



MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA YOUTH & COMMUNITY PROGRAMS TASK FORCE TORCH
10601 Bear Hollow Drive, Box 48
Rancho Cordova, California, 95670

NGCA-YCZ

27 September 2024

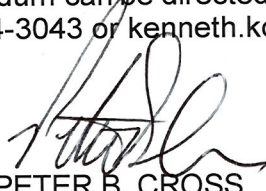
MEMORANDUM FOR Task Force Torch (TFT) Directors, Program Managers
and Commandants

SUBJECT: TFT Incident Reporting Policy

1. References: See enclosed list.
2. This policy memorandum supersedes TFT policy references #1 and #2 in the enclosed list.
3. Purpose: Recent history has shown our Academies and Programs are very responsive and communicative when reporting incidents. It is essential we reinforce the understanding that appropriate individual incidents are reported to the TFT Headquarters. Directors, Program Managers and Commandants are required to follow Incident Reporting guidelines outlined in CMDR 190-40 and CNGBM National Guard Youth Challenge Program. Directors, Program Managers and Commandants will report any incident that might concern California Military Department (CMD) leadership as a serious incident, regardless of whether it is specifically listed in CMDR 190-40 or this policy. Utilizing the enclosed Process Map, all reports of incident will include a completed Sworn Statement, CAL 190-40 and be reported to the CMD J-3 JOC and the TFT Headquarters Operations section for inclusion into the TFT Serious Incident Report (SIR) Tracker. Additionally, for Challenge Programs, for any occurrence of a serious nature, including bodily harm, injury or serious illness requiring off campus professional medical treatment, law enforcement intervention for activities, or incidents that would bring media attention, Challenge Programs will submit serious incident reports to APAN in accordance with NGB requirements, to NGB-J1-Y Chief, the NGYCP Manager, TFT Headquarters Operations section, the CAPM, and the USPFO. Challenge Programs will report to TFT Headquarters any Commander's Critical Information Requirements (CCIR) submitted to NGB APAN. When in doubt, report the incident.
4. Enclosure 3 identifies all incidents that require an immediate call or text to the TFT Commander and Senior Enlisted Leader from a Director, Program Manager or Commandant. Once the incident is closed out another follow-up call or text message is required to the appropriate TFT Leader.
5. Any questions regarding this memorandum can be directed to the TFT Chief of Staff, COL (CA) Kenneth Koop at (916) 854-3043 or kenneth.koop@cmd.ca.gov.

