USAREC Regulation 385-2

Safety

# Safety Program

Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
5 August 2013

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# SUMMARY of CHANGE

USAREC Regulation 385-2
Safety Program
This major revision, dated 5 August 2013

- o Updates and prescribes Army policy on safety standards (throughout).
- o Makes administrative changes (throughout).
- o Updates UR Forms (throughout).
- o Adds sample of a completed USAREC Form 557.
- o Replaces the UR Form 1 144 with DA Form 7566.
- o Removes all responsibility to support the U.S. Army Accessions Command.
- o Removes UR Form 1296, Department of the Army Civilian Safety Incident Report.
- o Updates the POV mileage requirement when using the Travel Risk Planning System (TRiPS), prior to departing on leave, temporary duty (TDY), or pass.
- o Updates Army accident categories (A through D).
- o Adds USAREC Form 1041.
- o Removes DA Form 2442, Certificate of Achievement.

**Headquarters**
**United States Army Recruiting Command**
**1307 3rd Avenue**
**Fort Knox, Kentucky 40121-2725**
**5 August 2013**

# *USAREC Regulation 358-2

**Effective 5 August 2013**

**Safety**

## Safety Program

For the Commander:

MICHAEL T. HAUSER
Colonel, GS
*Chief of Staff*

Official:

RONNIE L. CREECH
*Chief, Information Officer*

**History.** This is a major revision to USAREC Reg 385-2, which is effective 5 August 2013. It also supersedes USAREC Pam 385-2, which is now obsolete.

**Summary.** This regulation provides policy on Army safety management procedures with special emphasis on responsibilities and requirements of the Occupational Safety and Health Act of 1970 as implemented by Executive Order 12196; Part 1960, Title 29, Code of Federal Regulations; DODI 6055.1; DODI 6055.4; and DODI 6055.07.

**Applicability.** This regulation applies to all elements of this command.

**Proponent and exception authority.** The proponent of this regulation is the Office of the Chief of Staff. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to the Command Safety Officer.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCCS-SAF), 1307 3rd Avenue, Fort Knox, KY 40121-2725.

**Distribution.** This publication is available in electronic media only amnd is intended for command distribution level A.

*This regulation supersedes USAREC Regulation 358-2, dated 15 March 2009.



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## Glossary

## Chapter 1
## Introduction

### 1-1. Purpose

a. This regulation prescribes U.S. Army Recruiting Command (USAREC) policy, responsibilities, and procedures to protect and preserve personnel and property against accidental loss. It provides for public safety incumbent to Army operations and activities and healthful workplaces, procedures, and equipment. Also, this regulation disseminates guidance for applying the policies, procedures, and information necessary to conduct the USAREC Safety Program as outlined in AR 385-10 and DA Pam 385-40.

b. This regulation mandates USAREC Safety Program policies, procedures, and guidelines into one comprehensive safety program for all USAREC operations.

### 1-2. References

For required and related publications and prescribed and referenced forms see appendix A.

### 1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

### 1-4. Scope

The accident prevention fundamentals contained in this regulation are minimum requirements. Subordinate commanders will find it necessary to issue additional instructions and directives (local standing operating procedures (SOPs)) regarding the specific geographic locality and concerns which are distinct to their organizations.

### 1-5. Policy

a. Commanders, managers, and supervisors at all levels must pursue a vigorous accident prevention program that will minimize accidental manpower and materiel losses; thus providing for a more efficient use of resources toward the enhancement of recruiting mission success. Decision makers at all levels will employ the Army's Risk Management (RM) process to effectively preclude unacceptable risk to the safety of personnel and property. Accidental losses affect the ability to meet mission requirements. Positive action will be taken to control these losses through the RM process, training, education, and aggressive leadership. The USAREC RM Program requirements are in chapter 4. Where labor management agreements have been negotiated with the command, managers and supervisors must comply with the applicable labor management agreements of the safety article in respect to any consultation and/or negotiation of requirements. All Federal standards and Army regulations will be enforced and cannot be included in any negotiation.

b. The following principles will be effectively integrated into all USAREC plans, programs, decision processes, operations, and activities:

(1) Accidents are an unacceptable obstacle to Army recruiting missions, readiness, morale, and resources; hence, decision makers will exercise RM.

(2) Decision makers at every level will employ the risk management process, as specified in chapter 4, to avoid unnecessary residual risk to missions, personnel, equipment, and the environment.

(3) The acquisition of materiels, equipment, facilities, and systems will maximize the use of engineering design to preclude unnecessary residual risk and control residual risks.

(4) Life cycle safety considerations will be considered in the acquisition, use, and disposal of chemicals and hazardous materials so as not to endanger or compromise public health and safety.

(5) Appropriate action will be taken to expeditiously correct nonconformity with mandated standards, workplace deficiencies, hazards, and accident causes.

(6) Performance standards for military and civilian managers and supervisors will include accident prevention and occupational health responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing safety and occupational health (SOH) responsibilities will be considered in Army civilian employee performance appraisals, officer evaluation reports (OERs), and noncommissioned officer evaluation reports (NCOERs) in accordance with DODI 6055.1. A safety briefing will be given to all newly assigned personnel (military and civilian) within 72 hours of inprocessing into the unit and prior to operating Government-owned vehicles (GOVs) and privately-owned vehicles (POVs) regarding their responsibility in safety and accident

prevention. USAREC Form 1295 (Newcomers Safety and Occupational Health Briefing) (see fig 1-1) will be used for this briefing.

### 1-6. Responsibilities

a. The Commanding General (CG), USAREC, exercises overall staff responsibility for the USAREC Accident Prevention Program. The USAREC Safety Director acts for the CG in discharging this responsibility.

b. The USAREC Safety Director and safety staff will:

(1) Serve as principal staff element in planning, organizing, directing, and evaluating all safety program elements within the command; serve as the expert safety program advisor, a member of the commander's special staff reporting to the CG, USAREC, through the deputy commanding general (DCG) and the chief of staff (CoS).

(2) Provide for the establishment and implementation of plans, policies, and procedures for conducting safety programs at all levels of command; assist commanders in determining the numbers and qualifications of personnel necessary to ensure an effective accident prevention program.

(3) Provide technical and professional assistance to eliminate or control unsafe behavior and unsafe environments.

(4) Determine the need for, obtain, and distribute safety promotional and educational materials.

(5) Provide technical assistance in accident investigation and reporting to ensure accuracy and completeness.

(6) Collect, analyze, and disseminate data concerning the accident experience of the command; prepare reports of safety activities; and conduct studies as required by higher authority.

(7) Review operating procedures, manuals, directives, and other instructions to ensure the incorporation of safe practices and safe physical standards.

(8) Review plans for proposed demonstrations and exhibits to ensure the safety of Army personnel and the public.

(9) Maintain close liaison with other staff agencies, military services, along with Federal and civilian agencies in all relevant safety matters.

(10) Conduct surveys and inspections of activities, to include review of accident prevention programs.

(11) Conduct standard Army safety and occupational health inspections (SASOHIs) of worksites.

(12) Implement and manage all aspects of the Army Safety Program for this command as outlined in AR 385-10.

(13) Implement and manage the command hazard communication, bloodborne pathogen, risk management, ergonomics, radiation protection, and respiratory protection programs.

(14) Develop recommendations for corrective measures where warranted by adverse accident rates or trends, hazardous conditions, procedures, or other deficiencies.

(15) Provide accident prevention material and ensure high quality training for civilian and military safety personnel at all levels.

(16) Coordinate with preventive medicine service (PMS) and the Army medical department activity (MEDDAC) to identify and abate existing or potential occupational health hazards in the workplace.

(17) Publicize methods for reporting unsafe or unhealthful conditions.

(18) Convene the command safety council semiannually or as directed by the CG.

(19) Fulfill and comply with labor management relations responsibilities regarding consultation, negotiation, union and management agreements, applicable laws, rules, and Governmentwide regulations.

(20) Develop a comprehensive safety training program for additional duty safety personnel, which will ensure competence in carrying out their duties.

(21) Host safety conferences to promote professional development for additional duty safety officers (ADSOs) and address safety issues facing the command.

(22) Provide environmental monitoring through a continuing program of observation, measurement, and judgment necessary to recognize potential health hazards and judge the adequacy of protection; arrange for the taking of environmental measurements for the purpose of evaluating employee exposure to workplace hazards.

(23) Budget the requirements for planning and conducting the safety activities as prescribed by this regulation and AR 385-10, to include salaries, awards, inspections, program enhancements, and training.

(24) Execute the commander's SOH Program.

(25) Perform staff assistance visits as directed.

(26) Communicate best practices and share lessons learned.

(27) Be structured in accordance with AR 385-10.

c. Assistant Chief of Staff (ACS), G1, will:

(1) Advise leadership of administrative penalties for civilian abuses of programs covered by this regulation.

(2) Coordinate with the USAREC Safety Office on all aspects of the Federal Employees' Compensation Act Program in order to reduce unwarranted and lengthy lost workday claims.

(3) Provide the USAREC Safety Office quarterly information regarding lost time under the Federal Employees' Compensation Act claims and continuation of pay costs.

(4) Provide the USAREC Safety Office a copy of the Civilian Personnel Strength Report monthly.

d. ACS, G3, will coordinate all nonstandard mission requirements and risk assessments with USAREC Safety Office for review.

e. ACS, G4/8, will:

(1) Require safety plans and risk assessments with commercial contracts for review and approval by the USAREC Safety Office.

(2) Ensure contractors are advised during preperformance conferences that all on-duty accidents involving contractor employees must be reported promptly to the contracting officer representative (COR). Contractors must also conform with the recordkeeping requirements of the Occupational Safety and Health Administration (OSHA). (The forms described below are available at http://www.osha.gov.) Contractors must:

(a) Report injuries and illness on OSHA Form 300 (Log of Work-Related Injuries and Illnesses).

(b) Annually submit OSHA Form 300A (Summary of Work-Related Injuries and Illnesses).

(3) Assist in the enforcement of contract safety requirements through close coordination with the USAREC Safety Office, COR, and contract administrators.

(4) Include in each contract or purchase order (that identifies hazardous material is involved) a requirement for the supplier to include with each shipment a copy of the applicable material safety data sheet (MSDS).

(5) Coordinate any additional procedures with the USAREC Safety Office that are necessary to ensure using activities have access to the MSDS.

(6) Inform the radiation safety officer (USAREC Safety Office) whenever contractor equipment containing radioactive material will be brought into a USAREC controlled workplace.

f. Facilities managers will:

(1) Coordinate with the USAREC Safety Office when preparing DA Form 4283 (Facilities Engineering Work Request) to identify hazardous conditions.

(2) Where correction exceeds local capability, consolidate deficiencies into projects for Department of the Army (DA) funding.

(3) Establish internal procedures to assure work requests identified by USAREC Safety Director and/or ADSO as imminently dangerous are corrected immediately.

(4) Provide the USAREC Safety Office a quarterly status report (OSHA Abatement Plan) of safety deficiency abatement status.

(5) Assure coordination with the USAREC Safety Office in the design, construction, and renovation of new or existing facilities to ensure compliance with Federal standards.

(6) Ensure units use USAREC Form 1238 (Facility Hazard Inspection Checklist) (see fig 1-2) for yearly facility checks and maintain on file for 2 years.

(7) Support the safety program within their respective areas and provide necessary assistance to enhance the overall safety effectiveness of the command.

(8) Provide the USAREC Safety Office with fire incident reports.

g. Commanders and supervisors at all levels will:

(1) Act as safety officers for their unit, directorate, or activity. Safety officers must complete the online Commander's Safety Course within 30 days of assuming position. Contact your brigade appointed additional duty safety officer (ADSO) for instructions on where to take the course.

(2) Appoint additional duty safety personnel to accomplish assigned duties and responsibilities.

(3) Publicize in all channels available for reporting unsafe and unhealthful working conditions, emphasizing personnel responsible for making such reports.

(4) Assure employee job descriptions accurately identify hazards to which the employee may be exposed, the requirement for wearing specific items of personal protective clothing and equipment (PCE), and other safety requirements.

(5) Establish procedures to ensure that managers and supervisors who have safety-related tasks associated with their jobs are identified and that their duty assignments and job descriptions clearly reflect these responsibilities.

(6) Include safe practices and physical standards in all directives, SOPs, and training doctrine.

(7) Develop and implement an accident prevention program encompassing all operations and activities under their control. Establish specific written safety goals for their organization.

(8) Include safety as a rating element in all civilian supervisor performance plans, OERs, and NCOERs.

(9) Arrange to receive a safety orientation from the unit safety officer.

(10) Submit copies of publications implementing and supporting the safety program to the USAREC Safety Office, ATTN: RCCS-SAF, 1307 3rd Avenue, Fort Knox, KY 40121-2725. Examples include:

(a) SOPs signed by current commander or director.

(b) Memorandum appointing safety officer, safety noncommissioned officer (NCO), and unit safety council members.

(c) Minutes of unit safety council meetings.

(11) Identify and eliminate hazardous conditions, establish safe practices and procedures consistent with the mission, and motivate and instruct personnel in safe performance on- and off-duty.

(12) Ensure compliance with all appropriate provisions of this document and referenced safety regulations.

(13) Require all military and civilian supervisors to actively supervise performance of subordinates to ensure compliance with safety requirements. Require rigorous enforcement of the use of required PCE.

(14) Ensure that safety officers and NCOs receive training and develop skills necessary to ensure competence.

(15) Require timely reporting of accidents as required in AR 385-10 and this regulation.

(16) Determine causes for each accident and take positive corrective action to prevent similar accidents.

(17) Appoint a safety council at brigade and battalion level units. Safety councils will meet at least semiannually.

(18) Present safety briefings to their personnel before holidays.

(19) Establish carefully planned fire prevention initiatives that are tailored to those facilities and vehicles their personnel occupy or use.

(20) Evaluate the effectiveness of their safety program by monitoring whether their unit's accident record is improving or retrogressing. Data gathered in this process may help transform haphazard, costly, and ineffective performance and procedures into an effective safety program. Everyone should relate the potential for accidental losses and their impact on success, such as personnel injuries that contribute to lost man-hours, vehicle shortages due to GOV accidents, and damage costs as related to budget constraints. Commanders are highly encouraged to hire and appoint a full-time SOH technician at brigade level.

h. Commanders of organizations that are primarily administrative in nature with no extremely high, high, or moderate risk activities (such as brigade or battalion headquarters) will:

(1) Have a safety SOP.

(2) Appoint a safety officer or NCO in writing (see fig 9-1).

(3) Not be required to comply with hazard communication requirements (for example, SOP and posting of MSDSs). Office workers who rarely encounter hazardous chemicals are exempt from hazard communication standards. OSHA has found most office products to be exempt (http://www.osha.gov).

(4) Meet with the unit safety officer at least quarterly.

(5) Inspect work areas annually. Since these are low-risk work areas, quarterly inspections are not required. Inspection results will be maintained for 1 year. Unsafe conditions will be handled per requirements in AR 385-10.

(6) Not be required to have a radiation SOP.

(7) Provide safety training at least semiannually: Summer safety (to include heat injury prevention) and winter safety (cold weather) training. Provide command safety briefings before all 3- and 4-day weekends. Training records will be maintained for 1 year.

(8) Inspect POVs belonging to military personnel before all holiday weekends and POV travel; use USAREC Form 1176 (POV Inspection Checklist). Ensure that POV inspections are made available to all civilian DA employees. The last record of inspection should be kept on file.

(9) Ensure all USAREC Soldiers and their first-line supervisors use the online POV risk assessment trip planning tool (Travel Risk Planning System (TRiPS)), prior to departing on leave, temporary duty (TDY), or pass involving a road trip of more than 200 miles.

i. Supervisors will:

(1) Perform a risk assessment and job hazard analysis. These steps ensure the work environment meets safety standards and that their personnel operate in the safest possible manner consistent with the mission. Assure employees under their supervision observe and comply with appropriate SOH rules and regulations, including the use of PCE

provided for their protection. Supervisors will set the example in using PCE.

(2) Be responsible for accident prevention to the same extent as for production, services, mission, and training.

(3) Control unsafe acts or conditions that may be conducive to accidents; procure, maintain in sanitary working condition, and require use of PCE and devices necessary to protect employees from injury.

(4) Report unsafe workplace conditions to unit safety officer for assistance in correction.

(5) Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. Reprisal action will not be initiated or supported against employees who identify hazards, raise safety concerns, or engage in authorized SOH activities.

(6) Orient all newly assigned personnel concerning the hazards inherent in their job and work environment. Conduct regulatory training concerning specialized and general hazards in the workplace and methods for avoiding accidents.

(7) Report all accidents promptly through the chain of command. Conduct comprehensive factual investigations when on-duty injuries result in lost time.

(8) Ensure facts on civilian compensation forms are fully documented and accurately reported.

(9) Brief newly assigned Army personnel on the driving hazards they may encounter while serving at that unit.

(10) Provide light duty for employees injured on the job when indicated by the medical treatment facility. When light duty is not available, the next higher employing echelon will attempt to find such duty.

j. ADSOs and Safety NCOs will:

(1) Complete the Additional Duty Safety Course within 30 days of appointment. Contact your brigade ADSO for instructions on where to take the course.

(2) Become familiar with Army safety regulations, safety requirements for the unit, principles of accident prevention, and safety aspects included in SOPs, field manuals, technical manuals, and other sources.

(3) Interpret safety policies and procedures for the commander, supervisors, and subordinate safety personnel.

(4) Supervise and conduct quarterly safety inspections of buildings and worksites giving particular attention to recurring and serious hazards and to new or varied operations.

(5) Coordinate with supervisors to provide technical assistance to eliminate unsafe work practices.

(6) Provide prompt assistance with accident investigation and reporting. Review reports for completeness and accuracy and evaluate adequacy of corrective actions. Followup to ensure corrective actions are taken.

(7) Maintain safety records on all near misses and injuries and analyze the unit's accident experience to determine accident patterns, then develop and implement countermeasures.

(8) Provide the commander with periodic safety progress reports and information concerning accidents.

(9) Provide assistance for commanders in conducting periodic briefings with supervisors and NCOs regarding the objectives of the safety program, methods of attaining these objectives, and the degree of success expected.

(10) Arrange for the incorporation of safety practices in operating procedures, training publications, demonstrations, and exercises to ensure the safety of Army personnel and the public.

(11) Determine the need for and obtain material for safety training, safety promotions, and safety awards.

k. Responsibilities listed above are for the overall general safety program. Responsibilities for specific areas or activities are provided in subsequent respective chapters addressing that subject.

### 1-7. SOH advisory councils

a. Each headquarters will establish an SOH advisory council.

b. Councils will meet at least semiannually.

c. Written records of meetings will be kept to satisfy Army and OSHA requirements.

### 1-8. Command Sergeant Major Safety Action Council

a. The USAREC Command Sergeant Major (CSM) chairs the CSM Safety Action Council. Members are the CSMs of the seven brigades.

b. Each brigade CSM will chair a safety council for their organization. Organization and function of these councils will be at the discretion of the brigade CSM, but at minimum, will include the senior NCOs (CSMs and first sergeants) of subordinate units and activities.

c. The Safety Action Council will meet semiannually via video teleconference. Subordinate councils should also meet at least semiannually.

d. Routine agenda items should include a review of performance, lessons learned, and near misses and an assessment of risks associated with training or operations.

### 1-9. Deviations

When necessary to deviate from this regulation, send a written request to Headquarters, U.S. Army Recruiting Command (HQ USAREC), ATTN: RCCS-SAF, prior to initiating deviation. Identify specific conflict(s) with this regulation and state reasons for the request and alternate measures.

## NEWCOMERS SAFETY AND OCCUPATIONAL HEALTH BRIEFING

(For use of this form see USAREC Reg 385-2)

1. Welcome to Indianapolis Rctg Bn (Unit). The following information is provided to orient you to the safety requirements of this command. It also serves to inform you of your basic rights in accordance with Army policy and the Occupational Safety and Health Act.

