

HQ, USF-I
CAMP VICTORY, IRAQ
150900CMAR10
ROUTINE [GREEN]

(U) **TAB C TO APPENDIX 13 TO ANNEX C (OPERATIONS)** TO USF-I OPERATIONS ORDER
10-01

(U) CONTRACTOR REPORTING OF SERIOUS INCIDENTS.

(U) **REFERENCES.** SEE TAB A.

(U) TIME ZONE USED THROUGHOUT THIS ORDER: CHARLIE (C)

1. SITUATION: THE PURPOSE OF THIS ENCLOSURE IS TO OUTLINE THE POLICIES AND PROCEDURES FOR THE REPORTING OF SERIOUS INCIDENTS INVOLVING ARMED CONTRACTORS/DOD CIVILIANS, AND PRIVATE SECURITY COMPANIES (PSCS) THAT ARE CONTRACTED OR SUBCONTRACTED TO THE US GOVERNMENT (USG) IN IRAQ. THIS ENCLOSURE STREAMLINES USF-I'S SYSTEM FOR PSC SIR REPORTING REQUIRING COMPANIES TO COMMUNICATE DIRECTLY WITH THE ARMED CONTRACTOR OVERSIGHT BRANCH (ACOB) IN ADDITION TO THE USF-I CONTRACTOR OPERATIONS CELL (CONOC). WHILE THIS ENCLOSURE IS DIRECTIVE FOR USG PSCS, IT IS THE INTENT OF USF-I TO ENCOURAGE ALL PSCS OPERATING IN THE IJOA TO ABIDE BY THESE REPORTING PROCEDURES.

2. MISSION: NO CHANGE

3. EXECUTION:

3.A.(U) CONCEPTS OF OPERATIONS. THE REQUIREMENTS CONTAINED IN THIS ENCLOSURE APPLY TO ALL ARMED DOD CIVILIANS, DOD CONTRACTORS AND PSCS CONTRACTED, OR SUBCONTRACTED AT ANY LEVEL, IN SUPPORT OF THE USG IN IRAQ. WHILE THIS GUIDANCE IS A DIRECTIVE FOR USG PSCS, IT IS THE INTENT OF USF-I TO ENCOURAGE ALL PSCS OPERATING IN THE IJOA TO ABIDE BY THESE REPORTING PROCEDURES.

3.B.(U) **TASKS TO SUBORDINATE UNITS.**

3.B.1.(U) **PRIVATE SECURITY COMPANIES.**

3.B.1.A (U) IT IS THE RESPONSIBILITY OF THE PSC COMPANY TOC AND MOBILE TEAM ON THE GROUND TO **REPORT DIRECTLY TO THE CONOC.** THIS DOES NOT INCLUDE REPORTING THRU LNOS OR THE CMD. PSCS SHALL REPORT SERIOUS INCIDENTS WHICH THEY OBSERVE, SUSPECT, OR IN WHICH THEY WERE PARTICIPANTS: THIS INCLUDES, BUT IS NOT LIMITED TO: ANY DAMAGE OF EQUIPMENT OR INJURY TO PERSONS, ATTACKS, ANY WEAPONS DISCHARGE, CRIMINAL ACTS, TRAFFIC ACCIDENTS, INCIDENTS INVOLVING ISF AND ANY INCIDENT BELIEVED TO HAVE POSSIBLE STRATEGIC OR OPERATIONAL IMPACT. INCIDENTS WHERE AGGRESSIVE PERSONAL BEHAVIOR AND SHARE THE ROAD POLICIES ARE VIOLATED SHALL BE REPORTED. THE PSC INVOLVED IN THE INCIDENT ULTIMATELY BEARS THE RESPONSIBILITY OF REPORTING THE INCIDENT TO THE USF-I CONOC. FAILURE TO COMPLY WITH REPORTING REQUIREMENTS MAY RESULT IN A REVOCATION OF ARMING AUTHORIZATION. REPORTS ARE THEN FORWARDED FROM THE CONOC ON TO THE ACOB. ALL REPORTS ARE CONSIDERED UNCLASSIFIED. SEE SIR FORMAT AT END OF THIS TAB.