3 Encls

1. References
2. Reporting Process Map
3. CCIR List

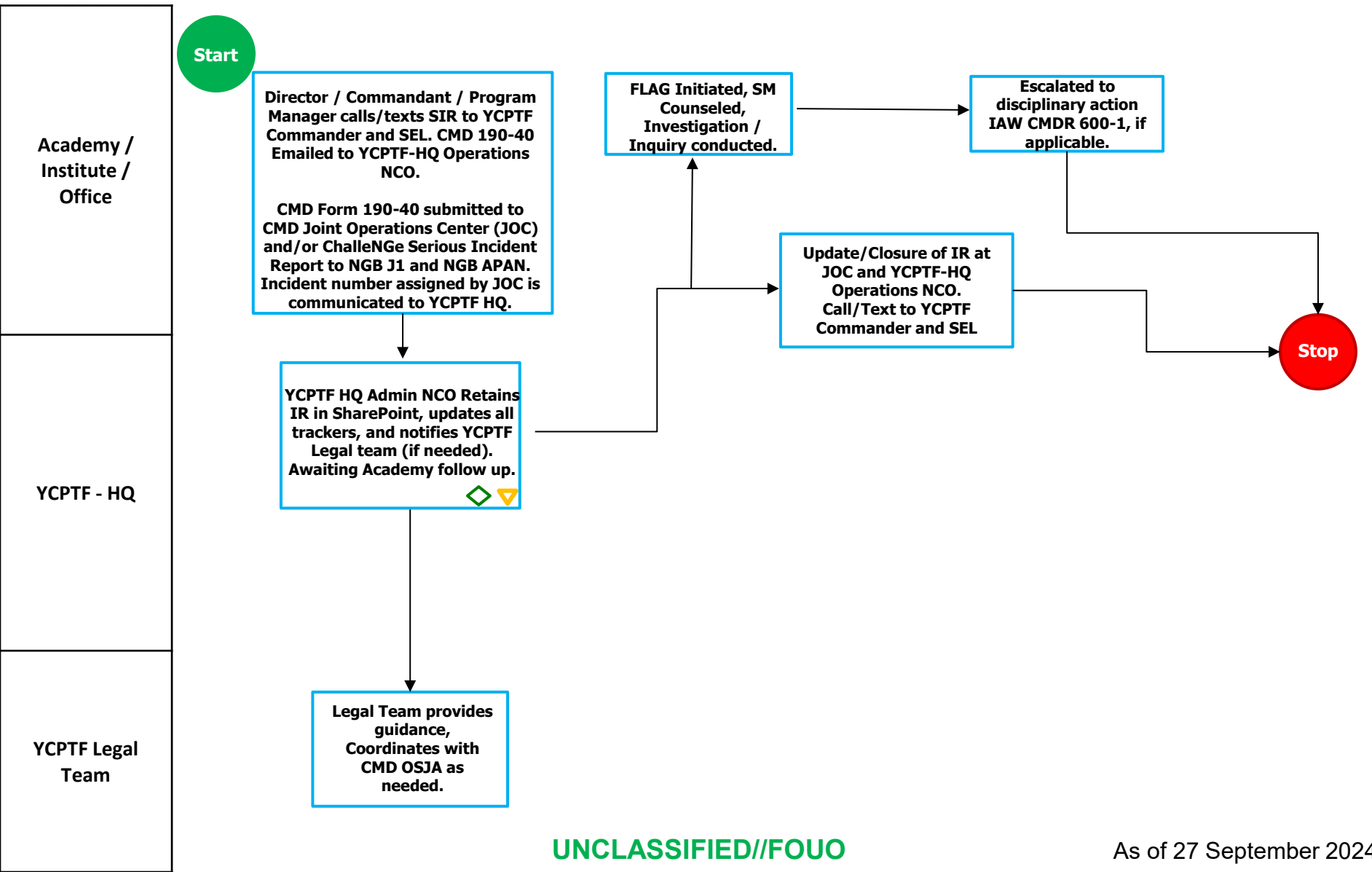

PETER B. CROSS
Brigadier General (CA)
Commanding

Enclosure 1– Reference List

1. TFT Policy Memorandum Update 1 to YCPTF Commander's Critical Information Requirements (CCIR) and Incident Reporting 1 February 2023, dated 27 November 2023.
2. TFT Policy Memorandum YCPTF Commander's Critical Information Requirements (CCIR) and Incident Reporting, dated 1 February 2022.
3. California Military Department Regulation (CMDR) 190-40, Serious Incident Report (CCIR), dated 4 February 2014.
4. Policy Memorandum 2017-01: Commander's Critical Information Requirements (CCIR), dated 1 January 2017.
5. CAL 190-40 Incident Report Form, dated 1 January 2022.
6. DA Form 2823 (Sworn Statement), dated 1 November 2006.
7. Chief of the National Guard Manual: National Guard Youth Challenge Program, dated 22 March 2023.



Enclosure 2– Incident Reporting Process Map



Enclosure 3 - TFT Commander's Critical Information Requirements (CCIR)

1 . The below constitutes an immediate call or text to the TFT Commander and Senior Enlisted Leader from a Director, Program Manager, or Commandant:

- a. Any allegation of Sexual Assault Harassment.
- b. Any serious injury, requiring outside medical intervention, hospitalization, or death to cadre, staff, or cadet.
- c. Any serious misconduct (military or civilian) by cadre either in a State Active Duty capacity or with their unit of assignment.
- d. Any engagement with a General Officer, Elected/Legislative Official, Legal Representative, or member of the Media.
- e. Any serious conflict with a partnered School District, Foundation or Stakeholder.
- f. Violations of ChalleNGe Hands-Off Leadership Policy (assault, inappropriate language, inappropriate touching, inappropriate relationship).
- g. AWOL of Cadre or Cadet.
- h. Suicidal ideations / Self harm indicated by staff, cadre, or cadet.
- i. Law Enforcement, Fire Department or Emergency Medical Services on campus due to incident involving Staff, Cadre, Cadets, or CMD property.
- j. Any justified use of hands.
- k. When in doubt, Report it.