2. Appointed additional duty safety officers (ADSOs) are responsible for the management of this unit's safety program. They will monitor all aspects of the unit's safety program and report directly to the commander regarding safety-related issues. Additionally, the unit safety officials will serve as your point of contact for accident reporting, safety information, and any suggestions for safety program improvements. The safety representatives for this command are as follows:

a. Unit Safety Officer: CPT Gerald Smith

b. Assistant Safety Officer/Safety NCO: Ms. Margaret Downs

c. Unit Vehicle Manager/Admin Log Clerk: Mr. George Brown

3. Each individual will comply with all Department of Defense occupational safety and health standards and report any hazardous conditions, injuries, illnesses, or other mishaps promptly to their superior. Safety initiatives which contribute to the unit's safety goals will be recognized appropriately. You should be aware of the following:

a. If you are involved in or aware of an accident, you must promptly report it to your immediate supervisor or the next person in your chain of command in accordance with AR 385-10.

b. Supervisors will immediately notify the appropriate unit safety representative. The safety official will determine whether the situation requires further investigation.

c. The following are examples of reportable incidents:

(1) All accidents that involve an Army motor vehicle regardless of who is at fault.

(2) Personal injury to on-duty or off-duty military personnel and injury or occupational illness affecting on-duty civilian employees.

(3) Damage to any Army property.

(4) Occupational illness.

(5) Injury or illness affecting non-Army personnel or damage to non-Army property as a result of Army operations.

d. You have the right and duty to report an unsafe and/or unhealthful work condition. Reports under these conditions will be completed on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions). In an imminent danger situation, report it without hesitation to the nearest supervisor, safety officer, or commander. E-mail sent to the USAREC Safety Office will be kept in complete confidence to protect the identity of persons reporting the unsafe act.

4. Any USAREC employee who is injured on the job or suffers from occupational illness should seek appropriate medical attention for observation and/or treatment. Injured civilian personnel should obtain the following forms from his or her supervisor. The supervisor will retain the original forms on file and will furnish copies to the supporting civilian personnel office. In the event of an emergency, the forms may follow as soon as practicable.

a. DOL Form CA 1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation).

b. DOL Form CA 2 (Notice of Occupational Disease and Claim for Compensation).

5. If you will be driving a Government-owned vehicle (GOV), you must meet the following requirements:

a. Possess a valid state driver's license.

b. Have DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) on file with the unit's vehicle manager. Driver's license, driver's training and awards, along with traffic violations, must be annotated on the original DA Form 348.

c. Complete an Army-approved accident avoidance training class, pass the test, and have in your possession an HQ USAREC Form 1920 (Accident Avoidance Course Certification). This is required training every 4 years for Soldiers, Department of the Army civilians operating GOVs, and contractors operating GOVs. Brigade ADSOs will furnish course instructions and/or Web site.

6. If you are new to Indiana (State), information on state and local traffic laws, weather conditions, and traffic conditions will be provided. Should you decide to obtain a Indiana (State) license, the nearest testing facility is located at 324 Wilson Avenue, Indianapolis, IN.

7. Your status as a military member or Department of the Army civilian employee does not entitle you to exemption from state and local traffic laws and ordinances. Operators must pay fines imposed on them for violations of traffic laws and ordinances. You will not be reimbursed for these fines. The following are general safety requirements and apply to anyone occupying a Government-owned or -leased vehicle.

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**Figure 1-1. Sample of a completed USAREC Form 1295**

a. Number of passengers is limited to the number of seatbelts with shoulder belts available.

b. Seatbelts will be worn at all times (in both GOVs and privately-owned vehicles (POVs)).

c. Headlights will be on at all times.

d. No one is allowed to smoke in a GOV.

e. You are prohibited from eating or drinking while operating a GOV.

f. Do not operate a GOV within 8 hours of consuming an alcoholic beverage. Such action is also prohibited by USAREC Reg 700-5. The regulation also extends this prohibition to vehicles rented at Government expense.

g. Do not operate a GOV between the hours of 2300 and 0400 without written approval of the company or battalion commander.

h. While operating a GOV, cell phones are authorized for use only after the operator has pulled over. GOV operators are not authorized to use hands-free kits while operating a moving GOV. USAREC personnel must observe state laws and local ordinances which prohibit the use of cell phones while driving.

i. POV inspections are conducted 5 working days prior to all Federally-recognized holidays.

8. Use of GOVs (see USAREC Reg 700-5):

a. GOVs are for official use only.

b. Do not use GOVs for personal business (for example, going to the Post Exchange, Class VI, banking facilities, laundry, or residence).

c. Do not transport family members, retired military personnel, or other USAREC personnel for unofficial business.

d. Park GOVs in areas that minimize exposure to damage from traffic, vandalism, and crime.

9. As a member of this command, you must meet the following training and safety requirements:

a. All USAREC Soldiers and civilian employees will complete the Composite Risk Management Basic Course. New Soldiers and civilian employees will complete within 30 days of arrival to the unit. This is a one-time requirement. Brigade ADSOs will furnish course instructions and/or Web site.

b. All military officers, noncommissioned officers, and supervisory civilian personnel will include safety as a rating element on their support form.

c. All civilian employees (with the exception of managers and supervisors) are required to complete the mandatory employee safety course within 30 days of being assigned to the unit. Managers and supervisors are required to complete the online Commander's Safety Course within 30 days of being assigned to the unit. Each course is a one-time requirement. Contact your Brigade ADSO for instructions.

Bottom line: A person need take only one of the three courses listed above as appropriate to their position.

d. Remedial driving course. As an operator of a GOV, if you directly contribute to an accident, receive two moving violations in a 12-month period, or misuse a vehicle (vehicle abuse, display immature judgment, or horseplay is suspected), you will be required to undergo remedial driver training within 30 days of the incident.

e. All USAREC Soldiers and their first-line supervisors will use the Travel Risk Planning System (TRiPS) risk assessment tool prior to leave, temporary duty (TDY), or pass involving a road trip over 200 miles. TRiPS is an online POV risk assessment trip planning tool for Soldiers going on leave, pass, or TDY. TRiPS pairs a supervisor and their subordinate in managing the risks associated with POV travel. Final products provide Soldiers with a full itinerary, map with directions, and an automated DA Form 31 (Request and Authority for Leave). TRiPS can be accessed through https://safety.army.mil.

f. POV inspections will be conducted before all Federal holidays, long weekends, and before pass, leave, TDY, or permanent change of station leave. POV inspections will be conducted by a competent person selected by the chain of command. The person who performs the inspection will use USAREC Form 1176 (POV Inspection Checklist). The completed form will be maintained on file until the next inspection of same vehicle.

g. All motorcycle and all-terrain vehicle (ATV) operators will:

(1) Identify themselves as motorcycle or ATV operators during unit inprocessing.

(2) Be required to complete one or more of the following forms:

(a) USAREC Form 1236 (Motorcycle Operator Responsibilities (Soldier)) (signature mandatory).

(b) USAREC Form 1236-1 (Motorcycle Operator Responsibilities (DOD Civilian)) (signature optional).

(c) USAREC Form 1236-2 (All-Terrain Vehicle Operator Responsibilities (Soldier)) (signature mandatory).

(d) USAREC Form 1236-3 (All-Terrain Vehicle Operator Responsibilities (DOD Civilian)) (signature optional).

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**Figure 1-1. Sample of a completed USAREC Form 1295 (continued)**

(3) Be tracked by name by the unit.

(4) Training. Motorcycle operators must successfully complete an Army-approved motorcycle safety course before operating a motorcycle. Courses are endorsed by the National Safety Council and the Motorcycle Safety Foundation. This command strongly recommends training for personnel who ride privately-owned ATVs.

(5) Be briefed on the motorcycle mentorship program. Most installations have a motorcycle mentorship program where riders can link up with more experienced riders. Units not near a military installation can participate in similar civilian groups or clubs. Motorcyclists are strongly encouraged to participate in installation motorcycle mentorship program activities.

h. Army personnel who are newly assigned to a unit will receive a briefing on the local driving hazards they may encounter while serving at that unit.

i. All incoming personnel will be briefed on motor vehicle (GOVs, POVs, motorcycles) operations, local driving hazards, and requirements. Leaders will interview personnel before departing on permanent change of station leave to outline hazards and requirements of at-risk vehicle purchases, such as motorcycles, ATVs, and watercraft.

10. Emergencies. If your vehicle breaks down, do everything you can to prevent an accident. Place a highway warning device far enough behind the disabled vehicle to alert approaching traffic.

11. Accident reporting. If you are involved in a GOV accident, follow these procedures:

a. Summon emergency medical or rescue personnel if injuries are involved.

b. Report all accidents to local police.

c. Fill out SF 91 (Motor Vehicle Accident Report) at the scene of the accident.

d. Notify the chain of command and the battalion vehicle manager immediately. After duty hours, notify the battalion executive officer and leave a voice-mail message for the battalion vehicle manager.

12. You must report all accidents (GOVs, personal injuries, POVs) to your supervisor. Your supervisor will make sure that appropriate unit safety representatives are notified so that they may follow through on reporting procedures to the USAREC Safety Office.

Note: This document will be kept on file until the Soldier or employee leaves the unit.

| | |
|---|---|
| SIGNATURE OF SOLDIER OR CIVILIAN EMPLOYEE:<br>/signed/ | DATE:<br>12 Aug 2012 |
| SIGNATURE OF SAFETY OFFICER OR NCO:<br>/signed/ | DATE:<br>12 Aug 2012 |

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**Figure 1-1. Sample of a completed USAREC Form 1295 (continued)**

## FACILITY HAZARD INSPECTION CHECKLIST

(For use of this form see USAREC Reg 385-2)

**SECTION I - GENERAL INFORMATION**

| 1. UNIT AND RSID OF FACILITY INSPECTED: | 2. NAME AND TITLE OF INSPECTOR: | 3. TELEPHONE: | 4. DATE: |
|---|---|---|---|
| New York City Rctg Bn | Sheryl Flynn | (502) 626-0611 | 18 Jul 12 |

**SECTION II - POWER CORDS AND FLEX CORDS**

| Equipment in the facility met requirements as follows: | RAC | Date | Date Abated | Comments |
|---|---|---|---|---|
| 1. Power cords have all prongs to include the ground and are not frayed. | | 18 Jul 12 | | |
| 2. Power cords (extension type) are not used as permanent wiring (more than 30 days). | 3 | 18 Jul 12 | | Power cords taped to wall (60 days). |
| 3. Power cords are not run under carpets; pinched below furniture; nailed, mounted, taped to walls; or placed above false ceilings (to include surge protectors). | | 18 Jul 12 | | |
| 4. No multi- or single-plug power tap (breaker type power cord) will be longer than 4 feet in total length. | | 18 Jul 12 | | |

**SECTION III - EMERGENCY ITEMS**

| | | | | |
|---|---|---|---|---|
| 1. Fire extinguisher has been inspected per regulatory requirements and at least annually (must be tagged for verification). | 3 | 18 Jul 12 | | Rm 117, Rm 308, main hallway, expired or missing inspection tag. |
| 2. Fire extinguishers must be mounted and secured. | 2 | 18 Jul 12 | | Fire extinguishers sitting on floor. |
| 3. Emergency lights work. Push test button monthly and record. | | 18 Jul 12 | | |
| 4. A fire marshal is appointed on orders for the facility and understands the responsibilities therein. | 2 | 18 Jul 12 | | Last one appointed PCS'd. |
| 5. No candles are to be burned within any Government facility. Any candles that have burned wicks will be removed from the premises on the spot and the offending employee will receive training on fire safety in the workplace. Only candles without the wicks burned are allowed in facilities for decorative purposes. | 1 | 18 Jul 12 | | Found candle burning in Admin Rm 110. Removed on the spot. |
| 6. Exit doors will be clearly marked and not blocked or locked as to allow immediate egress when the building is occupied. | | 18 Jul 12 | | |
| 7. Commanders must ensure fire and severe weather drills are conducted at least annually and maintained on file. | | 18 Jul 12 | | |
| 8. No items shall be placed or stored within 18 inches of the lowest part of a sprinkler in a building equipped with a sprinkler system. | | 18 Jul 12 | | |
| 9. Dual-occupancy buildings that allow individuals to reside on the premises that is considered a Government-owned building will be inspected by the commander to ensure the building is a safe and healthful location. Inspection should be conducted no less than annually. | | 18 Jul 12 | | |
| 10. Check for smoking within the building storage areas and entrance ways. (Public law restricts smoking within 50 feet of an entrance in Federal-leased or -owned buildings.) | | 18 Jul 12 | | |

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**Figure 1-2. Sample of a completed USAREC Form 1238**

| SECTION III - EMERGENCY ITEMS (continued) | | | | |
|---|---|---|---|---|
| Equipment in the facility met requirements as follows: | RAC | Date | Date Abated | Comments |
| 11. Does the Rctg Bn safety officer conduct a walk through inspection at least annually at all Rctg Bn facilities in accordance with AR 385-10, The Army Safety Program? (Records will be maintained 2 years.) | 3 | 18 Jul 12 | | Non recorded in last 2 years. |
| **SECTION IV - COFFEE MAKERS, TOASTERS, AND GRILLS** | | | | |
| 1. Coffee makers are the industrial bunn type with three-prong plug and meet local fire marshal guidance. Personal coffee makers are not authorized. | | 18 Jul 12 | | |
| 2. Toasters and toaster ovens are not authorized in USAREC facilities. | 2 | 18 Jul 12 | | Toaster found in Rm 117 and removed. |
| 3. Grills are not allowed in Government-owned or -leased buildings, electric or otherwise. | | 18 Jul 12 | | |
| 4. All electronic kitchen and break area equipment will be grounded per manufacturer's and regulatory guidance. | | 18 Jul 12 | | |
| 5. Kitchens will have ground fault interrupter (GFI) outlets for all applicances. | 3 | 18 Jul 12 | | No GFI plugs or breakers installed. |
| **SECTION V - HAZARDOUS LIQUIDS STORAGE** | | | | |
| 1. All chemicals will be stored by the National Fire Protection Agency (NFPA) regulatory guidance. | | 18 Jul 12 | | |
| 2. All flammables and combustibles must be stored in lockable storage cabinets designed specifically for fire rated chemicals. (Only for amounts in excess of 12 ounces.) | 1 | 18 Jul 12 | | Open containers of highly flammables were found ni storage along with rags. |
| 3. All chemicals stored in amounts of more than 12 ounces collectively must have a material safety data sheet on site in case of emergency. (Request from supplier or manufacturer.) | | 18 Jul 12 | | |
| 4. Gasoline or kerosene will under no circumstances be stored inside a building unless in an approved flammable or combustible storage cabinet and an approved gasoline safety can. | | 18 Jul 12 | | |
| **SECTION VI - HEATERS** | | | | |
| 1. Under no circumstances will electric heaters be used unless expressed written permission is granted by the governing authority, usually the local fire marshal. | | 18 Jul 12 | | |
| 2. There will be no exception for the restricted use of kerosene, gasoline, or any other gas-fueled heaters. They are strictly forbidden in any Government-owned or -leased building. | | 18 Jul 12 | | |
| **SECTION VII - ENVIRONMENTAL HEALTH IN THE WORKPLACE** | | | | |
| 1. Is there any sign of mold damage? If there is the USAREC Safety Office will be notified and forwarded a summary and pictures as to the extent and the exposure of employees. | 1 | 18 Jul 12 | | Pipes sweating and improperly wrapped causing blackish mold on ceiling tiles and walls. |
| 2. Are filters in heating, ventilation, and air conditioning (HVAC) systems being changed regularly? Records will be kept to discern how frequently they are changed. | | 18 Jul 12 | | |
| 3. Is the facility carpet clean and unstained? Once carpet has had mold in and on it (6 square feet or more), commanders are to ensure it is replaced. | 3 | 18 Jul 12 | | Needs to be replaced, wet and moldy. |
| 4. Wall HVAC systems have drains that are working properly to remove condensation. (Dehumidifiers are authorized to control moisture between the level 40 to 60 degrees relative humidity.) | | 18 Jul 12 | | |

*USAREC Form 1238, 1 Jul 2013* *Page 2 of 5*

**Figure 1-2. Sample of a completed USAREC Form 1238 (continued)**

| SECTION VII - ENVIRONMENTAL HEALTH IN THE WORKPLACE *(continued)* | | | | |
|---|---|---|---|---|
| Equipment in the facility met requirements as follows: | RAC | Date | Date Abated | Comments |
| 5. Are break area trash receptacles being emptied daily or do they have tight fitting lids if not emptied daily? | 4 | 18 Jul 12 | | Has not been emptied in 2 days. |
| 6. Are break area refrigerators clean and old foods disposed of? | | 18 Jul 12 | | |
| 7. Is there a rodent or insect problem in the facility? | | 18 Jul 12 | | |
| 8. Hot plates, coffee cup warmers, and electric grillers are not allowed in Government buildings. | 2 | 18 Jul 12 | | Coffee cup warmer found in Rm 220 and removed. |
| 9. Only bunn type industrial coffee makers with ground plug are allowed in facilities. (Commanders have funds for special purchase items like these.) | | 18 Jul 12 | | |
| 10. Fans are to be unplugged when office is unoccupied. | | 18 Jul 12 | | |
| **SECTION VIII - LATRINES** | | | | |
| 1. Latrines will have hot and cold running water. | | 18 Jul 12 | | |
| 2. Latrines will have soap provided for employees. (Antibacterial is not preferred due to new studies that advise against it.) | | 18 Jul 12 | | |
| 3. Doors of latrines will be clearly marked as to male or female. No unisex (male and female) latrines are allowed. Locks will be provided that are controlled from within the facility. | | 18 Jul 12 | | |
| 4. There will be a latrine with at least one toilet seat and sink for every fifteen persons in the facility (CFR 29, 1910.141(c)). | | 18 Jul 12 | | |
| 5. Latrines are to be kept clean, pest and insect free, and odor free. | | 18 Jul 12 | | |
| 6. Latrines will have lighting equal to or above 10-foot candles. | | 18 Jul 12 | | |
| 7. Sectioned hand towels, hand air dryers, and/or paper towels will be provided. | | 18 Jul 12 | | |
| 8. When showers are available and maintained, appropriate body soap will be made available. | | 18 Jul 12 | | |
| 9. Latrines will be maintained in a sanitary condition. | 3 | 18 Jul 12 | | Need to be cleaned. |
| 10. Latrines will have GFI outlets, no exceptions. | 2 | 18 Jul 12 | | No GFI outlets. |
| 11. Waste containers will be emptied daily. | | 18 Jul 12 | | |
| **SECTION IX - FACILITY SAFETY MANAGEMENT** | | | | |
| 1. Have work orders been submitted for facility maintenance issues? | | 18 Jul 12 | | |
| 2. Are the facility safety inspection records maintained for no less than 2 years onsite? | | 18 Jul 12 | | |
| 3. Are there any outstanding safety issues unresolved for more than 30 days? Is there an abatement plan in place for them if RAC 1 or 2? | | 18 Jul 12 | | |
| 4. Is parking adequate? Is the facility parking situation helping or hurting Government-owned vehicle hit-while-parked rates? | | 18 Jul 12 | | |

