



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION
102 3RD AVENUE, BLDG 39, SUITE 2
FORT LESLEY J. MCNAIR, DC 20319-5031

ANPE

MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Serious Incident Review Boards – Memorandum #8

1. REFERENCES.

- a. Army Regulation 608-18 (The Army Family Advocacy Program).
- b. Department of the Army Pamphlet 600-24 (Health Promotion, Risk Reduction, and Suicide Prevention).
- c. Army Regulation 385-10 (The Army Safety Program).

2. PURPOSE. To establish policy for Serious Incident Review Boards (SIRBs).

3. APPLICABILITY. This policy is applicable to organizations under the operational control of Joint Force Headquarters-National Capital Region/U.S. Army Military District of Washington (JFHQ-NCR/USAMDW), Warrior Transition Brigade-National Capital Region (WTB-NCR), U.S. Army Garrison (USAG) Fort George G. Meade, Joint Base Myer-Henderson Hall, USAG Fort Belvoir, and USAG Fort A.P. Hill.

4. POLICY. SIRBs are a forum that provides critical feedback and awareness of incidents to commanders and staff. They enable the adoption of proactive measures and sharing warnings, indicators and lessons learned in order to prevent future occurrences. SIRBs are not intended to replace any other required legal/criminal investigation, safety accident investigation, or command boards but will be a means by which commands communicate results of these investigations to senior leadership.

a. Senior Commander-led SIRBs:

(1) The Senior Command will chair a SIRB when an incident involving personnel under the operational control of JFHQ-NCR/USAMDW, WTB-NCR, USAG Fort George G. Meade, USAG Fort Belvoir, Joint Base Myer-Henderson Hall, or USAG Fort A.P. Hill meeting the following criteria occurs:

- (a) Death of a servicemember due to suicide, prescription or illicit drug use, or criminal action.

ANPE

SUBJECT: Policy Letter – Serious Incident Review Boards – Memorandum #8

(b) Death of a servicemember or on-duty Department of Defense (DoD) civilian due to an accident resulting from high-risk behavior.

(c) Death of a Family member, dependent or intimate partner of a servicemember due to domestic violence or child abuse, per reference 1.a.

(d) Other incidents when directed by the Senior Commander.

(2) Senior Commander-led SIRBs will include the following members from USAMDW staff and the unit(s) involved, as appropriate:

(a) The chain of command of the personnel involved

(b) The garrison involved, when directed

(c) Provost Marshal

(d) Staff Judge Advocate

(e) Chaplain

(f) Suicide Prevention Program Manager

(g) Health Promotion Officer

(h) Family Readiness Officer

(i) SHARP Program Manager

(j) Surgeon

(k) Director of Health Services/Director of Psychological Health of the regional hospital/clinic

(l) U.S. Army Criminal Investigation Command unit involved

(m) Safety Manager

(n) Subject-matter experts as needed.

ANPE

SUBJECT: Policy Letter – Serious Incident Review Boards – Memorandum #8

b. Subordinate/Garrison SIRBs:

(1) Each subordinate command and garrison will establish a procedure for conducting internal SIRBs that includes incident criteria, membership/participation, and information requirements for SIRB briefings.

(2) Subordinates/garrisons will conduct SIRBs for incidents meeting the following criteria, at a minimum. SIRBs for these incidents will be chaired by Garrison Commanders for incidents involving garrison personnel and by the first O6 in the chain of command, at a minimum, for incidents involving personnel assigned to or under the operational control of JFHQ-NCR/USAMDW or WTB-NCR:

(a) Suicide attempt, per reference 1b, by a servicemember resulting in hospitalization.

(b) An incident involving high-risk behavior resulting in permanent disability of a servicemember or on-duty DoD civilian.

5. PROCEDURES.

a. Senior Commander-led SIRBs will normally meet after related law enforcement investigations, autopsies, and court trials have ended. Subordinate/Garrison SIRBs may meet sooner to ensure timely communication of findings and corrective actions.

b. SIRBs will address the following information for each incident, at a minimum:

(1) Details of the incident, including any interfaces with unit leadership during the 48 hours leading up to the incident.

(2) A review of pertinent elements of the individual's history and actions prior to the incident.

(3) Contributing factors that led to the incident.

(4) Corrective actions (taken and planned) and lessons learned.

c. Commanders' staff will share findings and trends that are identified during SIRBs via the USAMDW Community Health Promotion Council (CHPC), Community Health Promotion Teams (CHPT), the USAMDW Safety and Occupational Health Advisory Council (SOHAC) and/or the Sexual Assault Response Board (SARB) as applicable.

ANPE

SUBJECT: Policy Letter – Serious Incident Review Boards – Memorandum #8

d. Senior Commander-led SIRB meetings may be combined with, but will not replace, required meetings of CHPC, SOHAC, or SARB at the discretion of the Senior Commander. Subordinate/garrison SIRBs may be combined with meetings of the associated Community Health Promotion Team (CHPT) or similar meetings at the discretion of the subordinate/garrison commander.

e. A USAMDW staff section will be assigned to coordinate each Senior Commander-led SIRB meeting, based on the nature of the incident. The SIRB coordinator will schedule meetings with the responsible command, invite the appropriate members and subject-matter experts when necessary, produce SIRB meeting minutes, and perform other administrative duties as required.

f. SIRB meetings are not public forums, and the attendance will be limited to members and consultants, as appropriate.

6. PROPONENT. The JFHQ-NCR/USAMDW J/G1 is the proponent for this policy letter. The point of contact is the J/G1 Sergeant Major at 202-685-0490, DSN 325-0490.



BRADLEY A. BECKER
Major General, US Army
Commanding

DISTRIBUTION:

A