3.B.1.B (U) PSCS SHALL ADHERE TO IRAQI LAWS AND REGULATIONS REGARDING INCIDENTS INVOLVING THE LOCAL POPULATION. INCIDENTS INVOLVING LOCAL

NATIONALS AND/OR SHOTS FIRED AT OR NEAR LOCAL NATIONALS SHALL BE REPORTED TO THE LOCAL IP AS SOON AS POSSIBLE AFTER OCCURRENCE AND AS SECURITY CONDITIONS AND MISSION REQUIREMENTS DICTATE. IF ANY INJURIES OR DAMAGE RESULT FROM A TRAFFIC ACCIDENT OR GFR INCIDENT, THE PSC IS EXPECTED TO PRO-ACTIVELY ENGAGE THE INJURED CIVILIANS, THROUGH THE LOCAL AUTHORITIES, IN ORDER TO RESOLVE THE INCIDENT QUICKLY AND JUSTLY. RESOLUTION MAY BE REACHED AFTER THE FACT, WITHIN A REASONABLE AMOUNT OF TIME, BY THE COMPANY LN LEGAL REPRESENTATIVE. AT A MINIMUM, AND IF SECURITY CONDITIONS PERMIT, PSCS SHOULD STOP TO ASSESS THE SITUATION AND EXCHANGE DETAILS WITH PERSONS (LN, IP, IA) INVOLVED IN THE INCIDENT OR PRESENT AT THE SCENE.

3.B.1.C.(U) PSCS SHALL IMMEDIATELY ACTIVATE TRANSPONDER ALERT SYSTEM, WHEN A SERIOUS INCIDENT OCCURS AND ESTABLISH TWO-WAY COMMUNICATION WITH THE CONOC.

3.B.1.D.(U) PSCS SHALL SUBMIT A SPOT REPORT IMMEDIATELY AND AN INITIAL SERIOUS INCIDENT REPORT WITHIN 4 HOURS FOR ANY OBSERVED, SUSPECTED, OR PARTICIPATION IN A SERIOUS INCIDENT. SEND REPORTS THE USF-I CONOC AND YOUR COR. SPOT REPORTS MAY BE SUBMITTED TO THE CONOC BY ANY MEANS AVAILABLE AS LONG AS THE PSC CAN EXPRESS THE WHO, WHAT, WHEN, WHY AND WHERE (5 W'S) OF EACH INCIDENT. IT IS UNDERSTOOD AND ACCEPTED THAT THIS INITIAL REPORT MAY NOT CONTAIN THE DETAIL REQUIRED OF A FINAL REPORT, BUT SHOULD INCLUDE AS MUCH OF THE 5W'S AS IS AVAILABLE AT THE TIME.

3.B.1.E.(U) PSCS SHALL SUBMIT A FINAL SERIOUS INCIDENT REPORT WITHIN 96 HOURS TO THE USF-I CONOC AND THE PSCS COR. FINAL REPORTS SHALL BE COMPLETED AS QUICKLY AS ALL THE PERTINENT INFORMATION CAN BE GATHERED AND NOT NECESSARILY WAIT 96 HOURS TO SUBMIT. INTERIM REPORTS MAY BE SUBMITTED AS NECESSARY BETWEEN 4 AND 96 HOURS POST INCIDENT. IN THE EVENT A PSC NEEDS AN EXTENSION TO COMPLETE AN INTERNAL INVESTIGATION, A WRITTEN REQUEST MAY BE SUBMITTED TO ACOB.

3.B.1.F.(U) IT IS THE SOLE RESPONSIBILITY OF EACH PSC TO ENSURE THAT ALL REPORTING REQUIREMENTS ARE FULFILLED. FAILURE TO MEET REPORTING REQUIREMENTS WILL BE ADDRESSED ACCORDING TO THE CONDITIONS OF THE CONTRACT.

3.B.1.G.(U) PSCS SHALL ENSURE THAT THE FOLLOWING ADDITIONAL REQUIREMENTS ARE ON EVERY REPORT:

CONTRACT #
COR NAME
COR EMAIL ADDRESS
COR PHONE NUMBER
REQUIRING ACTIVITY (COMMANDER IN CHARGE)
NAME AND PASSPORT # OF INDIVIDUAL

3.B.1.H. (U) PSCS SHALL ENSURE THE IMMEDIATE COMMANDER OF THE UNIT TO WHICH YOU ARE ASSIGNED, YOUR CONTRACTING OFFICER REPRESENTATIVE (COR) AND CONTRACTING OFFICER (KO) IS NOTIFIED OF EVERY SERIOUS INCIDENT. PROVIDE A COPY OF EACH SIR DIRECTLY TO YOUR USG SPONSORING AGENCY. IF THE INCIDENT INVOLVES A WEAPONS DISCHARGE, A SHOT REPORT (SHOTREP) OF THE SERIOUS INCIDENT MUST ALSO BE PROVIDED TO YOUR COR AND THE CONOC.

4. (U) **TASKS TO SUBORDINATE UNITS AND STAFF.**

4.A.(U) USF-I J34 ARMED CONTRACTOR OVERSIGHT BRANCH

4.A.1.(U) J34 PROTECTION AND ITS ARMED CONTRACTOR OVERSIGHT BRANCH ARE LEAD AGENTS FOR USF-I DIRECTION, SUPPORT, ACTION, AND OVERALL COORDINATION REGARDING THIS USF-I EFFORT

4.A.2.(U) MAINTAIN AND UPDATE THE LIST OF ARMED CONTRACTORS, DOD CIVILIANS, AND PSCS OPERATING UNDER A USG CONTRACT OR SUBCONTRACT).

4.A.3.(U) ENSURE ALL ARMED CONTRACTOR, DOD CIVILIAN, AND PSC SERIOUS INCIDENTS ARE REPORTED, TRACKED, AND PROPERLY INVESTIGATED.

4.A.4.(U) COORDINATE THE RELEASE OF ARMED CONTRACTOR, DOD CIVILIAN, AND PSC INCIDENT RELATED INFORMATION IN RESPONSE TO RFIS, CONGRESSIONAL INQUIRIES, MEDIA AND FOIA REQUESTS.

4.A.5.(U) COORDINATE WITH AND MAINTAIN PROPER COMMUNICATIONS AND PROCEDURES WITH THE GOVERNMENT OF IRAQ (GOI) AND US MISSION-IRAQ (USM-I).

4.B.(U) USF-I J34 CONOC

4.B.1.(U) RECEIVE AND DISSEMINATE INITIAL AND FINAL INCIDENT REPORTS INVOLVING ARMED CONTRACTORS, DOD CIVILIANS AND PSCS TO THE ACOB.

4.B.2.(U) ENSURE THAT ALL "INITIAL" SERIOUS INCIDENT REPORTS ARE RECEIVED WITHIN 4 HOURS OF INCIDENT OCCURRENCE AND THAT ALL "FINAL" SERIOUS INCIDENT REPORTS ARE RECEIVED WITHIN 96 HOURS OF INCIDENT OCCURRENCE.

4.B.3.(U) ENSURE ALL INCIDENTS REPORTED ARE SHARED WITH PSCS FOR SITUATIONAL AWARENESS.

4.B.4.(U) SUBMIT A MONTHLY WEAPONS DISCHARGE ROLL-UP REPORT TO THE ACOB BY THE 10TH DAY OF EVERY MONTH. REPORTS SHOULD INCLUDE THE FOLLOWING INFORMATION:

COMPANY RESPONSIBLE
SERIOUS INCIDENT TYPE
DATE
TIME
LOCATION
ROUNDS FIRED
WEAPONS FIRED
IDENTIFICATION OF WHO FIRED
CONTRACT #
REQUIRING ACTIVITY (COMMANDER IN CHARGE)

4.C.(U) REQUIRING ACTIVITY / OWNING COMMAND.

4.C.1.(U) THE REQUIRING ACTIVITY COMMANDER/OWNING COMMAND IS THE MILITARY OR OTHER USG ENTITY WHICH CONTRACTED THE SECURITY SERVICES (I.E. THE GOVERNMENT ENTITY THAT OBTAINED AUTHORIZATION FOR THE PSC INVOLVED THE INCIDENT TO CARRY ARMS IN THE IJOA).

4.C.2.(U) IT IS THE NON-DELEGABLE OBLIGATION OF THE REQUIRING ACTIVITY COMMANDER/DIRECTOR TO REVIEW AND ENDORSE FORMAL WRITTEN INCIDENT REPORTS FROM CONTRACTED PSCS AND DETERMINE THE NEED FOR FURTHER INVESTIGATION AND FOR ANY CONTRACT, ADMINISTRATIVE OR PROSECUTORIAL ACTION IAW THIS TAB.

4.C.3.(U) REQUIRING ACTIVITIES WITH PSCS WHO PERFORM STATIC FOB/SITE SECURITY FUNCTIONS WILL ENSURE THE PSCS ADHERE TO THE CONTENTS OF THIS TAB AND NOT DIRECT ALTERNATIVE REPORTING IN LIEU OF THIS TAB.

4.C.4.(U) CORS SHALL SUBMIT A MONTHLY WEAPONS DISCHARGE REPORT TO USF-I CIVILIAN ARMING PROGRAM (CAP) BY THE 5TH OF EACH MONTH THAT INCLUDES:

NAME OF INDIVIDUAL
COMPANY
ROUNDS FIRE
TYPE OF WEAPON FIRED
SERIOUS INCIDENT TYPE
DATE
TIME
LOCATION
CONTRACT #
REQUIRING ACTIVITY (COMMANDER IN CHARGE) .