*USAREC Form 1238, 1 Jul 2013* *Page 3 of 5*

**Figure 1-2. Sample of a completed USAREC Form 1238 (continued)**

| SECTION IX - FACILITY SAFETY MANAGEMENT *(continued)* | | | | |
|---|---|---|---|---|
| Equipment in the facility met requirements as follows: | RAC | Date | Date Abated | Comments |
| 5. Is facility physical security adequate? | | 18 Jul 12 | | |
| 6. Is local crime a safety or health hazard? | | 18 Jul 12 | | |
| 7. Is there a weekly or monthly 15-minute safety brief in place? | | 18 Jul 12 | | |
| 8. Is there a sign-in roster maintained on file for those attending the briefing? | | 18 Jul 12 | | |
| 9. Are HRAP members receiving a safety inbrief? Should be on record. | | 18 Jul 12 | | |
| **SECTION X - ELECTRICAL BREAKER BOXES AND RECEPTACLES** | | | | |
| 1. Does the panel door function and close correctly? | | 18 Jul 12 | | |
| 2. Do breaker slots have no openings unguarded to the main bus? | | 18 Jul 12 | | |
| 3. Are boxes and breakers in good shape showing no sign of corrosion? | 1 | 18 Jul 12 | | Upstairs latrine closet corroded, locked door to limit access & placed work order. |
| 4. Are all breakers clearly and accurately marked? | | 18 Jul 12 | | |
| 5. Is the breaker box not within 3 feet of any moisture? | | 18 Jul 12 | | |
| 6. Onsite kitchens, latrines, and outside electrical receptacles will use ground fault circuit interrupter (GFCI) type plugs or breakers. | | 18 Jul 12 | | |
| 7. Nothing will be stored within 6 feet of any electrical breaker panels or high voltage boxes. | | 18 Jul 12 | | |
| 8. All electrical outlets will have a serviceable cover in place. | | 18 Jul 12 | | |
| 9. All outdoor receptacles used by personnel will be the GFI type. | | 18 Jul 12 | | |
| **SECTION XI - HOUSEKEEPING** | | | | |
| 1. General housekeeping should be neat, clean, and orderly as not to create health and general hazards. | | 18 Jul 12 | | |
| 2. Is garbage emptied daily? | | 18 Jul 12 | | |
| 3. Electric potpourri pots are not authorized for use in Government facilities. | 2 | 18 Jul 12 | | One found running after the employee left for the day. |
| **SECTION XII - SAFETY POSTINGS** | | | | |
| 1. Are Department of Labor posters posted as public law requires? | 4 | 18 Jul 12 | | Missing posters. |
| 2. Are safety policies posted? | 4 | 18 Jul 12 | | All are outdated. |
| 3. Are copies of AR 385-10, The Army Safety Program; USAREC Reg 385-2, Safety Program, available at the facility? (Electronic versions on disk are acceptable.) | | 18 Jul 12 | | |

*USAREC Form 1238, 1 Jul 2013* *Page 4 of 5*

**Figure 1-2. Sample of a completed USAREC Form 1238 (continued)**

| SECTION XIII - ADDITIONAL ITEMS IDENTIFIED | | | | |
|---|---|---|---|---|
| Equipment in the facility met requirements as follows: | RAC | Date | Date Abated | Comments |
| Window left open in Rm 117. | 3 | 18 Jul 12 | | Security and pest control. |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |

Special Instructions: Not all items will be in all facilities and some facilities will have items not in this checklist. Anything that looks as if it is a hazard may be recorded to be reviewed at the appropriate safety office level. For that reason some areas on this form are blank for write-ins. All RACs 1 and 2 require immediate attention and have to be abated in 30 days. Those over 30 days require an abatement plan to be formulated and submitted by the facility supervisor or commander (see AR 385-10, The Army Safety Program). The overall use of this form is to ensure the commander is providing a safe and healthful work environment. Facility managers should attend inspections and inspectors will only be qualified to do inspections by attending training that enables them to be deemed trained and knowledgeable facility inspectors. Safety inspections are quite different than standard facility inspections because detailed scientific and health issues must be investigated in a professional manner by qualified individuals. Series 0018 individuals are trained and may train facility managers and collateral duty safety officers on how to facilitate the use of this form and inspection methods in accordance with USAREC Reg 385-2, Safety Program.

**SECTION XIV - COMMANDER'S OUTBRIEF COMMENTS** *(to be filled out by inspector)*

Many areas of concern were identified. A response from the unit commander will be required on all issues within 30 days of the formal report. The formal report will be sent to New York City Rctg Bn by 17 Aug 12.

The commander and staff were very cooperative and showed great concern for their employees. All RAC 1s and 2s will be worked off within 30 days. Nothing follows.

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**Figure 1-2. Sample of a completed USAREC Form 1238 (continued)**

## Chapter 2
## Reporting and Investigating Army Accidents

### 2-1. General

Accident reporting and investigating will be performed per the requirements of AR 385-10, DA Pam 385-40, and this regulation.

a. This chapter delineates the responsibilities for investigating, reporting, and recordkeeping of Army accidents. The brigade ADSO is the primary link in providing information to the commander on safety matters. It further details procedures for reporting civilian injuries and occupational illness cases and notification requirements regarding military (on- and off-duty) accidents as determined by the classification of the accident.

b. All accidents will be reported to an immediate supervisor or commander. The commander or supervisor directly responsible for the operation, material, or person(s) involved in an accident will ensure that all accidents and near misses are investigated to obtain the facts and circumstances, and all accident reports are complete. However, only certain accidents are considered recordable. These type accidents require formal investigation and submission of DA Form 285 (U.S. Army Accident Report) (fig 2-1) or DA Form 285-AB (U.S. Army Abbreviated Ground Accident Report (AGAR)) (fig 2-2).

c. The following are minimum requirements for reporting military accidents:

(1) All on-duty Class A and B accidents will be reported on DA Form 285. The brigade commander will indicate review by signing block 66c of DA Form 285. The CG USAREC will review the DA Form 285 and sign in block 67b.

(2) All on-duty Class C and D accidents and all off-duty military accidents, when the injury results in 1 or more lost workdays, will be reported on DA Form 285-AB (see fig 2-2). Unit commanders will indicate review by signing block 42b of DA Form 285-AB.

(3) For an occupational illness that results in lost time from work beyond the day or shift on which it occurred, the unit to which the Soldier is assigned will submit a completed DA Form 285-AB to the USAREC Safety Office through the chain of command.

d. For each on-duty fatality, a fully completed typed DA Form 285 will be sent through command channels to the USAREC Safety Office. The brigade commander will sign in block 67b. For each off-duty fatality, a fully completed typed DA Form 285-AB will be sent through command channels to the USAREC Safety Office. These will be signed by the battalion commander in block 42b.

e. The following criteria will be used in determining duty status. This criterion is for accident reporting purpose only and is not related to compensation or line of duty (LOD) determination.

(1) On-duty status. This applies to Army personnel who are:

(a) Physically present at any location where they are to perform their officially assigned work (includes those activities incident to normal work activities that occur in the workplace (for example, lunch or coffee break)).

(b) Being transported by Government, privately-owned, or commercial conveyance for the purpose of performing officially assigned work (includes reimbursable travel in private motor vehicles for TDY, but not routine travel to and from work).

(c) Participation in compulsory sports or physical training (PT) activities.

(2) Off-duty status. This applies to Army personnel who are not in an on-duty status.

f. Civilian injuries. All on-duty civilian injuries will be reported through the chain of command to the USAREC Safety Office using USAREC Form 672 and DA Form 285-AB. A work-related injury or illness meets the general recording criteria and is recordable if it results in any of the following: Death, days away from work, restricted work, transfer to another job, medical treatment beyond first aid, or loss of consciousness. A case also meets the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work, job transfer, medical treatment beyond first aid, or loss of consciousness.

g. Property or vehicle damage accidents. The owning unit will submit a fully completed DA Form 285-AB through channels to the USAREC Safety Office for all accidents resulting in property damage of at least $2,000.

### 2-2. Recordable accidents

Recordable accidents include Class A, B, C, and D. These accident categories (A through D) are used to determine the appropriate investigation and reporting procedures. Army recordable accidents are further defined as follows:

a. Class A. Army accident in which the resulting total cost of property damage is $2,000,000 or more; an Army aircraft or missile is destroyed, missing, or abandoned; or an injury and/or occupational illness results in a fatality or

permanent total disability.

b. Class B. Army accident in which the resulting total cost of property damage is $500,000 or more, but less than $2,000,000; an injury and/or occupational illness results in permanent partial disability, or when three or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. Class C. Army accident in which the resulting total cost of property damage is $50,000 or more, but less than $500,000; a nonfatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a nonfatal occupational illness that causes loss of time from work (for example, 1 workday) or disability at any time (lost time case).

d. Class D. Army accident in which the resulting total cost of property damage is $2,000 or more but less than $50,000; a nonfatal injury or illness resulting in restricted work, transfer to another job, or medical treatment greater than first aid.

### 2-3. Reportable accidents, occupational illnesses and injuries

Commanders will investigate and report, as required, unplanned events (accidents) that result in one or more of the following:

a. Damage to Army property (including Government-furnished material, Government-furnished property, or Government-furnished equipment provided to a contractor).

b. Injury (fatal or nonfatal) to on- or off-duty military personnel.

c. Injury (fatal or nonfatal) to on-duty Army civilian personnel, including non-appropriated fund employees when the accident is incurred while performing duties in a work compensable status.

d. Occupational injury or illness (fatal or nonfatal) to Army military personnel, Army civilian employees, and non-appropriated fund personnel employed by the Army.

e. Any injury (fatal or nonfatal) or illness to non-Army personnel or any damage to non-Army property as a result of Army operations.

### 2-4. Nonreportable occupational illnesses and injuries

a. Non-occupational diseases. Injuries associated with nonoccupational diseases where the disease itself, not the injury, is the cause of the lost time (for example, a minor cut suffered by a hemophiliac which results in time away from work).

b. Self-inflicted injuries. Suicides, suicide attempts, or voluntary self-inflicted injuries (for example, Russian roulette).

c. Criminal assault. Injuries that result from criminal activity where the intent was to inflict injury. These include cases of assault, rape, murder, offenses under Article 118, Uniform Code of Military Justice (UCMJ, Art. 118) (but not negligent homicide), voluntary manslaughter, and attempts to commit any of these offenses.

d. Prior service injuries. Injuries sustained before entry into service or employment unless they are specifically aggravated by current tenure of service.

e. Strains when they result from preexisting musculoskeletal disorders or minimal stress or strain (for example, simple, natural, nonviolent body positions or actions, such as coughing or sneezing).

f. Hospitalization of a person solely for observation or administration purpose and subsequent release.

g. Adverse bodily reactions resulting directly from the use of alcohol or other drugs not administered by or under the direction of a competent medical authority are not reportable.

### 2-5. Initial accident notification procedures

When a Class A or B accident occurs, commanders will:

a. Respond to ensure that Government (military and civilian) personnel are provided necessary medical attention. If the victims are nonmilitary affiliated, the commander should only attempt to secure the names of the victims and locations of the medical treatment facilities in which they were taken. Local police may provide this information.

b. Secondly, the commander will focus on the security of any sensitive materials in nature, as well as, the security of any Government property involved in the accident. All accident investigation data is privileged and is released only with approval of the Director of Army Safety in accordance with AR 385-10.

c. Once the victim(s) and/or Government property is adequately safeguarded, the commander or a designated unit representative should, without delay, report the accident as follows:

(1) Notify the chain of command by telephone.

(2) Telephonically report the accident to the USAREC Safety Office at DSN 536-0667 or 0736 or commercial (502) 626-0667 or 0736, and also submit a serious incident report (SIR) to the USAREC Command Operations Center (COC) at (502) 626-0823 or 0824.

d. Upon notification of a Class A or B accident, the USAREC Safety Director will first inform Command Group. Following this notification, telephonically report the accident in accordance with AR 385-10, as appropriate.

e. The brigade ADSO will report Class A, B, C, and D accidents to the USAREC Safety Office within 24 hours (or the first workday if the accident occurred during a weekend or holiday). All other accidents will be reported within 5 working days.

f. The brigade ADSO will ensure the following:

(1) Completion of USAREC Form 672 (Accident Notification Report) (fig 2-3) by the unit.

(2) E-mail USAREC Form 672 to the USAREC Safety Office, requesting a control number.

(3) Forward obtained control number to the battalion or unit responsible for the accident and suspense the submission of a completed accident case file (within 20 days from the date of the accident).

(4) Track their respective battalions to ensure accuracy and completeness of all records pertaining to Army accident investigations and records.

## 2-6. Investigation and reporting

Accident investigations are promptly initiated to preserve the physical evidence, obtain witness statements, establish pertinent points of contact, and ensure timely and accurate reporting. Accidents are investigated and reported as follows:

a. Class A and B accidents are investigated by an accident investigation board in accordance with AR 385-10, along with the approval and determination of the CG USAREC.

b. Class C and D accidents are investigated by an E-7 or above (military) supervisor or GS-9 or above supervisor. Completed investigation reports will be submitted to the battalion safety officer for review and verification. Completed investigation reports will be maintained at the brigade for 7 years.

c. Unit commanders' safety representatives will forward the completed accident case file to HQ USAREC, ATTN: RCCS-SAF, within 20 calendar days from date of accident. The accident case file will be packaged to include at a minimum:

(1) USAREC Form 672 (see fig 2-3).

(2) USAREC Form 1254 (Accident Report Checklist) (see fig 2-4).

(3) DA Form 285-AB (see fig 2-2) or DA Form 285 (see fig 2-1).

d. The USAREC Safety Office may require additional documentation, such as the following:

(1) SF 91 (Motor Vehicle Accident Report).

(2) Police report. If the police did not respond to the scene, the Soldier must obtain a walk-in report (go to the local police station and complete an accident report). If the police report is not readily available, a memorandum signed by the company commander will be forwarded with the accident case file.

(3) Repair estimates (at least two).

(4) Witness statements (if applicable).

(5) On accidents that report inattention (rear-ending, turning into oncoming traffic, and single vehicle accidents), the cell phone record for the driver on the day in question may be required. All others are at the discretion of the commander, vehicle manager, or safety officer. The USAREC Safety Office will be provided with cell phone records for accident investigative purposes from the commander of the unit involved.

e. It is the responsibility of the brigade commander to ensure that all DA Forms 285 and DA Forms 285-AB are completed and properly filled out prior to their signature.

f. The original DA Form 285 and DA Form 285-AB will be submitted by the brigade ADSO to HQ USAREC, ATTN: RCCS-SAF. The USAREC Safety Office will forward the original to Headquarters, U.S. Army Combat Readiness Center.

## 2-7. Fatality review boards

a. Commanders experiencing an accidental death of any USAREC Soldier, on-duty DA civilian, or on-duty contract employee will convene a fatality review board (FRB) and conduct a fatality after-action review (FAAR), to ensure the accidental losses are investigated in a timely manner, to identify causes or contributing factors, and determine necessary leader actions to prevent recurrences.

b. The FAAR must be completed within 14 days of the accidental death. Extensions are approved by the DCG.

c. The CG/DCG will chair the FAAR. If available, the USAREC CSM will attend. The brigade ADSO will set up and schedule the FAAR. The FAAR will occur either in person or by video teleconference.

d. The FRB will provide a multidisciplinary approach to review Soldier deaths through collaboration and cooperation of multiple professional disciplines. At a minimum, the FRB will include the following members:

(1) Unit or activity chain of command from first-line supervisor to brigade commander or equivalent.

(2) USAREC Safety Director.

(3) USAREC Staff Judge Advocate.

(4) Other members as the situation demands. These members may include the local MEDDAC commander, alcohol and drug counseling officer, risk reduction officer, provost marshal, chaplain, casualty affairs officer, inspector general, investigating officers, Criminal Investigation Division personnel, military police investigators, and the USAREC Surgeon.

e. At a minimum, the FAAR will address personal data on the victim or at-fault individual; preaccident phase (chronological sequence of events occurring within 48 hours prior to the incident); synopsis of the event, to include type of training, level and point of training, control measures, and plans; level of supervision, both required and in effect at time of incident; causative and contributing factors; maps; diagrams; related risk assessments and CRM plans; assessment of the unit's safety and accident prevention programs and initiatives; other documentation, as appropriate; and corrective actions and recommendations. (See table 2-1 for a complete list of requirements.)

f. The brigade ADSO will ensure the deceased member's brigade provides the presiding CG/DCG an advance written report of the fatality, to include the report of investigation and medical report (all vehicle accidents will include cell phone log for day of fatality), if applicable.

g. Upon completion of the FAAR, the DCG will brief the CG and provide comments. (If the CG does not chair.)

h. Within 10 days of the FAAR completion, the battalion commander of the deceased member's unit will provide the findings of the review to the USAREC Safety Office in memorandum format (see fig 2-5).

## 2-8. Accident and personal injury summary reports

a. Brigade commanders or their designee will ensure the below summary reports are completed, accurate, and sent to HQ USAREC, ATTN: RCCS-SAF, by the 5th day of the month following the end of each quarter.

(1) USAREC Form 1206 (Accident Summary Report and Log) (see fig 2-6) (quarterly and annually).

(2) USAREC Form 1239 (Personal Injury Summary Report) (see fig 2-7) (quarterly and annually).

b. Accident summary data will not include vandalism and stolen vehicles. (Vandalism is damage inflicted on property by someone intending to cause loss to property and is considered a crime, not an accident.)

c. No criminal acts of break-ins or vandalism is reported, those are reported through SIRs and security channels.

d. Personal injury summary data will not include assault or criminal activity and all SIRs will be reviewed for applicability prior to submission.

e. The brigade ADSO is responsible for ensuring all SIRs that report on-duty and off-duty accidents and injuries are included in the quarterly and yearly summary reports.

f. Battalions will submit USAREC Form 1206 and USAREC Form 1239 to their respective brigade ADSO quarterly and annually. Brigades will oversee and track accident reporting requirements. The brigade ADSO will consolidate a brigade report (one form) and send it to the USAREC Safety Office quarterly and annually.

## 2-9. Recurring reports

The cornerstone of managing and developing controls for the SOH mission is the timely collection of data. Accurate data is required to determine trends. The brigade ADSO will submit the following recurring reports to the USAREC Safety Office:

a. Commander's Safety Course completion (quarterly).

b. Army Readiness Assessment Program completion (quarterly).

c. Motorcycle and all-terrain vehicle (ATV) riders and safety requirements completion list (quarterly).

d. Accident Avoidance Course (AAC) completion (quarterly).

e. USAREC Form 1206 (quarterly).

f. USAREC Form 1239 (quarterly).

g. FY End Report (yearly).

**Table 2-1**
**Preparing FAAR slides**

| Slide Title | Information Contained on Each Slide |
|---|---|
| FAAR | - Unit name<br>- Soldier's name(s)<br>- Date of FAAR |
| FAAR Agenda | - Biography and personal data<br>- Five Adjectives<br>- 48-hour sequence of events<br>- Accident synopsis<br>- Causative and/or contributing factors<br>- Risk assessment and/or management plans<br>- Assessment of unit's safety program<br>- Corrective actions and recommendations<br>- Unit after-accident initiatives |
| Biography and/or Personal Data Name(s) | - Sex, age, grade, military occupational specialty, and length of time in unit<br>- Special training assignments<br>- Experience and/or training in activity performed at time of accident (for example, driver training, motorcycle training, parachute jump, etcetera)<br>- Performance indicators (counseling statements, bad checks, common task test scores, Army Substance Abuse Program files, health risk assessment, etcetera)<br>- Most recent and/or next scheduled permanent change of station (PCS), training event, deployment<br>- Recent medical or mental health issues impacting Soldier<br>- Changes of command in unit<br>- Activated reserve component personnel and date activated |
| Five Adjectives | - Complacent<br>- Overconfident<br>- Indiscipline<br>- Unsupervised<br>- Untrained |
| 48-Hour Sequence of Events | - 48-hour sequence of events (from 48 hours prior to time of accident (N)):<br>• N-48 hours:<br>• N-XX hours:<br>• N-XX hours:<br>• N-XX hours:<br>• N-XX hours:<br>• N-hour:<br>- Identify any training event being conducted at the time of the accident<br>- List significant occurrences in life of the deceased individual in last 48 hours leading up to the minutes and/or seconds before accident |
| Accident Synopsis | - Date: yy/mm/dd and Time: 0000<br>- Location (show map and/or sketch of accident location)<br>- Environmental conditions (day, night, etcetera)<br>- Other official civilian agency accident reports, if available (contact Law Enforcement Command or the Staff Judge Advocate for assistance in obtaining reports)<br>- Witness statements<br>- Extent and/or type of injuries sustained<br>- Photos of accident scene, if possible, and photos of vehicle(s) and/or equipment involved in accident |

**Table 2-1**
**Preparing FAAR slides--continued**

| | |
|---|---|
| | - Action of victim and/or others and sequence of events of accident<br>- Emergency response (time to respond, who responded, where victim was taken, time and place of death, etcetera)<br>- Time and sequence of unit, unit commander, staff duty officer, and/or safety office notification |
| Causative and Contributing Factors (per DA Form 285) | - Physical description of equipment and vehicle (include inspection documentation, vehicle and equipment service records, etcetera, if available (DA Form 285, block 52))<br>- Use and type of safety equipment (seatbelt, antilock brakes, helmet, gloves, goggles, etcetera, (DA Form 285, block 38))<br>- Vehicle and/or equipment failures and malfunctions (provide photos, documentation of failed or malfunctioned parts, etcetera, (DA Form 285, block 60))<br>- Condition of Soldier (blood alcohol content, fatigue, etcetera, (DA Form 285, block 41))<br>- Explain who performed incorrectly and how (DA Form 285, block 47; DA Form 285-AB-R, blocks 36b and 36c)<br>- Reasons activity was performed incorrectly (DA Form 285, block 46; DA Form 285-AB-R, block 37)<br>- Identify and/or describe any leadership failure |
| Unit's Safety Program Assessment | - Official and training holiday safety briefs and other unit safety briefings<br>- Vehicle or equipment inspections<br>- Leave policy<br>- Awards program<br>- Unit safety awareness profile (trained safety officer and/or NCO, posters, NCO wallet cards, safety days, risk management training and/or implementation, etcetera) |
| After-Accident Initiatives | - Explain how unit used lessons learned from this accident to brief unit members<br>- New safety programs or countermeasures initiated since accident<br>- Medical interventions (critical incident stress debriefings, individual counseling, officer professional development, noncommissioned officer professional development by medical personnel, etcetera)<br>- Describe actions taken, planned, or recommended to eliminate the cause(s) of this accident (from unit level to Headquarters, Department of the Army) |

**U.S. ARMY ACCIDENT REPORT**
For use of this form, see AR 385-40, the proponent agency is OCSA

FOR USASC USE ONLY

*Requirement Control Symbol CSOCS-308*

**SECTION A - ACCIDENT INFORMATION**

1. CHECK ONE
☐ a. INITIAL
☐ b. CHANGE

2. UIC (Unit Identification Code) (6-Digit Code of Unit Having Accident)

3a. UNIT NAME AND MILITARY ADDRESS

3b. BRANCH (Armor, Infantry, etc.)

4. DATE OF ACCIDENT
a. YR. b. MO. c. DAY

5. TIME OF ACCIDENT (Local Military Time)

6. PERIOD OF DAY (Check one)
☐ a. Day
☐ b. Night

7. ACCIDENT OCCURRED (Check one)
☐ a. On Post
☐ b. Off Post

8. IF ON POST, NAME OF INSTALLATION/FACILITY

9. ACCIDENT OCCURRED DURING (Check one)
☐ a. Combat
☐ b. Non-Combat

10. WERE EXPLOSIVES OR AMMUNITION INVOLVED OR PRESENT?
☐ Yes (See Instruction Book)
☐ No

11. EXACT LOCATION OF ACCIDENT (Detailed enough to locate site) (State type of location.)

**SECTION B - PERSONNEL INFORMATION**

12. NAME (Last, First, MI)

13. SOCIAL SECURITY NUMBER (SSN)

14. AGE

15. SEX (Check)
☐ a. Male
☐ b. Female

16. RANK OR GRADE

17. MOS OR JOB SERIES

18. ADDRESS (Use Official Address for All Military or Government Personnel) (If different than block 3, add UIC.)

19. DUTY STATUS AT TIME OF ACCIDENT (Check one)
☐ a. On Duty
☐ b. Off Duty

20. FLIGHT STATUS (Check one)
☐ a. Yes
☐ b. No

21. CONTINUOUS DUTY (NTS) (Without sleep)

22. HRS. SLEEP IN LAST 24

23. DAYS LOST (Est. no. of days lost from work; not counting day of injury. Bed rest/on quarters.)

24. DAYS HOSPITALIZED (Est. no. of days hospitalized receiving treatment, not for observation only.)

25. DAYS OF RESTRICTED WORK ACTIVITY (Est. no. of days person cannot perform regular duties; light duty/profile.)

26. SEVERITY OF ILLNESS/INJURY (Check one)
☐ a. **Fatal**
☐ b. **Permanent Total Disability.** Person can never again do gainful work.
☐ c. **Permanent Partial Disability.** Person loses or can never again use a body part
☐ d. **Days Away from Work.** Person misses one or more workdays; bed rest/on quarters.
☐ e. **Restricted Work Activity.** Person is temporarily unable to perform regular duties; light duty/profile.
☐ f. **First Aid Only.** Person has one-time treatment of minor injury. (No lost work days.)
☐ g. **No Injury.**

27. CLASSIFICATION AT TIME OF ACCIDENT (Check)
☐ a. Active Army
☐ b. Army Civilian
☐ c. Army Contractor
☐ d. Nonappropriated Fund (NAF)
☐ e. Other U.S. Military
☐ f. ROTC
☐ g. Dependent
☐ h. NGB Tech
☐ i. NGB IDT
☐ j. NGB AT
☐ k. NGB ADSW
☐ l. NGB AGR
☐ m. NGB ADT
☐ n. USAR IDT
☐ o. USAR AT
☐ p. UAR ADT
☐ q. USAR FTM
☐ r. Foreign Nat. Direct Hire
☐ s. Foreign Nat. Indirect Hire
☐ t. Foreign Nat. KATUSA
☐ u. Foreign Mil. Attached to the U.S. Army
☐ v. Public
☐ w. Not reported

28. CAUSE OF INJURY/OCCUPATIONAL ILLNESS (Check the most serious)
☐ a. Struck Against
☐ b. Struck By
☐ c. Fell from Elevation
☐ d. Fell from Same Level
☐ e. Caught In/ Under/ Between
☐ f. Rubbed/abraded
☐ g. Bodily Reaction
☐ h. Overexertion
☐ i. Exposure
☐ j. External Contact
☐ k. Ingested
☐ l. Inhaled

29. BODY PART(S) AFFECTED (Check primary) (No more than 3)
☐ a. Body (General)
☐ b. Head
☐ c. Forehead
☐ d. Eyes
☐ e. Nose
☐ f. Jaw
☐ g. Neck
☐ h. Trunk
☐ i. Chest
☐ j. Heart
☐ k. Back
☐ l. Shoulder
☐ m. Arm
☐ n. Wrist
☐ o. Head
☐ p. Fingers
☐ q. Leg
☐ r. Knee
☐ s. Ankle
☐ t. Foot
☐ u. Toes
☐ v. OTHER (Specify)

30. TYPE OF INJURY/ILLNESS (Check the most serious)
☐ a. Burns (Chemical)
☐ b. Burns (Thermal)
☐ c. Amputation
☐ d. Decompression Sickness
☐ e. Asphyxiation (Suffocation)
☐ f. Fractures
☐ g. Dislocation
☐ h. Abrasions
☐ i. Concussion
☐ j. Sprain/Strain
☐ k. Cuts/Lacerations
☐ l. Contusion
☐ m. Puncture Wound
☐ n. Hernia, Rupture
☐ o. Frostbite
☐ p. Heat Stroke
☐ q. Heat Exhaustion
☐ r. Noise Injury/Illness

**DA FORM 285, JAN 1992** DA FORM 285, AUG 80 AND DA FORM 285-1, AUG 80 ARE OBSOLETE PAGE 1 OF 6
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**Figure 2-1. Sample of a completed DA Form 285**

**SECTION B - PERSONNEL INFORMATION** *(Continued)*

**31. Person's action(s) at time of accident** *(Check one and explain in Block 32.)*

| | | | |
|---|---|---|---|
| a. Soldiering | j. Test/Study/Experiments | s. Fabricating | aa. Hobbies |
| b. Combat Soldiering | k. Educational | t. Handling Material/Passengers | bb. Passenger |
| c. Physical Training | l. Information and Arts | u. Janitorial/ Housekeeping/ Grounds Keeping | cc. Human movement |
| d. Weapons Firing | m. Food and Drug Inspection | | dd. Horseplay |
| e. Engineering or Construction | n. Laundry/Dry Cleaning Services | v. Food/Drink Preparations | ee. Bystanding/spectating |
| f. Communications | o. Pest/Plant Control | w. Supervisory | ff. Personal Hygiene/Food/Drink Consumption/Sleeping |
| g. Security/Law Enforcement | [X] p. Operating Vehicle or Vessel | x. Office | gg. Parachuting *(See instructions)* |
| h. Fire Fighting | q. Handling Animal | y. Counseling/Advisory | |
| i. Patient Care *(People/Animals)* | r. Maintenance/Repair/Servicing | z. Sports | |

32. SPECIFIC DESCRIPTION OF ACTIVITY/TASK

33. ON FIELD EXERCISE *(Check one)*
- [ ] a. Yes *(If YES, specify name of exercise.)*
- [X] b. No

34. ACTIVITY PART OF TACTICAL TRAINING? *(Check one)*
- [ ] a. Yes
- [X] b. No

**35. Type of training facility being used** *(Check one)*

| | | |
|---|---|---|
| a. Garrison | d. NTC | g. Std. range facility/live fire |
| b. Local training area | e. JRTC | h. Other *(Specify)* |
| c. Major training area | f. CMTC | |

**36. Type of training participating in at the time of accident** *(Check/specify)*
- a. School *(Specify)*
- b. UNIT → [ ] (1) Platoon [ ] (2) Crew [ ] (3) Individual
- c. On-the-job training
- d. Other *(Specify)*

**37. Last time individual received training prior to accident on activity specified in block 31?** *(Check one)*

| | |
|---|---|
| [X] a. 0 - 3 months | e. 1 - 2 years |
| b. 3 - 6 months | f. More than 2 years |
| c. 6 - 9 months | g. Never |
| d. 9 - 12 months | h. Not applicable |

**38. Required protective equipment**

| CHECK APPROPRIATE BLOCK(S) | AVAILABLE? YES | AVAILABLE? NO | USED? YES | USED? NO | N/A |
|---|---|---|---|---|---|
| a. Seat belt | | | | | |
| [X] b. Helmet | X | | X | | |
| c. Goggles/glasses | | | | | |
| [X] d. Gloves | X | | X | | |
| e. Ear plugs | | | | | |
| [X] f. Other *(Specify)* Vest | X | | X | | |

38. INDIVIDUAL LICENSED TO OPERATE VEHICLE/EQUIPMENT? *(Check one)*
- [X] a. Yes
- [ ] b. No
- [ ] c. N/A

40. DID ALCOHOL CAUSE/CONTRIBUTE TO THIS ACCIDENT? *(Check one)*
- [ ] a. Yes
- [X] b. No
- [ ] c. Unknown

**41. If drugs caused/contributed to this accident, check appropriate block.**
- a. Prescription
- b. Illegal
- c. Over-the-counter
- [X] d. None

**42. Were vision enhancement devices being used?** *(Check appropriate block.)*
- a. Yes *(Specify type/model in c and d.)*
- [X] b. No

c. TYPE

d. MODEL

**43. Standard/Reference covering activity/task**
- a. Soldier's Manual *(Task No.)*
- b. CTT *(Task No.)*
- [X] c. AR/TM/FM *(Specify)* AR 385-10
- d. SOP
- e. None *(Go to block 45.)*

44. WAS ACTIVITY/TASK PERFORMED IAW STANDARD/REFERENCE? *(Check one)*
- [ ] a. Yes
- [X] b. No *(If NO, complete blocks 46-47.)*

45. DID INDIVIDUAL MAKE A MISTAKE? *(Check one)*
- [ ] a. Yes *(If YES, complete blocks 46-47.)*
- [ ] b. No

**46. What was the mistake? How was the activity/task performed incorrectly?** *(Explain below.)*

Estimated speed was in excess of posted speed limit.

**47. Why was mistake made/activity performed incorrectly?** *(Check the most important reason and specify in Block 63.)*

| | | |
|---|---|---|
| a. Inadequate school training *(content/amount)* | f. In a hurry | k. Inadequate services |
| b. Inadequate unit training *(content/amount)* | g. Poor/bad attitude | l. Improper equipment design |
| c. Inadequate on-the-job training *(content/amount)* | h. Lack of rest/sleep | m. Inadequate written procedures *(AR, TM, SOP)* |
| d. Fear/excitement | i. Effects of alcohol/drugs | n. Improper supervision |
| [X] e. Overconfident in own/others abilities | j. Inadequate facilities | o. Other *(Specify in narrative)* |



**Figure 2-1. Sample of a completed DA Form 285 (continued)**

**SECTION B - PERSONNEL INFORMATION** *(Continued)*

| 48. Time licensed on this vehicle *(Check one)* | 49. Total AMV driving mileage *(Check one)* | 50. Total time in unit *(Check one)* |
|---|---|---|
| a. Less than one year | a. Less than 1,000 miles | a. Less than 6 months |
| ☒ b. One to two years | b. 1,000 - 5,000 miles | b. 6 months - 1 year |
| c. Over two years | c. 5,000 - 10,000 miles | ☒ c. Over one year |
| d. Unlicensed | ☒ d. Over 10,000 miles | |

51. WHICH ITEM FROM SECTION C APPLIES TO THE INDIVIDUAL NAMED IN BLOCK 12? *(This is needed in order to relate the person in block 12 to the equipment/vehicle below.)*

☒ Item A ☐ Item B ☐ Item C ☐ Other *(Specify)*

**SECTION C - PROPERTY/MATERIAL INVOLVED** *(Whether Damaged or Not)*

| | ITEM A | ITEM B | ITEM C |
|---|---|---|---|
| 52. Type of Item | Suzuki GSX-R 2007 | | |
| 53. Model number | GSX-R | | |
| 54. Ownership *(DOD, DA, POV, Unit Person)* | POM | | |
| 55. Dollar cost of damage. | $12,000 | | |
| 56. Rollover protection system installed? | ☐ Yes ☐ No ☒ NA | ☐ Yes ☐ No ☐ NA | ☐ Yes ☐ No ☐ NA |
| 57. Was this item being towed? | ☐ Yes ☐ No ☒ NA | ☐ Yes ☐ No ☐ NA | ☐ Yes ☐ No ☐ NA |
| 58. If towed, enter letter for item doing towing. | | | |
| 59. Types of collision codes *(Pick up to three from list below and enter in blocks.) (In sequence)* | 1 | | |

*Types of Collisions*

1- Going forward and collided with moving vehicle
2- Going forward and collided with parked vehicle
3- Collision while backing
4- Collision with pedestrian
5- Collision with object (other than vehicle/pedestrian)
6- Overturned
7- Ran off the road
8- Jackknifed
9- Going forward and rear-ended moving vehicle
10- Going forward and rear-ended parked vehicle
11- Collision while turning
12- Other *(Specify)*

60. Component/Part that Failed/Malfunctioned *(Complete this section if a materiel failure/malfunction caused/contributed to the accident.)*

| | ITEM A | ITEM B | ITEM C |
|---|---|---|---|
| a. National Stock Number | NA | | |
| b. Part Number | | | |
| c. Describe Part | | | |
| d. Manufacturer's Identification Code | | | |
| e. EIR/QDR Number | | | |

| 61. *How/Why Part Malfunctioned (Select code from "How" list below and enter in first block; select code from "Why" list and enter in second block.)* | HOW | WHY | HOW | WHY | HOW | WHY |
|---|---|---|---|---|---|---|
| | | | | | | |

*How Part Failed/Malfunctioned* **Codes**

1- Overheated/burned/melted
2- Froze *(temperature)*
3- Obstructed/pinched/clogged
4- Vibrated
5- Rubbed/worn/frayed
6- Corroded/rusted/pitted
7- Overpressured/burst
8- Pulled/stretched
9- Twisted/torqued
10- Compressed/hit/punctured
11- Bent/warped
12- Sheared/cut
13- Decayed/decomposed
14- Electric current action
15- Unknown/Other
Blank- Not Reported

*Why Part Failed/Malfunctioned* **Codes**

1- Improper equipment design
2- Inadequate maintenance
3- Inadequate manufacture of equipment
4- Inadequate written procedures *(AR, TM, SOP)*
5- Improper supervision
6- Unknown
7- Other *(Specify in narrative)*

*DA FORM 285, JAN 1992*

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**Figure 2-1. Sample of a completed DA Form 285 (continued)**

**SECTION D - ENVIRONMENTAL CONDITIONS INVOLVED**

62. Environmental conditions. *(Check environmental conditions present and indicate if condition caused/contributed to the accident.)*

| PRESENT | CAUSED/ CONTRIBUTED | CONDITION | PRESENT | CAUSED/ CONTRIBUTED | CONDITION |
|---|---|---|---|---|---|
| X | | a. Clear/dry; visibility unlimited | | | k. Wind gust/turbulence |
| | | b. Bright, glare | | | l. Vibrate, shimmy, sway, shake |
| | | c. Dark, dim | | | m. Radiation, laser, sunlight |
| | | d. Fog, condensation, frost | | | n. Holes, rocky rough, rutted, uneven |
| | | e. Mist, rain, sleet, hail | | | o. Inclined/steep |
| | | f. Snow, ice | | | p. Slippery *(not due to precipitation)* |
| | | g. Dust, fumes, gasses, smoke, vapors | | | q. Air pressure *(bends, decompression, altitude, hypoxia)* |
| | | h. Noise, bang, static | | | r. Lightning, static electricity, ground |
| | | i. Temperature/humidity *(cold, heat)* | | | s. OTHER *(Specify)* |
| | | j. Storm, hurricane, tornado | | | |

**SECTION E - ACCIDENT DESCRIPTION/NARRATIVE** ***(From blocks 10, 47)***

63. GIVE THE SEQUENCE OF EVENTS THAT AMPLIFY/EXPLAIN WHAT HAPPENED, LEADING UP TO AND INCLUDING THE ACCIDENT. ( *Explain why accident happened.)*

See narrative at Tab D.

| 64a. PRINTED/TYPED NAME OF PERSON COMPLETING THIS REPORT | 64b. RANK | 64c. TITLE | |
|---|---|---|---|
| John J. Jones | MAJ | Fatality Board President | |
| 64d. SIGNATURE | | 64e. DATE OF SIGNATURE (YYMMDD) | 64f. TELEPHONE NO. |
| /signed/ | | 091112 | 123-456-7890 |

***DA FORM 285, JAN 1992***

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**Figure 2-1. Sample of a completed DA Form 285 (continued)**

**SECTION F - CORRECTIVE ACTION AND COMMAND REVIEW**

65. DESCRIBE THE ACTIONS TAKEN, PLANNED, OR RECOMMENDED TO ELIMINATE THE CAUSE(S) OF THIS ACCIDENT (from unit level up to HQDA).

USAREC has an extremely thorough motorcycle safety program. Program is emphasized by all levels of the command. The counseling, training, and leadership is more than sufficient to ensure safety of personnel throughout the command. This fatality was an unfortunate accident.

