are the ages and gender of family members:

8. What type of training was the service member in (BCT, AIT, OSUT, OCS, or other):

9. What phase of training was the service member in: (Example: Service member is in the sixth Week of AIT):

10. What weather conditions existed at the time of the incident, if incident occurred outside:

11. Any factors that may have contributed to the incident:

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**Appendix C  
TRADOC SPOTREP Worksheet**

<b>FOR OFFICIAL USE ONLY</b> <b>TRADOC SPOT REPORT</b> (Use blank sheet for additional information)	
INSTALLATION:	REPORT NUMBER:
LINE 1 – DATE AND TIME:	(DTG of this Report)
LINE 2 – UNIT:	(Person and Organization making Report)
LINE 3 – SIZE/DESCRIPTION:	(Size and Description of suspicious element)
LINE 4 – ACTIVITY:	(Suspicious Event/Activity at DTG of Report)
LINE 5 – LOCATION:	(Suspicious Activity or Event Observed)
LINE 6 – UNIT/ORGANIZATION:	(Suspicious Unit and Nationality)
LINE 7 – TIME:	(DTG of Observation)
LINE 8 – EQUIPMENT:	(Equipment of Unit Observed)
LINE 9 – SENDER’S ASSESSMENT:	(Impact of mission, unit, installation, personnel, equipment, etc...)
LINE 10 – NARRATIVE:	(Free Text for additional information required for clarification of report)
LINE 11 – AUTHENTICATION:	(Authentication by Installation EOC Chief)
LINE 12 – INTERAGENCY REPORTING (IF ANY):	
LINE 13 – RECEIVED BY:	(Name, Position)
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### Glossary

AOC	Army Operations Center
ARCOM	Army Commands
CAC	common access card
CPMD	Command Provost Marshall Directorate
CPR	cardiopulmonary resuscitation
CG	Commanding General
DA	Department of the Army
DCSOPS&T	Deputy Chief of Staff for Operations and Training
DOD	Department of Defense
EMS	emergency medical services
EOC	Emergency Operation Center
FOUO	For Official Use Only
HQ	Headquarters
IAW	in accordance with
NOK	Next of Kin
OPREP	Operations Report
OMRD	Operations, Mobilization, and Readiness Division
PKI	Public Key Infrastructure
Rhabdo	Rhabdomyolysis
SIR	Serious Incident Report
SMC	Senior Mission Commander
SPOTREP	Spot Report
TRADOC	Training and Doctrine Command
UAV	unmanned aerial vehicle
USAAC	United States Army Accessions Command
USACC	United States Army Cadet Command
USAREC	United States Army Recruiting Command
WNV	West Nile Virus

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FOR THE COMMANDER:

OFFICIAL

THOMAS F. METZ  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff

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RANDALL L. MACKEY  
Colonel, GS  
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\*Original signed document is retained on file by the TRADOC CIO, Publications Officer