4.C.5.(U) THE REQUIRING ACTIVITY COMMANDER/OWNING COMMAND SHALL CONTACT ITS SUPPORTING CONTRACTING COMMAND/ORGANIZATION (E.G. JCC-I/A, LOGCAP, ARCENT, ETC.) FOR ANY REQUIRED CONTRACT ACTIONS ASSOCIATED WITH IMPLEMENTATION OF THIS TAB.

4.D.(U) US FORCES.

4.D.1.(U) US FORCES OBSERVING AN INCIDENT INVOLVING ARMED DOD CIVILIANS, DOD CONTRACTORS OR PSCS SHALL REPORT THE INCIDENT THROUGH THEIR COMMAND CHANNELS IAW THEIR UNIT'S SOPS AND TO PRESCRIBED RECIPIENTS IN THIS TAB. THE REPORT SHALL CONTAIN A DESCRIPTION OF THE INCIDENT, NAME OF ALL COMPANIES OR UNITS INVOLVED, AND WHAT CORRECTIVE ACTIONS ARE BEING TAKEN, IF APPLICABLE.

4.D.2.(U) US FORCES COMMANDERS RESPONSIBLE FOR PRIVATELY CONTRACTED SITE SECURITY ARE TO BE AWARE THAT PSCS USED FOR THIS PURPOSE ARE A STRATEGIC ASSET AND THE LINES OF COMMUNICATION ARE SIGNIFICANTLY MORE COMPLEX. IN ADDITION TO STANDARD COMMUNICATION THROUGH THE MILITARY CHAIN OF COMMAND, THERE IS A PARALLEL LINE OF COMMUNICATION THAT ROUTES DIRECTLY FROM THE ACOB TO THE TO THE REQUIRING ACTIVITY COMMANDER, CONTRACTING OFFICER (KO), AND CONTRACTING OFFICER REPRESENTATIVE (COR). BOTH LINES OF COMMUNICATION ARE VALID AND HAVE AUTHORITY TO PERMIT CONTRACTORS TO OPERATE AND/OR SUSPEND OPERATIONS. COORDINATION AND COOPERATION BETWEEN THE TWO IS ESSENTIAL IN THIS COMPLEX AND SENSITIVE ENVIRONMENT.

5.(U) **COORDINATING INSTRUCTIONS.** SEE BELOW FOR SIR FORMAT.

UNCLASSIFIED

PRIVATE SECURITY COMPANY	SERIOUS INCIDENT REPORT
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FROM:	
TO:	MNC-I CONOC mncic3conoc@iraq.centcom.mil
SERIOUS INCIDENT TYPE:	
MISSION TYPE:	
DTG OF INCIDENT:	

HIGHLIGHT/BOLD APPROPRIATE REPORT DESIGNATION: FIRST – INTERIM – FINAL

WHO (was involved)?	
Company:	
MRF or GTR #:	
Contract Number:	
COR Name:	
COR Phone:	
COR Email:	
Owning	
Command:	
Other:	
Type of Contract (DoD, DoS, DoJ):	
WHAT HAPPENED?	
Include small arms fire (SAF), improvised explosive device (IED), indirect fire (IDF), PSC weapons discharges, traffic accidents, rules for use of force (RUF) and graduated force response (GRF) incidents.	
WHERE IT HAPPENED?	
MND AO:	
Place:	
8 digit Grid:	
Other:	
Nearest City:	
WHEN DID IT HAPPEN?	
DTG of Incident:	
IMPACT ON OPERATIONS? Casualties, damage, route closures, and infrastructure damages.	
OTHER (information relevant to incident or considered valuable to Coalition Forces regarding mission)	
ACTIONS REQUIRED (list any actions that are required, who should take the action, and what you are doing about it)	
NAME OF PERSON TAKING REPORT	
CONTACT INFORMATION OF PERSON TAKING REPORT. Email and Phone #.	
Email:	
Phone:	

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6.(U) POCS.

6.A.(U) POC USF-I J34 PROTECTION VOIP: 485-5699, SVOIP: 241-8897 E-MAIL: MNF-I-CJ3.ACOB@IRAQ.CENTCOM.MIL.

6.B.(U) USF-I CONOC; USFIC3CONOC@IRAQ.CENTCOM.MIL, DSN: 318-435-2369.

ACKNOWLEDGE

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