Recommend that USAREC continue command emphasis on motorcycle safety through its current program.

| 66a. PRINTED/TYPED NAME OF COMMANDER | | 66b. RANK |
|---|---|---|
| Billy B. Smith | | COL |
| 66c. SIGNATURE | 66d. DATE OF SIGNATURE (YYMMDD) | 66e. TELEPHONE NO. 123-456-7890 |

| | a. TYPED NAME | b. SIGNATURE | c. TITLE | d. RANK/DATE |
|---|---|---|---|---|
| 67. | | | | |
| 68. | | | | |
| 69. | | | | |

**SECTION G - *SAFETY OFFICE USE ONLY***

| 70. LOCAL REPORT NO. | 71. MACOM |
|---|---|
| | |

**72. Accident type *(Check choice)***

| | | | | | |
|---|---|---|---|---|---|
| | a. Army Motor Vehicle | | h. Other Army Vehicle | | o. Personal Injury - Other |
| | b. Army Combat Vehicle | | i. Fire | | p. Property Damage - Other |
| | c. Army Operated Vehicle | | j. Chemical Agent | | q. POV - On Official Business |
| | d. POV - Not on Official Business | | k. Explosive | | r. Space |
| | e. Marine Diving | | l. Missile | | s. Commercial Carrier/Transportation |
| | f. Marine Underway | | m. Radiation | | |
| | g. Marine Not Underway | | n. Nuclear | | |

| 73. NAME OF SAFETY POINT OF CONTACT (POC) | 74. PHONE NO. OF SAFETY OFFICE POC (AUTOVON, Commercial, Etc.) | 75. DATE REPORT COMPLETED BY SAFETY OFFICE (YYMMDD) |
|---|---|---|
| | | |

**SECTION H - SPECIAL INTEREST AND/OR SUPPLEMENTAL INFORMATION**

| | |
|---|---|
| 76. | |
| 77. | |
| 78. | |
| 79. | |

*DA FORM 285, JAN 1992* PAGE 5 OF 6

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**Figure 2-1. Sample of a completed DA Form 285 (continued)**

**U.S. ARMY ABBREVIATED GROUND ACCIDENT REPORT** *(AGAR)*
For use of this form, see and DA Pamphlet 385-40; the proponent agency is OCSA

*REQUIREMENTS CONTROL SYMBOL*
*CSOCS-308*

| | | | | | | |
|---|---|---|---|---|---|---|
| 1. TIME & DATE OF ACCIDENT | a. Yr 2008 | b. Mth 11 | c. Day 22 | d. Time 1000 | 2. PERIOD OF DAY ☑ Day ☐ Night ☐ Dusk ☐ Dawn | 3. ACDT CLASS C |
| 4. COMBAT STATUS ☐ Combat ☑ Non-Combat | | | | | | |

| | | | | |
|---|---|---|---|---|
| 5. UNIT IDENTIFICATION | a. UIC *(6-digit Code)* W06UAA | b. Unit Address 100 Skyline Rd, Boston, TN 47500 | c. Unit's Branch Armor | 5d. Army HQ's USAREC |
| 6. LOCATION OF ACCIDENT | a. Exact Location Intersection of Lincoln Ave and Logsdon Trl, Boston, TN. | | b. Type Location B3 (insert code from DA Pam 385 -40) | 6c. Grid Coordinates/Lat-Long MJ123456 |
| d. State/Country Tennessee/USA | e. ☑ Off Post ☐ On Post Name: | | 7. EXPLOSIVES/AMMO INVOLVED? ☐ Yes ☑ No | |
| 8. MISSION | a. Briefly describe the mission. Performing recruiter duties | | b. METL Task? ☑ Yes ☐ No | |

9. VEHICLE/EQUIPMENT/MATERIEL INVOLVED

| | a. Type of Item *(Nomenclature)* | b. Make/Model # | c. Serial # | d. Ownership | e. Estimated Cost of Damage | f. Vehicle Collision |
|---|---|---|---|---|---|---|
| #1 | GOV | 2008 Chevy Corsica | XXXXXXXX | GSA | $12,000.00 | 12 |
| #2 | POV | 2006 Ford Explorer | XXXXXXXXX | Mr. Jack Hall | $5,000.00 | 12 |

Materiel Failure/Malfunction Information *(Blks 9g-9l)*

| | g. Failure Mode | h. Part Nomenclature | i. Part # | j. Part NSN | k. Part Manufacturer Code | l. EIR/QDR Submitted |
|---|---|---|---|---|---|---|
| #1 | | | | | | ☐ Yes ☐ No |
| #2 | | | | | | ☐ Yes ☐ No |

10. WHY DID THE MATERIEL FAIL/MALFUNCTION? *(Check the root causes(s) in Blk 10a. In Blk 10b., explain how the root causes(s) led to the materiel failure/malfunction.)*

| a. | LEADER *(Not ready, willing, or able to enforce standards)* | | STDS/PROCEDURES *(Not clear, Not practical)* | | | SUPPORT *(Short comings in type, capability, amount or condition of equip/supplies/services/facilities)* | | |
|---|---|---|---|---|---|---|---|---|
| ☐ | Direct Supervision | ☐ | AR | ☐ | SOP | ☐ | Equip/Materiel Improperly Designed | ☐ Inadequate Manufacture |
| ☐ | Unit Command Supervision | ☐ | TM | ☐ | Other | ☐ | Equip/Materiel Not Provided | ☐ Inadequate Maintenance |
| ☐ | Higher Command Supervision | ☐ | FM | ☐ | None Exists | ☐ | Inadequate Facilities/Services | ☐ Other |

b. Describe how the materiel failed/malfunctioned and explain why *(root cause)*.

| | | | |
|---|---|---|---|
| 11a. NAME *(Last, First, MI) (include Address and UIC if different than Blks 5a and 5b.)* Smith, John D. | 12. SSN 123-45-6789 | 13a. PERSONNEL CLASSIFICATION A | 13b. DATE ASSIGNED/HIRED *(YYYYMMDD)* 20071210 |
| 11b. HOME ADDRESS 1234 J Street Avonville, TN 11111 | 13c. DATE OF REDEPLOYMENT FROM COMBAT ZONE, IF APPLICABLE *(YYYYMMDD)* 20070305 | 14. MOS/JOB SERIES 88P20 | 15a. DUTY STATUS ☑ On-duty ☐ Off-duty; 15b. IF OFF DUTY *(if on leave/pass)* ☐ Leave ☐ Pass; Date from *(YYYYMMDD)* Date to *(YYYYMMDD)* |
| | 16. DOB *(YYYYMMDD)* | 17. GENDER | 18. PAY GRADE; 19. FLIGHT STATUS ☐ Yes ☐ No |

**DA FORM 285-AB, FEB 2009** PREVIOUS EDITION IS OBSOLETE. PAGE 1 of 3
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**Figure 2-2. Sample of a completed DA Form 285-AB**

| 20. MOST SEVERE INJURY (See Instructions) | a. Degree C | Date of Death (YYYYMMDD) | b. Type F | c. Body Part B | d. Cause A |
|---|---|---|---|---|---|

| 21. LOST TIME | ACTIVITY OF INDIVIDUAL Provide code (from list in instructions) and describe in space below. | |
|---|---|---|
| a. Days Hospitalized 3<br>b. Days lost not Hospitalized 5<br>c. Days Restricted 20<br>d. Treated in ER ☑ Yes ☐ No | 23. ACTIVITY CODE (If activity is parachuting, complete Blk 38)<br>P | 24. SPECIFIC DESCRIPTION OF ACTIVITY/TASK<br>Operating a GOV |
| 22a. OSHA Log 300 Case No.<br>b. Name of Physician<br>c. Name and Address of Treatment Facility | | |

| 25. PERSONAL PROTECTIVE EQUIPMENT CHECK APPROPRIATE BLOCK(S) | | AVAILABLE? Yes | AVAILABLE? No | USED? Yes | USED? No | N/A |
|---|---|---|---|---|---|---|
| ☑ | a. Seat Belt | ☑ | ☐ | ☑ | ☐ | ☐ |
| ☐ | b. Restraint System | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | c. Goggles/glasses/visor | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | d. Gloves | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | e. Ear Plugs | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | f. IBA | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | g. Other (Specify) | ☐ | ☐ | ☐ | ☐ | ☐ |
| ☐ | h. Helmet | ☐ | ☐ | ☐ | ☐ | ☐ |
| | DOT Approved (if Motorcycle)? Yes ☐ No ☐ | | | | | |

| 26. ALCOHOL/DRUGS CAUSE/CONT | 27. EQUIP THIS PERSON WAS ASSOCIATED WITH? (Enter Item No. from Blk 9) |
|---|---|
| ☐ Yes BAC % ____ ☑ No ☐ Unknown | #1 |
| 28a. LICENSED TO OPERATE EQUIPMENT<br>☑ Yes ☐ No ☐ N/A | 28b. MANDATORY 4hr TRAFFIC SAFETY TRAINING<br>☑ Yes ☐ No If Yes, Date: 20060110 |
| 28c. MSF CERTIFIED<br>☐ Yes ☐ No If Yes, Date: ____ | 29. DUTY HOURS<br>a. Time work began (e.g., 0645): 0700<br>b. Continuous hours: 3 |
| 30. HRS SLEEP LAST 24<br>6 | 31. TACTICAL TRAINING<br>☐ Yes ☑ No |
| 32. TYPE TRAINING FACILITY | 33. LAST TRAINING |

| 34. FIELD EXERCISE/NAMED OPERATION | 35. NIGHT VISION SYSTEM USED |
|---|---|
| ☐ Yes ☑ No If Yes, provide name: ____ | ☐ Yes ☑ No If Yes, provide type: ____ |

36. DID INDIVIDUAL MAKE A MISTAKE THAT CAUSED/CONTRIBUTED TO ACCIDENT OR SEVERITY OF INJURY/DAMAGE? In Blk a, indicate if individual made a mistake. If yes, provide the code (from instructions) in Blk b and describe in Blk c.

| a. Mistake | c. Tell what the mistake was and how it caused/contributed to the accident or serverity of injury/damage. |
|---|---|
| ☑ Yes ☐ No<br>b. Code<br>04 | Service member (SM) traveled at excessive speed, approximately 60-70 mph in a 50 MPH zone. Driver unable to control vehicle on the curving road. |

37. WHY WAS THE MISTAKE MADE? ((ROOT CAUSE) (Check the root cause(s) in Blk a. In Blk b, tell how the root cause(s) led to the mistake.)

| a. | LEADER (Not ready, willing, or able to enforce standards) | | TRAINING (Insufficient in Content/Amount | | STDS/PROCEDURES (Not clear/Not practical) | | | SUPPORT (Shortcomings in type, capability, amount or condition of equip/supplies/services/facilities) | | | | INDIVIDUAL (Mistake due to own personal factors) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Direct Supervision | ☐ | School | ☐ | AR | ☐ | SOP | ☐ | Equip/Materiel Improperly Designed | ☐ | Inadequate Manufacture | ☐ | Poor/Bad Attitude | ☐ | Fatigue |
| ☐ | Unit Command Supervision | ☐ | Unit | ☐ | TM | ☐ | Other | ☐ | Equip/Materiel Not Provided | ☐ | Inadequate Maintenance | ☑ | Overconfident | ☐ | Alcohol, Drugs |
| ☐ | Higher Command Supervision | ☐ | Experience, OJT | ☐ | FM | ☐ | None exists | ☐ | Inadequate Facilities/Services | ☐ | Other | ☑ | In a Hurry | ☐ | Fear/Excitement |

DA FORM 285-AB, FEB 2009

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**Figure 2-2. Sample of a completed DA Form 285-AB (continued)**

37b. Describe root cause(s) *(reason)* and tell how it/they caused the mistake.
Soldier was in a hurry; had no known history of speeding or other traffice related offenses.

38. PARACHUTE INFORMATION FOR PERSON LISTED IN Blk 11.

| | | | |
|---|---|---|---|
| a. Jumper Height | g. Wind Direction/Speed at | m. Type of Last Jump | 39. ENVIRONMENTAL CONDITIONS |
| b. Jumper Weight | Jump Height Drop Zone | n. Number of Previous Jumps | a. Present: #1 C ☑ Yes ☐ No ☐ Unk |
| c. Type of Jump | h. Jump Altitude | o. Date Graduated Basic Airborne Training *(YYYYMMDD)* | #2 A ☑ Yes ☐ No ☐ Unk |
| d. Parachute Type/Model | i. Position in Stick | | #3 ☐ Yes ☐ No ☐ Unk |
| e. Equipment | j. Door Exited | p. Type Aircraft | b. Caused/Contributed: #1 C ☐ Yes ☑ No ☐ Unk |
| | k. Time Pre-jump Conducted | q. Accident Factors (parachute): *(Explain as necessary)* | #2 A ☐ Yes ☑ No ☐ Unk |
| f. Wt. of Equipment | l. Date of Last Jump | | #3 ☐ Yes ☐ No ☐ Unk |

40. PROVIDE BRIEF SYNOPSIS OF ACDT *(Use additional sheets if required)(Explain sequence of events, tell how acdt happened.)*

Soldier driving to an appointment. He accelerated to a speed between 60-70 MPH prior to entering into a series of S-curves in the road. Driver lost control of the vehicle and slid off the road into a gravel area and down an embankment. Driver sustained a head injury, passenger had minor cuts and bruises. Taken to the hospital by ambulance.

41. CORRECTIVE ACTION(S) TAKEN OR PLANNED

Required to complete 4 hour remedial accident avoidance course.

| 42. EXPLOSIVE/AMMUNITION INFORMATION | ITEM 1 | ITEM 2 | ITEM 3 | ITEM 4 |
|---|---|---|---|---|
| a. Lot# | | | | |
| b. Quantity | | | | |
| c. Net Explosive Weight *(NEW)* | | | | |
| d. DoDIC/DoDAC | | | | |

43. POINT OF CONTACT INFORMATION ON THE ACCIDENT

a. Name *(Last, First, MI)*, Rank Position/Title
Johnson, Mary B., CPT, BA Safety Officer

b. Telephone No. DSN: COM:

c. Email Address:

| | | | | |
|---|---|---|---|---|
| 44. COMMAND REVIEW | a. Name Black, Donald Z. | b. Signature | c. Rank LTC | d. Date *(YYYYMMDD)* 20081215 |
| 45. SAFTETY OFFICE REVIEW | a. Name, Rank & Title William J. Flynn, GS09, Bde Safety Officer | | | b. Phone Number (112) 300-4567 |
| c. Email Address william.j.flynn@usarec.army.mil | d. Date Reviewed *(YYYYMMDD)* 20081218 | | e. Local Report No. *(Safety Office use only)* | |

*DA FORM 285-AB, FEB 2009*

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**Figure 2-2. Sample of a completed DA Form 285-AB (continued)**

**ACCIDENT NOTIFICATION REPORT**
(For use of this form see USAREC Reg 385-2)

**SECTION I - TO BE COMPLETED ON ALL ACCIDENTS**

| | |
|---|---|
| 1. TODAY'S DATE: 05/20/2010 | 2. CONTROL NUMBER *(USAREC Safety Office use only)*: T10-000 |
| 3. BRIGADE: 5th Rctg Bde | 4. BATTALION: Sample |
| 5. COMPANY: Rockville Rctg Co | 6. STATION: Towne Mall / 7. RSID: 4X |
| 8. DATE REPORTED *(mm/dd/yyyy)*: 05/20/2010 | 9. TIME REPORTED: 1000 |
| 10a. PERSON REPORTING: George X. Jones | 10b. TELEPHONE NUMBER: (502) 626-0667 |
| 11. PERSON RECEIVING REPORT: John Barnes | |
| 12. INCIDENT DATE *(mm/dd/yyyy)*: 05/20/2010 | 13. INCIDENT TIME: 1300 |
| 14. TYPE OF ACCIDENT: ☐ POV ☐ Sports ☐ Home ☑ GOV ☐ Civilian on the job | |
| 15. GOVERNMENT PERSONNEL: | |
| a. Name: Joyce Flynn | b. DOB *(mm/dd/yyyy)*: 03/18/1970 |
| c. Grade: E-7 | d. Duty status: ☑ On ☐ Off |
| 16. GOVERNMENT PERSONNEL INJURED *(if no, go to block 21)*: ☑ Yes ☐ No | |
| 17. EXTENT OF GOVERNMENT PERSONNEL INJURY: Whiplash, neck sprain, cuts | |
| 18. NUMBER OF WORKDAYS LOST: 5 / 19. RESTRICTED: 5 | 20. HOSPITALIZED: 1 |
| 21. FATALITY: ☐ Yes ☑ No | 22. DRUGS OR ALCOHOL INVOLVED: ☐ Yes ☑ No |
| 23. WAS CELL PHONE USE INVOLVED *(if yes, include cell phone record with AGAR)*? *(All accidents caused by driver inattention will have that day's cell phone record included with AGAR)* ☐ Yes ☑ No | |
| 24. CIVILIAN DATA *(Name and address)*: Doug Cave, 6581 Van Hooris Court, Annapolis, OK 78901 | |
| 25. EXTENT OF CIVILIAN INJURY: Bruised knee | |
| 26. EXACT LOCATION OF INCIDENT: Intersection at Malone and Jessup St., Smithville, OK | |
| 27. DESCRIPTION OF INCIDENT: SFC Flynn was proceeding with a left turn into an intersection when the automobile to her immediate front stopped suddenly. | |
| 28. WAS THE ACCIDENT PREVENTABLE? ☑ Yes ☐ No ☐ NA | |

**SECTION II - TO BE COMPLETED ON ALL VEHICLE ACCIDENTS**

| | |
|---|---|
| 29. INVESTIGATING OFFICER: | |
| a. Name: LT Andrew Clements | b. Telephone number: (502) 555-7777 |
| 30. VEHICLE NOMENCLATURE: | |
| a. Military: Chevy Corsica | License number: G12-4444 |
| b. Civilian: Nissan Two-door wagon | License number and state: Oklahoma |
| 31. DESCRIPTION OF DAMAGE: | |
| a. Military: Front end damage to body and tires. | |
| b. Civilian: Rear end damage. | |

USAREC Form 672, Rev 1 Jul 2009 PREVIOUS EDITIONS ARE OBSOLETE V3.00

**Figure 2-3. Sample of a completed USAREC Form 672**

| | |
|---|---|
| 32. MILITARY COST: | |
| a. Estimated: $3,000.00 | b. Actual: $4,800.00 |
| 33. POV COST: | |
| a. Estimated: $1,800.00 | b. Actual: |
| 34. OTHER COST: | |
| a. Estimated: | b. Actual: |
| 35. TOTAL COSTS: | |
| 36. POLICE INVESTIGATED *(If no, must do a walk-in report)*? ☑ Yes ☐ No | 37. CITATION ISSUED? None |
| 38. DRIVER STATUS: Recruiter | 39. SEAT BELTS USED: ☑ Yes ☐ No ☐ NA |
| 40. NUMBER OF PASSENGERS IN GOV: 0 | 41. PASSENGERS INJURED: ☐ Yes ☐ No ☑ NA |
| 42. AAC/DDC COMPLETED: ☑ Yes ☐ No ☐ NA | 43. REFRESHER TRAINING DATE: January 2010 |
| 44. DOMICILE TO DUTY: ☐ Yes ☑ No ☐ NA | 45. ROAD CONDITIONS: Dry |
| 46. ROAD TYPE: Controlled intersection | 47. WEATHER CONDITIONS: Clear |
| 48. ANIMAL INVOLVED: ☐ Yes ☑ No ☐ NA | 49. TYPE OF ANIMAL: |
| **SECTION III - USAREC SAFETY OFFICE USE ONLY** | |
| 50. TYPE OF ACCIDENT: ☐ POV ☐ GOV ☐ Personal injury ☐ Property ☐ Serious incident | |
| 51. RECORDABLE: ☐ Yes ☐ No | |
| 52. PREVENTABLE: ☐ Yes ☐ No | |
| 53. CAUSE OF PREVENTABLE: ☐ Following too close ☐ Improper backing ☐ Improper turn ☐ Improper passing ☐ Failure to maintain control ☐ Too fast for conditions ☐ Failure to obey signal/sign ☐ Fail to yield right of way ☐ Fail to anticipate ☐ Other | |
| 54. COMMENTS: | |
| 55. MILITARY RESPONSIBLE COST: | |
| 56. COMPLETION DATE: | |
| **SECTION IV - SPECIAL INSTRUCTIONS** | |
| This form will be submitted when requesting control numbers from the USAREC Safety Office. E-mail to USAREC.Safety@usarec.army.mil and a control number will be issued via e-mail. No control number will be issued for faxed copies. | |

*USAREC Form 672, Rev 1 Jul 2009 (Reverse)*

**Figure 2-3. Sample of a completed USAREC Form 672 (continued)**

## ACCIDENT REPORT CHECKLIST

(For use of this form see USAREC Reg 385-2)

**INSTRUCTIONS**

The application of the risk management process and leader involvement in Army accidents have been identified as information critical to accident prevention. Therefore, commanders are requested to obtain responses to the following questions during investigations and document the information on accident reports as noted below.

