



**Operations**

**REPORTING SERIOUS MATTERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: JFHQ NJANG/CoS

Certified by: NJANG/CC  
(Brig Gen Maria Falca-Dodson)

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This instruction implements portions of AFI 10-206, *Operational Reporting* and ANG Supplement 10-206, *Operational Reporting*. The purpose of this instruction is to establish policies and procedures for reporting serious matters for all members assigned to the New Jersey Air National Guard. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

**1. INFORMATION:**

- 1.1. The importance of accurate, relevant and timely information is a special Command emphasis.
- 1.2. Notification of reportable matters should be mailed to both Commander and the Chief of Staff – Air. If time sensitive, telephone notification should also be made.
- 1.3. There are two basic reporting requirements: Formal Joint Operations Center notifications and additional reportable matters.
  - 1.3.1. Formal Joint Operations Center (JOC) notification is required when any of the following occur using the format outlined in *Attachment 1*.
    - 1.3.1.1. OPREP/SITREP REPORTS send out telephonically or by email. When hard copy is sent out a copy will be sent to the Chief of Staff-Air.

### 1.3.1.2. Standing TAG Commander's Critical Information Requirements:

1.3.1.2.1. Any political, economic, military, mass-migration or disaster (natural or man-made) event that may or has resulted in request for NJNG, FDEM or DOD support.

1.3.1.2.2. Any act of terrorism or indication of imminent act of terrorism in New Jersey or the United States.

1.3.1.2.3. Nuclear, or High - Yield Explosives (C.B.R.N.E.) Terrorist - related accident or incident in New Jersey or the United States.

1.3.1.2.4. Any physical attack on NJNG personnel, facilities, or equipment; or any denial of service (DOS) computer network attacks.

1.3.1.2.5. Any class A accident, casualty or significant on duty injury to NJNG personnel that requires transport to a medical treatment facility outside of the Wing.

1.3.1.2.6. Any loss by a New Jersey Guardsman of a sensitive item, classified material; or damage to a NJNG sensitive Compartmented Information Facility (SCIF).

1.3.1.2.7. Any contact by a state or federal elected, or agency head official, 3 or 4 star General Officer, or national news media organization.

1.3.1.2.8. Any significant degradation in the ability of the NJNG or any Region EMAC National Guard Force to execute assigned MSCA missions in New Jersey.

1.3.1.2.9. Any loss or degradation of essential State Command, Control and Communications in New Jersey.

1.3.1.2.10. Any loss or degradation of essential State Advisory System or Force Protection Levels for National Guard Facilities.

1.3.1.2.11. Potential legal/media/legislative issues: Events that might result in litigation and/or media exposure, or otherwise may impact you and your unit.

1.3.1.2.12. The death of a unit member, current or retired, whether related to military duty or not. In such cases, include with the name a brief summary about family such as a spouse and/or children at home, the individual's position and unit of assignment, circumstances surrounding the death, etc.

1.3.1.2.13. The arrest or detention of any NJANG member, to include any

incident reported to you about a member that occurred on a military facility.

1.3.2. Additional reportable matters include but are not limited to:

1.3.2.1. Extended periods of time when the Wing/CC will be off base (e.g., TDY, Leave, etc.) and the name of the officer you designate to be in charge during your absence.

1.3.2.2. Accidental or illegal discharge of any weapon while under OPCON of the NJNG.

1.3.2.3. Major events that occur or that are forecasted: e.g., IG Team inspection, visit by senior officers.

1.3.2.4. Disciplinary actions that have the potential to be elevated above the Wing Commander level.

1.3.2.5. Contact with NGB/ANG: Except for normal routine contact, report significant command issues or requests for major policy guidance received from the National Guard Bureau, ANG or USAF such as fraud, waste and abuse complaints and visits anticipated to your base by National Guard Bureau staff.

1.3.2.6. Plans for major deployments. The trip report, upon return, must include any unusual or unfavorable incidents, which may result in subsequent problems. This stipulation applies primarily to aircraft deployments but could have applicability to separate unit deployments.

MARIA FALCA-DODSON, Brig Gen, NJANG  
Commander

**ATTACHMENT 1**

(Privacy Act of 1974)

SERIOUS INCIDENT REPORT (FOUO)

1. CATEGORY:
2. TYPE OF INCIDENT:
3. DATE/TIME OF INCIDENT:
4. LOCATION:
5. OTHER INFORMATION:
  - a) RACIAL:
  - b) TRAINEE INVOLVEMENT:
6. PERSONNEL INVOLVED:

SUBJECT:

  - a) NAME:
  - b) RANK:
  - c) RACE:
  - d) SSN:
  - e) SEX:
  - f) AGE:
  - g) POSITION:
  - h) SECURITY CLEARANCE:
  - i) UNIT AND STATION OF ASSIGNMENT:
  - j) DUTY STATUS:
7. SUMMARY OF INCIDENT:
8. REMARKS:
9. NEXT OF KIN (NOK) Notified:
10. PUBLICITY: Local
11. COMMANDER REPORTING:
12. POINT OF CONTACT: