



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-Z

15 April 2025
TAG 25-03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Critical Information Requirements, Serious Incident Reports, and Suspicious Activity Reporting

1. This memorandum supersedes policy memorandum TAG 23-01, Commander's Critical Information Requirements, Serious Incident Reports, and Suspicious Activity Reporting dated 21 December 2022. This policy is effective immediately and will remain in effect until rescinded or superseded.

2. References.

- a. AFMAN 10-206, Operational Reporting, 18 June 2018
- b. AFI 14-404, Intelligence Oversight, 3 September 2019
- c. DAFI 91-204, Safety Investigation and Hazard Reporting, 10 March 2021
- d. AR 190-45, Law Enforcement Reporting, 27 September 2016
- e. NGB ARNG-OD Memorandum, SIR Procedures for the ARNG, 15 July 2016

3. General. This policy outlines how the Maine National Guard (MENG) reports information related to The Adjutant General (TAG) Commander's Critical Information Requirements (CCIRs), Serious Incident Reports (SIRs) and Suspicious Activity Reporting (SAR).

4. CCIR. CCIR is a list of information requirements identified as being critical to facilitating timely decision-making and situational awareness. For TAG CCIR list, see Enclosure 1 of this policy. The G3/J3 directorate will provide electronic copies of TAG's CCIRs to all MENG units for distribution.

5. SIR. SIR is a serious, actual, or alleged incident, accident, misconduct, or act, which, because of its nature, gravity, potential for adverse publicity, or potential consequences warrants timely notice to higher headquarters. See Enclosure 4 for SIR report form. When evaluating if the incident needs to be reported, consider the following question: If you were in charge, would you want to know the information? If the answer is yes, then

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report the incident through the Chain of Command (CoC). For examples of reportable SIRs, see Enclosure 2 of this policy. All collected police reports are sent directly to the Provost Marshal and Protection Office at JFHQ-ME.

6. SAR. SAR is a suspicious activity defined as any behavior that may be indicative of intelligence gathering or other operational planning related to security threats to Department of Defense (DoD) interests. SAR reporting may be more sensitive and involve law enforcement investigation. See Enclosures 6 and 7 for branch specific SAR forms.

7. Critical Information List (CIL) is a consolidated list of MENG's critical information. Any unofficial release of this information is reported as an SIR. See Enclosure 3.

8. General Reporting Procedures. MEARNG personnel report CCIR/SIRs through the CoC to the MENG Joint Operations Center (ME JOC). MeANG personnel report CCIR/SIRs to the 101st Air Refueling Wing (ARW) Command Post (CP). Events are reported using the MENG SIR form, or the most expedient mechanism if SIR form is not available. The SIR format is contained in Enclosure 4. If the report involves the arrest of a Soldier, the Soldier's Commander sends a DA Form 5248-R within three business days of the initial report. Failure to submit DA Form 5248-R within required time frame results in a formal report to Chief of Staff and J3.

9. Brevity. SIRs are brief, unclassified, and unencrypted. SIRs containing highly sensitive information or Health Insurance Portability and Accountability Act (HIPAA) protected information are withheld from the initial reporting process.

10. MeANG CCIR/SIR Reporting.

a. Reports on incidents at the ARW are screened by the 101st ARW Security Forces Squadron (SFS) and/or the ARW Safety Office depending on the nature of the incident and, forwarded to the ARW CP at 101.arw.cp@us.af.mil, who in-turn forwards to the MeANG reporting email alias at ng.me.mearng.list.meang-reporting@army.mil.

b. For reports of incidents at both geographically separated South Portland Air National Guard (SPANG) units, each unit's Squadron Commander or Detachment Commander will review the report prior to being submitted to the ARW CP at 101.arw.cp@us.af.mil, who in-turn will forward to the MeANG reporting email alias at ng.me.mearng.list.meang-reporting@army.mil.