For aviation accidents use DA Form 2397-3 (Technical Report of U.S. Army Aircraft Accident (Part IV - Narrative)) and DA Form 2397-AB (Abbreviated Aviation Accident Report (AAAR) for All Class C, D, E, F, Combat A and B, and All Aircraft Ground), block 15, to document answers to questions in section I. This requirement does not apply to Class E or foreign object damage incidents.

For ground accidents use DA Form 285 (U.S. Army Accident Report) and DA Form 285-AB (U.S. Army Abbreviated Ground Accident Report (AGAR)), item 39, to document answers to questions.

For off-duty accidents on DA Form 285-AB, block 39, add a brief description of the events leading up to the accident to the accident synopsis and respond to the questions.

1. Duty Status: ☐ On ☑ Off

2. At what level was the mission or training conducted *(Brigade, Battalion, Company, Platoon, Squad, Team, Crew, Other)* :

3. Who approved mission or training?

4. Was risk management performed?
☐ Yes ☐ No

a. Who performed risk management *(Name, rank, and position)*?

b. Who accepted risks *(Name, rank, and position)*?

c. What was the level of risk after controls were applied *(Select one)*?
☐ Low ☐ Medium ☐ High ☐ Extremely High

d. How was the risk management process communicated *(Select one or more)*?
☐ Order ☐ Worksheet ☐ Verbal Briefing ☐ Not Communicated

e. Was the accident event identified or considered during risk management process?
☐ Yes ☐ No

(1) If yes, what was the level of the identified risk *(Select one)*?
☐ Low ☐ Medium ☐ High ☐ Extremely High

(2) If yes, were control measure(s) applied?
☐ Yes ☐ No

(3) If yes, who was responsible for implementing controls *(Name, rank, and position)*?

(4) If yes, was the potential for the accident event accepted as residual risk?
☐ Yes ☐ No

5. Who was in charge during the mission or training *(Name, rank, and position)*?

6. Who was the senior leader present during the mission or training *(Name, rank, and position)*?

7. Was the Soldier on leave or pass?
☐ Yes ☑ No

a. If yes, how long was the Soldier on leave or pass when accident occurred?

b. If yes, did the accident occur when going to the leave or pass destination or returning from the leave or pass destination?
☐ Yes ☐ No

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Page 1 of 2

**Figure 2-4. Sample of a completed USAREC Form 1254**

8. Was the Soldier deployed within the 365 days prior to the accident?
☑ Yes ☐ No

a. If yes, when did the Soldier return from the deployment?
Dec 08

b. If yes, how long was the deployment?
12 months

c. If yes, where was the deployment?
Iraq

9. Prior to the accident event, was there leader-soldier contact?
☑ Yes ☐ No

a. If yes, what level of leadership?
Station Commander

b. If yes, what type contact *(Brief, ASMIS-1, trip planning, counseling, vehicle inspection, or other)* ?
Brief and vehicle inspection

10. Did the Soldier have a history of risky behavior such as recurring traffic violations, extreme sports or hobbies, violent acts, or other dysfunctional events? If yes, please comment. ☑ Yes ☐ No
DUI and speeding ticket

11. Was the Soldier alerted for deployment?
☐ Yes ☑ No

12. Were there other factors such as abrupt changes to training rotation or assignments that might have encouraged celebratory binging behavior? If yes, please comment. ☐ Yes ☑ No

13. Did the Soldier receive any installation or local hazard orientation including traffic, off-limits areas or activities, weather extremes, and the like? If yes, approximately when? ☑ Yes ☐ No

14. Was the Soldier driving a privately-owned vehicle in the accident event?
☐ Yes ☑ No

a. If yes, had the Soldier completed the mandatory 4 hours of classroom instruction designed to establish and reinforce a positive attitude toward driving? ☐ Yes ☐ No

b. If yes, approximately when and where did the Soldier complete the instruction?

c. If yes, was the Soldier licensed to drive the vehicle? If yes, date licensed?
☐ Yes ☐ No

15. Was the Soldier operating a motorcycle in the accident event?
☑ Yes ☐ No

a. If yes, did the Soldier complete the required motorcycle safety foundation or equivalent operator training?
☑ Yes ☐ No

b. If yes, approximately when and where did the Soldier complete the training?
15 May 10, Ft Knox, KY

c. If yes, was the Soldier wearing a Department of Transportation approved motorcycle helmet?
☑ Yes ☐ No

d. If yes, was the Soldier wearing other required high visibility and personal protective equipment? If yes, state what types.
☑ Yes ☐ No

e. If yes, was the Soldier licensed to operate the motorcycle? If yes, date licensed?
☑ Yes ☐ No 25 Jun 05

16. Additional comments:

*USAREC Form 1254, 1 Nov 2012* V2.00
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**Figure 2-4. Sample of a completed USAREC Form 1254 continued)**

Unit Letterhead

OFFICE SYMBOL *(Date)*

MEMORANDUM FOR Commander, USAREC, ATTN: RCCS-SAF

SUBJECT: Fatality Review Board (FRB) Fatality After-Action Review (FAAR) Findings and Recommendations *(date of accident, type of accident, victim's name and rank)*

1. The FRB met on *(DDMMMYY)* to review the circumstances surrounding the subject accident. A copy of the FRB briefing is enclosed.

2. Information and lessons learned from the accident or incident are as follows:

a. Background:

(1) Type of accident or incident: *(POV, AMV, training, recreating, etc.)*

(2) Victim biography and personal data: *(Name, rank, unit, age, gender, duty status (on- or off-duty, leave, pass, or TDY), recently returned from overseas deployment, activated reserve component, date activated.)*

(3) Accident synopsis. *(Include relevant events from the 48 hours prior to the accident or incident.)*

(4) Training, as appropriate to accident or incident type. *(For example: Defensive Driving Course, remedial driver training, motorcycle driver training.)*

(5) Experience and currency. *(How long had the person been performing the task? What was his or her level of experience? For example, how many years had the victim been operating a motorcycle? How many parachute jumps had he or she made?)*

b. Assessments and findings.

(1) Causative and contributing factors. *(Direct and indirect; leader or communication failure.)*

(2) Lessons learned and after-action initiatives. *(What could have been done to prevent this loss? How can we present losses such as this?)*

(3) Recommendations. *(Who needs to do what? When? How?)*

3. Information in this report is based on information currently available. The *(police report)* and *(autopsy report)* are still pending.

4. Corrective actions identified by the board have *(or have not)* been implemented.

Encl (BN COMMANDER'S SIGNATURE BLOCK)

**Figure 2-5. Sample FRB FAAR findings and recommendations memorandum**

## ACCIDENT SUMMARY REPORT AND LOG

(For use of this form see USAREC Reg 385-2)

**SECTION I - GENERAL INFORMATION**

| 1. Brigade/Battalion: | 2. RSID: | 3. Quarter/Fiscal Year: | 4. Date: | 5. Page 1 of 3 |
|---|---|---|---|---|
| 3d Rctg Bde/Cleveland Bn | 5C | 3d / FY12 | 30 Jun 12 | |

**SECTION II - GOVERNMENT-OWNED VEHICLES (GOVs) ACCIDENTS OVER $2,000**

| 1. Number of accidents over $2,000 (Recordable): 2 | 2. Total cost: $11,174.00 |
|---|---|

**NOTE: If Government is at fault, add privately-owned vehicle (POV) damages also.**

| 3a Date of accident | 3b Vehicle tag no. | 3c Rank and name | 3d Cost | 3e Control no. | 3f Cause of accident | 3g Government at fault (check one) |
|---|---|---|---|---|---|---|
| 4 Apr 12 | G11-50100 | SFC John Jackson | $3,174.00 | Z12-000 | Hit a deer | ☐ Yes ☑ No |
| 15 Jun 12 | G11-23000 | SSG James Wilson | $8,000.00 | Z12-001 | Rear-ended POV | ☑ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |
| | | | | | | ☐ Yes ☐ No |

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Page 1 of 3

**Figure 2-6. Sample of a completed USAREC Form 1206**

RSID: 5C

**SECTION III - GOVERNMENT-OWNED VEHICLES (GOVs) ACCIDENTS UNDER $2,000**

PAGE 2 of 3

1. Number of accidents under $2,000: 3

2. Total cost: $3,533.00

**NOTE: If Government is at fault, add privately-owned vehicle (POV) damages also.**

| 3a Date of accident | 3b Vehicle tag no. | 3c Rank and name | 3d Cost | 3e Cause of accident | 3f Government at fault (check one) |
|---|---|---|---|---|---|
| 15 Apr 12 | G11-42701 | CPT George Hanks | $1,533.00 | Backed into fire hydrant | ☑ Yes ☐ No |
| 3 May 12 | G11-40160 | SSG William Smith | $1,200.00 | Was avoiding debris in road and hit guardrail | ☐ Yes ☑ No |
| 21 Jun 12 | G11-13422 | SSG Robert Parks | $800.00 | Rear-ended at stoplight | ☐ Yes ☑ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No |

**SECTION IV - GOVERNMENT-OWNED VEHICLES (GOVs) RELATED INJURIES**

1. Total number of GOV related injuries: 1

2. Total days hospitalization: 5

3. Total number of workdays lost: 8

4. Total days restricted duty: 3

| 5a Date of accident | 5b Vehicle tag no. | 5c Rank and name of individual injured | 5d Workdays lost | 5e Days hospitalized | 5f Days restricted duty | 5g Nature of injury | 5h Fatality (check one) |
|---|---|---|---|---|---|---|---|
| 15 Jun 12 | G11-23000 | SSG James Wilson | 8 | 5 | 3 | Hurt back and neck when vehicle rolled. | ☐ Yes ☑ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No |

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V4.00

Page 2 of 3

**Figure 2-6. Sample of a completed USAREC Form 1206 (continued)**

| SECTION V - SUMMARY | | | PAGE 3 of 3 |
|---|---|---|---|
| 1. Total number of accidents for reporting period: 5 | | 2. Total number of preventable accidents: 2 | |
| 3. Total cost of damages for reporting period: $14,707.00 | | 4. Total number of fatalities: 0 | |
| 5a. Signature of person completing form: | | 5b. Date: | |
| 5c. Print name: William J. Flynn | 5d. Rank: CPT | 5e. Telephone numbers: (1) Commercial: (502) 626-0555 | (2) DSN: 526-0555 |

**SECTION VI - SPECIAL INSTRUCTIONS**

1. Vehicle managers are responsible for the accuracy and timeliness of this form.
2. Do not report damages from vandalism or theft to safety; those are reported to security.
3. This form is to be used for all quarterly and fiscal year end reports.
4. All fields will be filled in or will note "none."
5. Do not report POV or personal injuries on this form. Use USAREC Form 1239 (Personal Injury Summary Report).
6. This form may be used for weekly, monthly, *quarterly, and *yearend reporting.
7. This report will be typed, not handwritten.

*Denotes mandatory use.

Recordable accidents are those accidents that result in at least $2,000 or more in estimated damage repair costs and/or an injury causing at least 1 lost workday. If damages to the GOV are less than $2,000, but the GOV driver caused or is cited for the accident, then total damages will determine if the accident will be considered recordable or not (i.e., GOV damages = $1,478 + POV damages = $522).

Recordable accidents require submission of DA Form 285-AB (U.S. Army Abbreviated Ground Accident Report (AGAR)) within 21 days from the date of the accident's occurrence. Accidents that meet the criteria of an on-duty Class A or B accident in accordance with AR 385-40 will require submission of DA Form 285 (Technical Report of U.S. Army Ground Accident).

*USAREC Form 1206, 1 Nov 2012*

V4.00
Page 3 of 3

**Figure 2-6. Sample of a completed USAREC Form 1206 (continued)**

## PERSONAL INJURY SUMMARY REPORT

(For use of this form see USAREC Reg 385-2)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Collection of this information is authorized by 5 USC, section 7902, and 10 USC, section 3013.

**PRINCIPAL PURPOSE:** Information collected will be used to track all personal injury incidents within the command.

**ROUTINE USES:** None

**EFFECTS OF NOT PROVIDING THE INFORMATION:** None

To be completed by the unit ADSO by compiling all serious incident reports for reported off- and on-duty personal injuries and any other personal injuries for DA civilians on the job. Forward to your brigade safety officer when completed for brigade review.

NOTE: If an individual is injured at work and misses a complete normal workday, which could be 4 hours last half of day and 4 hours first part of next day in a normal 8 hour workday, a control number will need to be issued for that missed day. Contact your brigade safety officer for more information.

Accident avoidance course (AAC) or defensive driving course (DDC) must be completed every 4 years and is mandatory for Soldiers. Civilians and contractors only if operating Government-owned vehicles.

| 1. BRIGADE, BATTALION, OR COMPANY: | 2. RSID: | 3. PERIOD (check one): | 4. DATE: |
|---|---|---|---|
| Atlanta Rctg Bn | 3A | ☐ Month ☑ Quarter ☐ Fiscal Year | 7 Apr 12 |

5. PERSON COMPLETING FORM:

| a. Name: | b. Rank: | c. Position: | d. Complete Telephone No.: |
|---|---|---|---|
| Joe Safety | GS-07 | S1 / Safety Officer | (592) 777-9988 |

6. TOTAL NUMBER OF PERSONAL INJURIES: 2

7. MILITARY:

| a. Total number of injuries (on-duty): | c. Total number of workdays lost: | d. Total days hospitalization: | e. Total fatalities: |
|---|---|---|---|
| 0 | 15 | 5 | 0 |
| b. Total number of injuries (off-duty): 1 | | | |

8. DA CIVILIAN:

| a. Total number of injuries (on-duty only): | b. Total number of workdays lost: | c. Total days hospitalization: | d. Total fatalities: |
|---|---|---|---|
| 1 | 2 | 1 | 0 |

9. ACCIDENT INFORMATION:

a. Status (check one): ☑ DA civilian on-duty ☐ Service member on-duty ☐ Service member off-duty | b. Date of injury:

| c. Name of injured: | d. Rank: | e. Date of birth: | f. Complete telephone no.: |
|---|---|---|---|
| Robert White | GS-11 | 03/12/1968 | (111) 223-4444 |

g. Unit: Atlanta Rctg Bn | h. RSID: 3A | i. POV related? ☐ Yes ☑ No

j. Motorcycle accident? ☐ Yes ☑ No | k. Completed Army motorcycle safety course? ☐ Yes ☐ No

l. Date completed AAC or DDC: | m. Days on quarters: 2 | n. Days in hospital: 0

o. Total lost days: 2 | p. If lost day, include control number: Z12-000 | q. Still on convalescent leave? ☐ Yes ☑ No

r. Nature or cause of injury (explain fully):
Slipped in parking lot after getting out of car coming in to work. Received treatment at ER for broken ankle.

10. ACCIDENT INFORMATION:

a. Status (check one): ☐ DA civilian on-duty ☐ Service member on-duty ☑ Service member off-duty | b. Date of injury:

| c. Name of injured: | d. Rank: | e. Date of birth: | f. Complete telephone no.: |
|---|---|---|---|
| Sammy Samuels | E-7 | 02/17/1970 | (777) 543-2101 |

g. Unit: Atlanta Rctg Bn/Savanah Rctg Co | h. RSID: 3A5S | i. POV related? ☐ Yes ☑ No

j. Motorcycle accident? ☑ Yes ☐ No | k. Completed Army motorcycle safety course? ☑ Yes ☐ No

l. Date completed AAC or DDC: 13 Feb 10 | m. Days on quarters: 5 | n. Days in hospital: 10

o. Total lost days: 15 | p. If lost day, include control number: Z12-111 | q. Still on convalescent leave? ☑ Yes ☐ No

r. Nature or cause of injury (explain fully):
Service member traveling on busy highway when a truck turned in front of him. Due to serious injuries, spent 10 days in hospital, broken leg, arm, ribs, concussion.

USAREC Form 1239, Rev 1 Aug 2009 PREVIOUS EDITIONS ARE OBSOLETE V2.00

**Figure 2-7. Sample of a completed USAREC Form 1239**

| 11. ACCIDENT INFORMATION: | | | |
|---|---|---|---|
| a. Status (check one): ☐ DA civilian on-duty ☐ Service member on-duty ☐ Service member off-duty | | | b. Date of injury: |
| c. Name of injured: | d. Rank: | e. Date of birth: | f. Complete telephone no.: |
| g. Unit: | h. RSID: | i. POV related? ☐ Yes ☐ No | |
| j. Motorcycle accident? ☐ Yes ☐ No | k. Completed Army motorcycle safety course? ☐ Yes ☐ No | | |
| l. Date completed AAC or DDC: | m. Days on quarters: | n. Days in hospital: | |
| o. Total lost days: | p. If lost day, include control number: | q. Still on convalescent leave? ☐ Yes ☐ No | |
| r. Nature or cause of injury *(explain fully)*: | | | |

| 12. ACCIDENT INFORMATION: | | | |
|---|---|---|---|
| a. Status (check one): ☐ DA civilian on-duty ☐ Service member on-duty ☐ Service member off-duty | | | b. Date of injury: |
| c. Name of injured: | d. Rank: | e. Date of birth: | f. Complete telephone no.: |
| g. Unit: | h. RSID: | i. POV related? ☐ Yes ☐ No | |
| j. Motorcycle accident? ☐ Yes ☐ No | k. Completed Army motorcycle safety course? ☐ Yes ☐ No | | |
| l. Date completed AAC or DDC: | m. Days on quarters: | n. Days in hospital: | |
| o. Total lost days: | p. If lost day, include control number: | q. Still on convalescent leave? ☐ Yes ☐ No | |
| r. Nature or cause of injury *(explain fully)*: | | | |

| 13. ACCIDENT INFORMATION: | | | |
|---|---|---|---|
| a. Status (check one): ☐ DA civilian on-duty ☐ Service member on-duty ☐ Service member off-duty | | | b. Date of injury: |
| c. Name of injured: | d. Rank: | e. Date of birth: | f. Complete telephone no.: |
| g. Unit: | h. RSID: | i. POV related? ☐ Yes ☐ No | |
| j. Motorcycle accident? ☐ Yes ☐ No | k. Completed Army motorcycle safety course? ☐ Yes ☐ No | | |
| l. Date completed AAC or DDC: | m. Days on quarters: | n. Days in hospital: | |
| o. Total lost days: | p. If lost day, include control number: | q. Still on convalescent leave? ☐ Yes ☐ No | |
| r. Nature or cause of injury *(explain fully)*: | | | |

| 14. ACCIDENT INFORMATION: | | | |
|---|---|---|---|
| a. Status (check one): ☐ DA civilian on-duty ☐ Service member on-duty ☐ Service member off-duty | | | b. Date of injury: |
| c. Name of injured: | d. Rank: | e. Date of birth: | f. Complete telephone no.: |
| g. Unit: | h. RSID: | i. POV related? ☐ Yes ☐ No | |
| j. Motorcycle accident? ☐ Yes ☐ No | k. Completed Army motorcycle safety course? ☐ Yes ☐ No | | |
| l. Date completed AAC or DDC: | m. Days on quarters: | n. Days in hospital: | |
| o. Total lost days: | p. If lost day, include control number: | q. Still on convalescent leave? ☐ Yes ☐ No | |
| r. Nature or cause of injury *(explain fully)*: | | | |

| 15. BRIGADE REVIEWER: | | |
|---|---|---|
| a. Name: | b. Rank: | c. Title: |
| d. Complete Telephone No.: | e. Date: | |

*USAREC Form 1239, Rev 1 Aug 2009 (Reverse)*

**Figure 2-7. Sample of a completed USAREC Form 1239 (continued)**

## Chapter 3
## Centralized Accident Investigations, Ground Accidents

### 3-1. General

a. Class A on-duty accidents, Class B on-duty training accidents, and special case accidents as determined by the Director, Command Safety Office, TRADOC, will be investigated by a centralized accident investigation, ground (CAIG) board appointed locally or from the U.S. Army Combat Readiness Center (USACRC).

b. A Class A accident is an Army accident in which the total cost of property damage is $2,000,000 or more; or an injury or occupational illness that results in a fatality or permanent total disability.

c. A Class B accident is an Army accident in which the total cost of property damage is $500,000 or more, but less than $2,000,000; an injury or occupational illness results in permanent partial disability; or when three or more personnel are hospitalized as inpatients as the result of a single occurrence.

