



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Letter #10: Government-Owned Vehicle (GOV) Accident/Damage Reporting Procedures

1. Reference: USAREC REG 385-40, Accident Reporting and Records
2. Company Commanders/1SGs will report within 24 hours all accidents/damages regardless of the extent of injuries or amount of damage to the battalion S4 and BLT.
3. GOV Operators will:
 - a. Report any damage to their assigned vehicle, regardless of cost, through their CLT to the battalion S4.
 - b. Submit all accident/incident reports pertaining to their assigned vehicle. As a minimum, the following GSA forms will be completed at the scene of the accident and forwarded through the CLT to the S4 within 1 day of the accident/incident.
 - (1) SF Form 91, Operator's Report of Accident.
 - (2) OP Form 26, Data Bearing Upon Scope of Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.
 - (3) If applicable, Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.
 - (4) SF Form 91a, Investigation Report of Motor Vehicle Accident.
 - c. These forms will be completed and forwarded as indicated above; operators will NOT wait for receipt of a police report before forwarding this information.
4. The Battalion S4 will investigate the circumstances of the accident, damages and recommend the proper action within five calendar days of the incident. Preparation of a DA Form 4697, Report of Survey, with exhibits is required.

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Procedures Policy

5. All accidents/damages will be reported immediately to the applicable police department. If the police will not respond, a walk-in report will be requested. If neither is available, a memorandum for the absence of the police report will be submitted.
6. The vehicle driver will obtain three (3) repair estimates unless done by GSA.
7. If damages exceed \$2,000.00, a DA Form 285, Report of Accident, completed by the commander, will be submitted to the battalion S4 within the same time period.
8. POC this policy is the battalion S4, (518) 438-6657.


SANDRA E. LUFF
LTC, MI
Commanding