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c. Reports on incidents at Joint Force Headquarters, Maine Air National Guard, will be submitted to the ARW CP at 101.arw.cp@us.af.mil, who in-turn forwards to the MeANG reporting email alias at ng.me.mearng.list.meang-reporting@army.mil and forwarded to ME JOC for situational awareness at ng.me.mearng.list.j3-joc-sir@army.mil.

d. MeANG units ensure any specific information categorized as privileged safety information or is sensitive in nature is redacted from disclosure or submission.

11. MEARNG CCIR/SIR Reporting. Incidents are reported through the CoC to the ME JOC. The ME JOC SIR email is ng.me.mearng.list.joc-sir@army.mil; otherwise, call the ME JOC at (207) 626-4429. If the ME JOC learns of an incident that may not be known by the higher headquarters, the ME JOC provides situational awareness to that MSC commander.

12. National Guard Bureau (NGB) CCIR Reporting. The ME JOC submits MEARNG reports that meet Director Army National Guard (DARNG) DCIRs or Chief National Guard Bureau (CNGB) CCIRs to the ARNG Watch at ng.ncr.ngbarng.mbx.arngwatch@army.mil after notification to MENG CMD Group. The 101st ARW CP submits MeANG reports that meet ANG or CNGB CCIRs reporting requirements to the Air National Guard Coordination Center (ANGCC).

13. Exceptions to Reporting.

a. National Security and Intelligence. Incidents involving national security crimes (treason, revealing of classified information, sabotage, spying) are reported directly to Counterintelligence (CI) / Office of Special Investigations (OSI) or the Inspector General. Questionable Intelligence Activity (QIA) is reported to the J-2 and Inspector General.

b. Suspicious Activity. Suspicious activity may become part of an investigation, where minimal sharing is expected. Call 911 (depending on severity) and report directly to the Provost Marshal and Protection Offices, if Army or the 101st ARW, if Air Force. See enclosures 6 and 7 for branch specific SAR form.

c. Suicide. Suicidal ideations are not reported as SIRs to the ME JOC or 101st ARW CP.

1) MEARNG Reporting: Follow procedures outline in the MEARNG Crisis Response Playbook.

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2) MeANG Reporting: Follow procedures outlined by MeANG Director of Psychological Health (DPH).

3) If ideation results in a Soldier or Airman being hospitalized or involves law enforcement, follow SIR reporting procedures for corresponding FFIR.

d. Sexual Assault.

1) The MENG SAPR Officer (SAPRO) will serve as the single point of contact for all reports of sexual assault with a military nexus. Contact the MENG SAPRO directly at (207) 620-6335.

2) MENG personnel arrested for or charged with sexual assault by civilian or military law enforcement, is reported as an SIR through the normal channels. Information about the victim will not be included in this SIR.

e. Injury Reporting.

1) Report all MEARNG injuries on or off duty using ME Form 40-3-1 Initial Notification of Accident, Injury, Illness, or Disease to the Medical Readiness Unit (MRU) at ng.me.mearng.list.med-det@army.mil and the Safety Office at ng.me.mearng.list.staff-safety@army.mil. Medical information is included on ME Form 40-3-1. Report MeANG injuries requiring hospitalization to the 101st ARW CP.

2) Additionally, if the injury meets the definition of an SIR or trips a CCIR, submit an SIR form to the ME JOC/101st ARW CP. The SIR form is for notification purposes and details the incident but contains no medical information about the Soldier(s) or Airman/Airmen injuries due to HIPPA.

14. Final Disposition of SIR/SAR.

a. ME JOC personnel monitor SIRs that the ME JOC submitted to NGB, following NGB reporting procedures, until the SIR is closed.

b. SARs are reported via eGuardian by the DCSOPS and 101st ARW eGuardian representative.

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15. Point of Contact for this policy is MSG Todd Kiilsgaard, MENG JOC NCOIC, (207) 430-6776, or todd.e.kiilsgaard.mil@army.mil.



DIANE L. DUNN

BG, MENG

The Adjutant General

7 Encls

1. CCIR List
2. Examples of Reportable SIRs
3. MEARNG Critical Information List
4. MENG Serious Incident Report Form
5. MEARNG Form 40-3-1
6. MeANG Suspicious Activity Report Form
7. MEARNG Suspicious Activity Report Form

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