### 3-2. Accident investigation boards

a. The CG will appoint the local CAIG board, except when an accident is investigated by USACRC. Board member appointment will be tasked through the ACS, G3. The G3 will complete appointment orders (see fig 3-1). The accident investigation board will consist of three members. Additional persons may be appointed as needed for technical expertise. Members of the board will be selected from organizations other than the unit where the accident occurred. The president of the board will be a field grade officer or an Army civilian, familiar with the type of operation, in the grade of GS 12 or higher. Board members will be relieved of all duties until the investigation is completed.

b. All CAIG boards will follow general accident investigation procedures found in AR 385-10 and DA Pam 385-40 unless directed to do a limited use accident investigation by TRADOC. Investigation reports will include accident causes, contributing factors, actions recommended, and corrective actions taken. Reports will be submitted to the USAREC Safety Office not later than 30 days from the date of the accident. The board's written report will be kept confidential.

### 3-3. Responsibilities

a. Commanders will initiate the following actions upon learning of a Class A or Class B accident:

(1) Immediately notify the COC at (502) 626-0823. At a minimum, notification should include the below information; however, notification will not be delayed because certain elements are unknown.

(a) Date and time of accident.

(b) Name, social security number, and unit.

(c) Extent of injuries or damage.

(d) Type and location of accident and disposition of injured persons and damaged property.

(e) Hazardous or sensitive materials involved.

(f) Weather conditions at time of the accident.

(g) Brief synopsis of the event. Include alcohol and/or drug use, if applicable. For motor vehicle accidents, indicate whether the individual was wearing a seatbelt and had received accident avoidance training.

(2) Appoint a point of contact for the investigation and advise the USAREC Safety Office of the name and phone number of the point of contact.

(3) Ensure the accident site is secured immediately in coordination with the military police or local police department.

(4) Obtain copies of military personnel, medical, and training records for all personnel directly involved in the accident. Civilian records will be obtained by the point of contact only after coordination with the local American Federation of Government Employees (the union that represents most Federal civilian employees).

(5) Provide witness information (names, ranks, telephone numbers, and/or summaries of any statements made) to the accident board.

(6) Obtain oil and fuel samples, as requested, from vehicles involved in the accident.

(7) Provide the accident board with a list of military personnel from whom blood and urine samples were taken.

(8) Coordinate all actions with appropriate authorities for accidents occurring in areas not under Army control.

(9) Secure operational, maintenance, and historical records of equipment involved.

b. The COC will immediately notify the USAREC Safety Director when notified of a Class A or B accident after regular duty hours.

c. USAREC Safety Office will:

(1) First notify the CoS and then the following as required for a Class A or B accident:

(a) USACRC.

(b) TRADOC.

(c) OSHA.

(d) Other concerned agencies.

(2) Serve as safety point of contact for the CAIG board.

(3) Ensure preliminary actions required by these instructions are initiated.

(4) Provide information concerning the accident and progress of the investigation to the TRADOC Safety Office.

(5) Coordinate the activities and reports prepared and submitted by all agencies concerned with the accident and send reports to the TRADOC Safety Office.

(6) Provide office space for the board.

(7) Obtain directives that pertain to the operation that resulted in the accident.

(8) Coordinate billeting of USACRC team members.

(9) Obtain any special clearances necessary for access to the accident scene by board members.

(10) Arrange for special transportation, if required, to reach the accident scene (for example, aircraft).

d. G1 will ensure that personnel records of Soldiers involved in the accident are readily available for review. Provide copies, upon request, of specific portions of the records.

e. Commanders and directors of personnel appointed to serve as CAIG board members will ensure that priority is given to accident investigation duties to ensure prompt completion of the investigation.

### 3-4. Findings and recommendations

Responsible commanders will be briefed on tentative findings and recommendations at the conclusion of the investigation.

### 3-5. Collateral investigations under provisions of AR 15-6

a. USACRC or local investigation does not relieve commanders of the requirements to conduct LOD investigation or collateral board investigation per AR 15-6 and AR 385-10. However, the LOD investigation or collateral board will not interview witnesses or disturb the accident site until authorized to do so by the USACRC accident investigation board president or local investigation board president.

b. The CAIG Program is not intended to interfere with, impede, or delay law enforcement agencies in the execution of regulatory responsibilities as they apply to the investigation of accidents for a determination of criminal intent or criminal acts. Neither investigation should hamper the other since accomplishment of both investigations is in the best interest of the Army. Per AR 195-2, law enforcement agencies have priority to witness and accident site access. The prudent exercise of this priority will permit accomplishment of the CAIG mission without conflict with law enforcement requirements.

### 3-6. Privileged information

Accident reports and associated documents are privileged information and cannot be used as evidence or to obtain evidence in any disciplinary action in accordance with AR 385-10.

### 3-7. Investigation procedures

An investigation is a systematic examination to disclose all relevant facts. The accident investigation board has two functions:

a. To determine all established, probable, or suspected factors that caused or contributed to the accident.

b. To evaluate and analyze the acquired information and develop recommendations for actions that will prevent recurrence of similar accidents.

### 3-8. Board procedures

a. The president will take action to ensure that a thorough investigation is conducted. They should avoid the tendency to investigate the most readily apparent cause. An inclination to first determine the cause and then investigate to prove the initial conclusion must be avoided. The findings of the board must be based upon a complete and impartial evaluation of all available facts.

b. Basic phases. The basic criteria for the detailed procedures of investigation may vary with the type of accident. The investigation must be well organized to ensure continuity of effort from the preliminary examination to the submission of the final report. This is most readily accomplished by dividing the investigation into phases.

(1) Orientation and examination phase. This phase provides the opportunity for a thorough examination of all aspects of the accident.

(2) Data collection phase. The collection of data is the consolidation of all information acquired and substantiated to include notes, statements, charts, diagrams, and photographs. As information is collected, it should be assembled and consolidated to provide data for analysis.

(3) Analysis of data phase. If consolidation of data is not accomplished, accurate analysis is difficult or impossible. In addition to assisting in the analysis, consolidation of data will reduce the possibility of error, omission, or lack of attention to a particular area of interest. Only when these deficiencies are known can action be taken to obtain the necessary information before it is lost in salvage of the wreckage, destruction of the accident scene, or unavailable witnesses. A careful and complete analysis of data compiled is required to establish the cause of an accident. If this analysis does not clearly establish the cause, all available information will be used to establish probable causes and possible contributing factors.

(4) Conclusions phase. The results of the analysis phase are reflected in the conclusions of the board. Each conclusion must be based on facts that were established during the investigation.

(5) Recommendations. The board must base its recommendations on mature deliberation of factual causes and findings.

**DEPARTMENT OF THE ARMY**
**HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND**
**FORT KNOX, KENTUCKY 40121-2725**

**REPLY TO ATTENTION OF**

OFFICE SYMBOL *(Date)*

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective *(date)*, the following personnel are appointed as members of the Accident Investigation Board (Ground):

a. President — *(Name, rank or grade, and organization.)*

b. Recorder — *(Name, rank or grade, and organization.)*

c. Technical advisors *(if required)* — *(Name, rank or grade, and organization.)*

2. Authority: AR 385-10.

3. Purpose: To investigate an Army accident. *(Include date, unit, equipment, activity.)*

4. Period: From *(start date)* until investigation is complete.

5. Procedures: Board will follow procedures for a general use or limited use accident investigation if so directed by HQ TRADOC.

Encls

CG'S NAME
Major General, USA
Commanding

DISTRIBUTION:

**Figure 3-1. Sample appointment memorandum - accident investigation board**

## Chapter 4
## Risk Management (RM)

### 4-1. General

RM is a five-step cyclic process that is easily integrated into the military decisionmaking process; it doesn't have to be a separate consideration, and shouldn't be. FM 5-19 (Composite Risk Management) contains detailed risk management guidance and will be used to ensure the risk management process is conducted to standard. The standard for risk management is leadership, at the appropriate level of authority, making informed decisions to control hazards or accept risks.

a. All leaders are responsible and accountable for assessing their operations as total systems. They must ensure that risk management decisions match the mission and that control measures reduce the risks to a level that supports their commanders' guidance. The degree of risk determines the level of authority at which a decision is made to accept risk. DA Form 7566 (Composite Risk Management Worksheet) will be used to complete the five-step risk management process prior to all events (see fig 4-1). A copy of DA Form 7566 will be maintained at the event site until completion of the event and maintained on file for one year.

b. All phases of an operation or training event must be considered and addressed during the RM process. The residual risk identified on this worksheet will be accepted in accordance with the risk decision authority listed in paragraph 4-4d. The daily risk assessment will not change the accepted residual risk without coordination with the applicable approving authority. All daily risk assessments will include updated assessment of severity and probability. Administrative and classroom training, designated as low risk in training support packages and lesson plans, do not require completion of a daily DA Form 7566.

c. All activities of the command are to be conducted with the highest regard for the safety of our Soldiers, employees, Families, Future Soldiers (FS), and the general public participating in our recruiting events and activities.

d. Safety professionals of the USAREC Safety Office are authorized to take immediate corrective action upon identification of a hazardous condition or act that could result in personal injury and/or damage to equipment. They are further authorized to stop any operation or process that would immediately endanger life, health, or property.

### 4-2. Responsibilities

Commanders are the risk management experts and will ensure risk management is implemented into all aspects of USAREC mission planning. Commanders will ensure that all military and civilian employees within their commands complete the online Risk Management Basic Course at https://safety.army.mil. New Soldiers and employees will complete during inprocessing. Commanders will ensure all contractors teach and instruct their employees on the Army RM process.

### 4-3. Risk assessment

A risk assessment is part of risk management. It can range from simple to complex. A risk assessment causes leaders to place identified hazards and threats in perspective relative to the task at hand. Logically, hazards must be identified before the level of risk is determined.

### 4-4. Mission risk assessment

The risk management process consists of the following steps:

a. The first step in risk management is to identify hazards or factors that may adversely affect people, property, and mission accomplishment. All aspects of current and future situations, as well as historical problem areas must be considered. Other considerations are complexity and difficulty of the mission, terrain and environment, weather and visibility, equipment, time available for execution, and experience, supervision, training, morale, and endurance of the personnel involved. Conditions can change quickly, requiring constant vigilance. List hazards on DA Form 7566 in item 6. Hazard identification must take place during mission planning to be effective.

b. The second step is to assess hazards to determine their cumulative effect on the mission. Determine the potential loss and cost that could result from the identified hazards based on probability and severity. Probability determines the likelihood that the hazard may cause a problem or an accident; severity determines the expected result of an event in terms of the degree of injury, property damage, or other mission impairing factors. Use the matrix in FM 5-19 to determine the initial level of risk and enter on DA Form 7566 in item 7 (L - Low, M - Moderate, H - High, E - Extremely High) .

c. The third step is to develop controls and make risk decisions. Develop courses of action that eliminate hazards or reduce the risks. Controls may range from hazard alerts and physical warning signs to issuing protective clothing or avoiding the hazard altogether. List controls on DA Form 7566 in item 8. After establishing controls, reevaluate the hazards to determine residual risk, again using the matrix in FM 5-19, and ensure risks are reduced to a level at which benefits outweigh potential costs, then enter the appropriate risk on DA Form 7566 in item 9. Next, a decision must be made to accept any residual risk. The following will be used to determine risk acceptance decision authority.

d. The CG USAREC has established risk acceptance authority as follows:

(1) Extremely high risk missions require approval by senior mission commander of general officer (GO) rank.

(2) High risk missions require approval by colonel or equivalent as designated by the senior mission commander of GO grade.

(3) Moderate risk missions require approval by lieutenant colonel or equivalent as designated by the senior mission commander. This authority will not be delegated.

(4) Low risk missions require approval as determined by senior mission commander.

e. Step four is to implement controls or put into place controls that eliminate the hazards or reduce their risks. This may be done through verbal or written orders, SOPs, performance standards, safety briefings, and rehearsals. Ensure unit members and others associated with the mission clearly understand the controls. List how controls will be implemented on DA Form 7566 in item 10.

f. Step five is to supervise and evaluate. Supervision here is more than just ensuring that people do their job, it also means following up and continuously evaluating. It means fine-tuning the operation to accommodate unforeseen issues and incorporating lessons learned into after-action reports. List supervision and evaluation requirements and responsibilities on DA Form 7566 in item 11.

g. At this time, determine the appropriate residual risk level for the mission on DA Form 7566 in item 13, overall residual mission risk is determined based on the hazard having the greatest residual risk. For example, if one hazard has a high residual risk, the overall residual risk of the mission is high; no matter how many moderate or low risk hazards are present. Determining overall mission risk by averaging the risks of all hazards is not valid. The DA Form 7566 will then be signed by the proper authority as provided in d above.

**COMPOSITE RISK MANAGEMENT WORKSHEET**

For use of this form, see FM 5-19; the proponent agency is TRADOC.

| 1. MSN/TASK | 2a. DTG BEGIN | 2b. DTG END | 3. DATE PREPARED (YYYYMMDD) |
|---|---|---|---|
| Weekend Leave | 1900XXXXAAAA | 2300XXXXAAAA | 20090212 |

4. PREPARED BY

| a. LAST NAME | b. RANK | c. POSITION |
|---|---|---|
| Jones | CPT | Battalion Safety Officer |

| 5. SUBTASK | 6. HAZARDS | 7. INITIAL RISK LEVEL | 8. CONTROLS | 9. RESIDUAL RISK LEVEL | 10. HOW TO IMPLEMENT | 11. HOW TO SUPERVISE (WHO) | 12. WAS CONTROL EFFECTIVE? |
|---|---|---|---|---|---|---|---|
| Weekend Driving | Driving | H | Established maximum driving distance.<br>Encourage use of public transportation.<br>Provide refresher training covering safe driving habits/DoD and Army policy. | M | Policy | Commander | |
| | | | Reinforce seatbelt usage.<br>Proper PPE for motorcycles.<br>Conduct individual Soldier risk assessment. | | Safety Brief<br>TRiPS | All Leaders | |
| | | | Individual Soldier counseling.<br><br>Vehicle inspections. | | Policy<br><br>USAREC Form 1176 | All Leaders | |
| | Fatigue | H | Encourage use of second driver.<br>Encourage plenty of rest.<br>Encourage frequent stops. | M | Policy<br><br>Commander's Safety Brief | Commander/All Leaders | |
| | Driving under the influence. | H | Encourage use of public transportation.<br>Brief/use the buddy system. | M | Policy<br><br>Commander's Safety Brief | Commander/All Leaders | |
| | | | | | | | |

Additional space for entries in Items 5 through 11 is provided on Page 2.

13. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (Check one)

☐ LOW ☑ MODERATE ☐ HIGH ☐ EXTREMELY HIGH

14. RISK DECISION AUTHORITY

| a. LAST NAME | b. RANK | c. DUTY POSITION | d. SIGNATURE |
|---|---|---|---|
| SMITH | LTC | Battalion Commander | |

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**Figure 4-1. Sample a a completed DA Form 7566**

## Chapter 5
## Safety Awards Program

### 5-1. General

a. The Secretary of the Army established the Army Accident Prevention Awards Program to personally recognize organizations and individuals that have demonstrated exceptional operational excellence by sustained mission success with simultaneous exemplary safety performance. (See DA Pam 385-10 and AR 385-10, chapter 8, for more information on this program.) Safety awards are recognized as an essential part of an effective safety program. All awards will be coordinated through the USAREC Safety Office.

b. The objective of this awards program is to promote excellence in mission readiness by accident and hazard reduction. An active safety awards program will recognize effective safety programs, integration of RM principles, and foster a sound safety culture. Organizations and individuals should be recognized for extraordinary commitment to a command-wide safety focus that demonstrates effective RM integration in operational readiness and mission success.

### 5-2. Responsibilities

a. The USAREC Safety Director will manage the commander's Safety Awards Program.

b. Commanders will:

(1) Establish and implement a local safety awards program for organizations and individuals in accordance with AR 385-10, chapter 8, and this regulation.

(2) Establish funding requirements to support safety awards and promotional programs.

### 5-3. Unit safety awards

a. The CG's Annual Unit Safety Award.

(1) This award will recognize major units and activities which most successfully perform the safety mission. A plaque will be awarded for superior safety performance.

(2) Program evaluation during management assistance visits conducted by the USAREC Safety Office and unit accident experience (previous FY's experience as baseline) will serve as the basis for determining awards.

(3) Units must show improvement to receive an award consecutively.

b. Army Accident Prevention Award of Accomplishment in Safety. A unit that completes 36, 24, or 12 consecutive months without experiencing a Class A, B, C, or D accident may qualify for these awards. See DA Pam 385-10 for award criteria.

c. DA Form 1119-1 (Certificate of Achievement in Safety). Commanders at all levels will recognize safe performance displayed by units under their command through the use of DA Form 1119-1.

### 5-4. Individual accident prevention awards

a. CG's Annual Unit Safety Officer and NCO Award. A safety officer and/or NCO will be selected annually for recognition for their excellence in performance of safety duties. Brigade commanders, directors, and chiefs of staff offices may submit one nomination annually to the USAREC Safety Office by 30 September. Nominees must have been assigned as an ADSO or NCO for at least 6 months. Submissions must address the safety officer's and NCO's involvement in the following:

(1) A unit safety inspection program to eliminate unsafe conditions and unsafe acts.

(2) A safety education and promotion program centered on identified problems.

(3) Unit safety council meetings.

(4) Investigation and reporting of accidents.

(5) Analysis of unit accident experience to determine problems and implementation of countermeasures.

b. DA Form 1119-1. Commanders at all levels will recognize safe performance displayed by individuals under their command through the use of DA Form 1119-1. This certificate will be signed by the unit commander and will include, at a minimum, the awardee's name and the contribution for which the award is given.

c. A unit safety inspection program to eliminate unsafe conditions and unsafe acts.

d. Driver and Mechanic Badge for military and civilian personnel as prescribed in AR 600-8-22.

e. Suggestions, superior accomplishments, and honorary awards as prescribed in AR 385-10 and DA Pam 385-10.

### 5-5. Documentation

All safety awards will be documented in the individual's personnel file. Safe driving awards will be documented on the individual's DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)).

### 5-6. Awards presentation

Awards will be presented to recipients at suitable ceremonies to emphasize management's concern to reduce vehicle and equipment damage and personal injury losses. Local publicity, through appropriate information media, will accompany the presentation of safety awards.

### 5-7. Special awards

Commanders, directors, and chiefs are encouraged to establish special safety awards, locally procured or devised, for their activities and units per AR 385-10.

### 5-8. Drivers awards

DA Form 1119-1 and USAREC Form 1041 (Certificate of Achievement).

a. Recipients. Army military personnel and Army civilian employees who, as part of their routine duties (to include unit support personnel) are required on a regular basis to drive GOVs.

b. Eligibility. A nominee must complete the following miles without any "at fault" military or civilian on-duty vehicle accident(s) and have no convictions of moving traffic violations or revocations:

(1) 8,000 miles of Army administrative vehicle operation (AVO) or 12 months.

(2) 15,000 miles of Army AVO.

(3) 30,000 miles of Army AVO.

(4) 45,000 miles of Army AVO.

(5) 60,000 miles of Army AVO.

(6) 75,000 miles of Army AVO.

(7) 100,000 miles of Army AVO (CG Certificate of Achievement).

(8) 125,000 miles of Army AVO (CG Certificate of Acheivement).

(9) 150,000; 200,000; 250,000; and 300,000 miles of Army AVO (increments of 50,000) (CG Certificate of Achievement).

### 5-9. Use of promotional items

a. The use of promotional items can substantially enhance accident prevention programs. Brigades and battalions must maintain a safety awareness program pursuant to AR 385-10, chapter 8. Small promotional items conveying safety messages may be part of the safety awareness program and their use is encouraged to influence safe performance of duties. Appropriated funds may be used to purchase such promotional items as a necessary expense to carry out the safety awareness program mission unless otherwise prohibited by law.

b. Promotional items for safety must be distributed for valid reasons, to promote safety awareness, and not with such frequency that the intent is lost.

c. The USAREC Safety Director must approve purchase of these items.

d. All promotional items will be clearly identified as safety items via printing, logos, or other means.

e. Use small, inexpensive items to recognize day-to-day safe performance. These individual items will not exceed $25 in cost. Examples are pencils, pens, gym bags, key chains, cups, and similar items. The USAREC Safety Director must approve distribution schemes.

f. Use items to recognize significant contributions that have a positive effect on the safety of an organization. These individual items will be less than $50 in cost. Examples are pen and pencil sets, jackets, calculators, and similar items. The USAREC Safety Director must approve distribution of these items on a case-by-case basis.

g. Promotional items will not be recorded on property books. For this reason, the USAREC Safety Director must secure these items and establish internal controls to maintain accountability.

h. Compliance with the above criteria will be inspected during inspector general inspections and during the initial command inspection program evaluations.

## Chapter 6
## Prevention of Vehicle Accidents

### 6-1. General

a. Motor vehicle accidents are the number one killer of Soldiers. Driver error causes most motor vehicle accidents. Proper selection, training, and supervision of drivers will help prevent these errors. Drivers who experience an accident will not drive an Army motor vehicle (AMV) until:

(1) Counseling is completed by the commander.

(2) Completion of AAC.

(3) Causation is identified and accident report is completed (USAREC Form 672) and received by the USAREC Safety Office.

b. Battalion commanders may grant exceptions to policy to meet mission demands. Exceptions should be rare and must be carefully considered. The commander will prepare a memorandum that explains the reason for granting the exception and the controls they have put in place to prevent personal injury and property damage. A copy of each exception to policy will be sent to the USAREC Safety Office through the chain of command.

### 6-2. Responsibilities

a. Brigade and battalion commanders are responsible for developing and maintaining effective GOV and POV safety programs, to include aggressive motorcycle safety.

b. Individual operator responsibilities are described in AR 385-10 and USAREC Reg 700-5.

### 6-3. Requirements

a. Headlights will remain on at all times when GOVs are being operated by USAREC personnel. As a reminder, USAREC Label 18 (Drive With Low Beam Lights On) will be used. The decal will be placed at the top left of the inside portion of the windshield to make it visible to the driver as a reminder.

b. All USAREC personnel will conduct a risk assessment (DA Form 7566 (fig 4-1)) before they engage in any potentially hazardous activity. Even routine daily tasks, such as driving a GOV, pose risks to health and safety. Rock climbing walls and other lead-producing exhibits expose recruiters and the public to potential injury. Some hazards are obvious, but others can be difficult to identify without careful preparation. The assessment brings the risks into focus and helps prevent accidents. The USAREC standard for conducting risk assessments is DA Form 7566. All operators are responsible for knowing how to use RM and DA Form 7566.

c. All driver instructors and assistant instructors will be on orders, trained, and licensed to operate the vehicles assigned to the unit.

### 6-4. Driver training

a. All AMV drivers will be trained and tested per AR 385-10 and AR 600-55. DA civilian employees and contractors must complete an Army or Department of Defense (DoD) recognized AAC every 4 years before operating any AMV. AMVs include rental cars.

b. Commanders or commandants will ensure driver education and training is conducted in accordance with AR 385-10.

c. Commanders or commandants will implement the Army Traffic Safety Training Program. Follow-on training will include local hazards, intermediate driver's training, and additional training as made available through TRADOC.

### 6-5. Local area hazard training

All Army personnel who are newly assigned to an Army unit or area will receive a briefing on the local driving hazards they may encounter while serving at that unit.

a. AAC. Anyone who operates an AMV will have first completed the online AAC as part of licensing procedures. The training includes mishap risk management component of CRM, personal responsibility, driving hazard awareness, defensive driving techniques, accident avoidance, and motorcycle safety.

(1) All Soldiers will successfully complete an Army or DoD recognized AAC every 4 years.

(2) All DA civilians and contractors must successfully complete an army or DoD recognized AAC every 4 years to drive GOVs and AMVs.

(3) Units and organizations are responsible for ensuring that operators complete accident avoidance training.

Brigade vehicle managers or the commander's representative will verify that all AMV drivers have completed an approved AAC within the last 4 years and possess a certificate of completion. Courses that satisfy this requirement include the standardized AAC and Army Defensive Driving Course. This training is mandatory before operating a GOV and every 4 years thereafter.

b. Army Motorcycle Safety Course.

(1) All military personnel desiring to operate a motorcycle or moped either on or off installations must first attend an Army-approved motorcycle safety course. DoD civilians must attend an Army-approved motorcycle safety course before operating a motorcycle or moped on installations.

(2) To register for the class, contact the nearest installation safety office.

(3) Students must use their own motorcycle or moped for the examination phase. Students will be required to show state registration, driver's license or permit, and proof of insurance before classwork begins.

(4) Students must comply with protective equipment requirements.

c. Remedial training. Remedial driver's training is intended to instruct and correct personnel who have been identified as needing improvement in driving performance. If an operator of a GOV directly contributes to an accident, receives two moving violations in a 12-month period, or misuses a vehicle (vehicle abuse, displayed immature judgment, or horseplay is suspected), the commander will ensure that the driver receives the training within 30 days of the incident. The USAREC Specific on-line Accident Avoidance Course located at http://www.awaredriver.com/army/recruit.html will be used as remedial and refresher driver's training. A password is needed. Battalion vehicle managers will contact their brigade ADSO POC to obtain this password. The USAREC Safety office will furnish the password to the brigade. The password will change monthly.

d. Refresher driver's training will be conducted annually for all military and all DA civilians driving GOVs in accordance with AR 600-55 and AR 385-10. This training requirement will be a minimum of 4 hours and will serve to establish and reinforce a positive attitude toward the driving task. This training may be held at the annual training conference. Units are encouraged to invite local law enforcement agencies or the command safety staff to conduct training.

### 6-6. DA Form 348 documentation

The GOV operator's DA Form 348 must include the following information at a minimum:

a. Date completed accident avoidance training.

b. Safety awards.

c. At-fault AMV accidents.

d. Civilian and military traffic points and citations.

e. Operator's training completed.

### 6-7. Tire chains

Tire chains will be used at the commander's discretion. Tire chains will not be used when driving on dry pavement.

### 6-8. Military motor vehicle operation

This paragraph applies to wheeled vehicles.

a. Before operation, vehicles will be properly dispatched and preventive maintenance checks and services conducted.

b. Smoking is prohibited in and around all Army vehicles.

c. Drivers will be trained and qualified on the vehicle they are operating. In addition, drivers transporting personnel or hazardous materials must receive training required by AR 600-55. Transportation of personnel and hazardous material training and certification for drivers is in TC 21-305-100.

d. The senior occupant of the vehicle is responsible for safe operation of the vehicle.

e. Drivers will ensure that windshields are clean and free of obstructions.

f. Personnel will not sleep in vehicles with the engine running.

g. Vehicles will not be loaded above their capacity, and all loads will be secured.

h. Personnel will be instructed in the proper procedures for coupling and uncoupling trailers.

i. The use of safety chains between trailers and prime movers is mandatory.

j. When crossing hazardous terrain or obstacles where danger of overturning is possible, passengers will dismount.

k. Vehicles will maintain adequate intervals to ensure safe stopping under all conditions. Dust, fog, and other conditions, which restrict visibility, require greater intervals. All vehicles must operate at a speed safe for road conditions.

l. Towing of any vehicle will be accomplished in accordance with the vehicle's technical manual.

m. Any vehicle above the size of a sedan designed to transport personnel will come to a complete stop at unguarded railroad crossings and check in both directions before crossing when transporting personnel. All personnel will exit a vehicle stalled on railroad tracks.

n. Cell phone use (including hands-free sets) is prohibited while operating a GOV. As a reminder a vehicle leased or rented by the Army is considered a GOV.

### 6-9. POV operation

POV accidents constitute the Army's most repetitive cause of fatalities and serious injuries. While commanders or supervisors do not control POV operators in the same manner as those using GOVs, there are many ways to lessen the chances of an accident and increase safety. The following requirements apply to unit POV safety programs:

a. The Army Six-Point POV Accident Prevention Program. This is a comprehensive program designed to aid commanders in reducing the risk of POV accidents. It consists of the following elements: Command emphasis, discipline, risk management, standards, provides alternatives, and commander's assessment. Details are available on the Army Safety Center Web Page at https://safety.army.mil.

b. The POV Inspection Program. This program will be established in all organizations and conducted before all holiday weekends. POV inspections will be conducted by a competent person, selected by the chain of command, using USAREC Form 1176 (fig 6-1). USAREC Form 1176 will be maintained on file until the next inspection on same vehicle.

c. Safety briefings. Commanders will conduct quarterly POV safety briefings that emphasize seasonal driving hazards. Briefings will also emphasize the use of restraint systems, driving while fatigued, use of alcohol, and speeding. Commanders will also conduct safety briefings before holidays, TDY travel, PCS moves, and any passes or leaves. All Soldiers will complete the TRiPS online risk assessment available at http://crc.army.mil before traveling on TDY, PCS moves, and any passes or leaves involving POV travel greater than 200 miles outside of the local area.

d. Safety restraints.

(1) Soldiers will use a restraint system while driving or riding in a POV with a restraint system required by Department of Transportation or other equivalent transportation authority. The restraint system will be worn at all times, both on and off Federal installations.

(2) All civilian personnel, including visitors, should use a restraint system while driving or riding in a POV. The restraint systems will be used on Federal installations at all times and off Federal installations when the vehicle is used for official business.

(3) Individuals will not ride in seats from which manufacturer-installed occupant restraints have been removed or rendered inoperative.

### 6-10. Motorcycle operation and training

All operators of Government- or privately-owned motorcycles (both street and off-road versions) on DoD installations must be appropriately licensed (state and local) to operate on public highways, meet all training requirements, and wear personal protective equipment (PPE) in accordance with AR 385-10. Commanders and commandants will:

a. Ensure each known or potential motorcycle rider is identified (by name) and is provided, reviews, and completes USAREC Form 1236 (Motorcycle Operator Responsibilities (Soldier)) (see fig 6-2). Discrepancies will require follow up by leadership personnel to ensure documentation is completed. Documentation will be maintained by supervisory personnel and updated annually or when changes in status occur. When a Soldier leaves the unit, documentation will be kept on file for a minimum of 30 days. Brigade and battalion ADSOs need to coordinate the USAREC Form 1236-1 (Motorcycle Operator Responsibilities (DoD Civilian)) (see fig 6-3) with the local unions through the civilian personnel advisory center before placing any additional requirements on civilian employees. Civilian employees are not required to sign the form; however, supervisors will sign the form attesting the civilian employee has been briefed.

b. Ensure Soldiers who operate motorcycles understand that the same licensing, training, and PPE requirements that apply for motorcycle operation on post also apply off post, whether on- or off-duty. Requirements are:

(1) Successful completion of an Army-approved motorcycle safety course. Commanders are not allowed to let

personnel defer the training requirement to allow Soldiers to ride without the motorcycle safety course. Commanders will allow time during duty hours to complete the course and is at no cost to the Soldier or DA civilian. Annual leave will not be charged for military or DoD civilian personnel to attend the Army-approved motorcycle safety course.

(2) Department of Transportation approved helmet (full-face is highly recommended).

(3) Gloves that cover the whole hand, to include fingers.

(4) Long-sleeve shirt.

(5) Long trousers.

(6) Over-the-ankle boots or shoes that cover the whole foot.

(7) Motorcycle must be licensed with proof of insurance.

(8) State driver's license must be inspected and current and authorized for motorcycle use.

(9) Operate with headlights on at all times.

(10) The motorcycle must be equipped with two rearview mirrors.

(11) During daylight hours, riders will wear either a brightly colored upper outer garment (that is, long sleeve shirt or jacket) or a brightly colored cover (for example, vest) over the upper outer garment.

(12) During hours of darkness, riders will wear either an upper outer garment with reflective material (patches, stripes) sewn into it or a reflective cover (for example, vest) over the top of the upper outer garment.

(13) Use of headphones or car phones is prohibited.

c. All DA civilians and contractors will adhere to the same requirements as Soldiers while operating on Federal and state military installations. All DA civilians and contractors are requested to complete USAREC Form 1236-1 (see fig 6-3).

d. Only courses meeting the Army Motorcycle Safety Course requirements as described in AR 385-10 will be accepted. The USAREC Safety Office will assist in interpretation of the requirements as needed. A complete list of the nearest Motorcycle Safety Foundation locations, contact list, and military and state motorcycle safety coordinators can be found online at http://msf-usa.org or for the nearest course location call 1-800-446-9227.

e. Off-road recreational operation of privately-owned ATVs and off-road motorcycle operators should complete training. Motorcycle Safety Foundation training will provide information for riding a motorcycle on the road only. Operators are also encouraged to complete refresher training before each riding season or after long periods of inactivity. This training will be at the operator's expense, not Government expense.

### 6-11. Off-road vehicles and ATVs safety

All operators of Government- or privately-owned ATVs on DoD installations must meet all training requirements specified in DODI 6055.4 and AR 385-10. When ATVs are authorized for official use (at marketing events, for example), all drivers will be trained and licensed. Drivers and riders will wear a helmet which meets the American National Standards Institute standards, goggles or face shield, full-fingered gloves, long trousers, long sleeve shirt or jacket, and leather boots or over-the-ankle shoes. The operator of an ATV will not carry more passengers than the vehicle was designed to carry. Commanders and commandants will:

a. Review and complete USAREC Form 1236-2 (All-Terrain Vehicle Operator Responsibilities (Soldier)) (see fig 6-4) with ATV operators. Leaders will ensure documentation of all discrepancies is completed. Brigade and battalion ADSOs need to coordinate the USAREC Form 1263-3 (All-Terrain Vehicle Operator Responsibilities (DoD Civilian)) with the local unions through the civilian personnel advisory center before placing any additional requirements on civilian employees. Civilian employees are not required to sign the form; however, the supervisor will sign the form attesting the employee has been briefed.

b. Ensure all ATV riders are identified during inprocessing and tracked by name, along with the motorcycle riders.

c. Strongly recommend ATV safety training for personnel who ride privately-owned ATVs. Operators are also encouraged to complete refresher training before each riding season or after long periods of inactivity. This training will be at the operator's expense, not Government expense.

Note: Additional safety information and ATV classes can be found on the ATV Safety Institute Web Site at http://www.atvsafety.org/asi.cfm.

### 6-12. Hometown Recruiter Assistance Program, Special Recruiter Assistance Program, and Active Duty for Operational Support-Reserve Component Soldiers

a. The requirements for Hometown Recruiter Assistance Program (HRAP), Special Recruiter Assistance Program (SRAP), and Active Duty for Operational Support-Reserve Component (ADOS-RC) Soldiers are outlined in

USAREC Reg 601-106 and USAREC Reg 601-107.

b. Company commanders will:

(1) Ensure each Soldier who participates in HRAP, SRAP, or ADOS-RC receives a POV inspection using USAREC Form 1176 within 24 hours of arriving at the recruiting station (RS).

(2) Ensure each Soldier who participates in HRAP, SRAP, or ADOS-RC has been given a safety briefing and has completed USAREC Form 1279 (HRAP, SRAP, and ADOS-RC Soldier Inprocessing Checklist) within 24 hours of arriving at the RS. Company commanders may delegate the responsibility to overview and sign this form to station commanders and recruiters.

(a) The purpose of this briefing is to ensure HRAP, SRAP, and ADOS-RC Soldiers are informed of the unit's POV accident prevention program and the Army's Six-Point POV Program. Briefing will include special motorcycle safety requirements and POV operations in accordance with AR 385-10.

(b) USAREC Form 1279 will be faxed to the company commander and maintained at the company while the Soldier is on tour with the RS or company. This form will also be given to the Soldier to be attached to their paperwork authorizing their duty. There is no requirement to scan this form into the RS or company computers.

(c) The company commander will retain the completed forms for 2 years after the Soldier leaves USAREC. In the event of an HRAP, SRAP, or ADOS-RC Soldier's death or accident, this form will be an item of interest to ensure that USAREC leaders provided the Soldier with an effective safety briefing.

(3) Ensure HRAP, SRAP, and ADOS-RC Soldiers complete the online trip planning tool in risk management for POV trips called TRiPS, prior to out-processing from HRAP duty. TRiPS is located at https://crc.army.mil/home.

(4) Integrate identified hazards HRAP, SRAP, or ADOS-RC Soldiers will encounter into safety briefing and out-processing to include the following: POV and motorcycle, driving under the influence, weather, and water and recreational activities; seasonal hazards, hitting games, and other events that these youth engage in.

(5) Stress the need for safe vehicular operations, to include, using risk management principles.

(6) Emphasize that alcohol, excessive speed, not using seatbelts, and operator fatigue are the leading causes of POV injuries and fatalities in the Army.

(7) Station commanders along with the unit commander are directly responsible for ensuring the safety mentoring of the HRAP Soldier.

c. HRAP Soldiers will not:

(1) Be allowed to operate a GOV under any circumstances.

(2) Be allowed to operate any motorcycle or ATV without proper training (approved Army motorcycle course) and protective gear.

**POV INSPECTION CHECKLIST**
(For use of this form see USAREC Reg 385-2)

OWNER/OPERATOR'S NAME: CWO John A. Kolkman

UNIT: R Troop, 4th Squadron, 3rd ACR DUTY PHONE: (502) 555-1000

YEAR/TYPE VEHICLE: 2007 Chevrolet, Corvette MILEAGE: 11,500

**NOTE:** Maintain record until vehicle is reinspected or sold.

| ITEM | | SAT | UNSAT | REMARKS |
|---|---|---|---|---|
| LIGHTS | a. Headlights | ☒ | ☐ | |
| | b. Taillights | ☒ | ☐ | |
| | c. Backing lights | ☒ | ☐ | |
| | d. Emergency flashers | ☒ | ☐ | |
| | e. Turn signal indicators | ☒ | ☐ | |
| | f. Brake lights | ☒ | ☐ | |
| | g. Parking lights | ☒ | ☐ | |
| GLASS | a. Windshield (cracks must not impair vision) | ☒ | ☐ | Cracked on passenger side |
| | b. Rear window | ☒ | ☐ | |
| | c. Rear-view mirror | ☒ | ☐ | |
| **NOTE:** Tint must be in accordance with state laws. | | | | |
| EXHAUST SYSTEM | | ☒ | ☐ | |
| WINDSHIELD WIPERS/WASHERS | | ☐ | ☒ | Missing blade, need to buy a new one |
| HORN | | ☒ | ☐ | |
| BUMPERS | a. Must be present and stable | ☒ | ☐ | |
| | b. Missing | ☒ | ☐ | |
| STEERING SYSTEM | | ☒ | ☐ | |
| BRAKE SYSTEM | a. Driving brakes | ☒ | ☐ | |
| | b. Emergency brakes | ☒ | ☐ | |
| TIRES (including spare and changing equipment) | | ☒ | ☐ | |
| SUSPENSION SYSTEM/SHOCK ABSORBERS/SPRINGS | | ☒ | ☐ | |
| OVERALL RATING | | ☐ | ☒ | Needs to correct wipers |

**USAREC Form 1176, Rev 1 Feb 2002** PREVIOUS EDITIONS ARE OBSOLETE **V2.00**

**Figure 6-1. Sample of a completed USAREC Form 1176**

| 1. PRIVATELY OWNED VEHICLE (4-WHEEL) | YES | NO |
|---|---|---|
| a. Valid Driver's License | ☒ | ☐ |
| b. Valid State Registration | ☒ | ☐ |
| c. Valid Post Registration | ☒ | ☐ |
| d. Proof of Insurance | ☒ | ☐ |
| e. Successfully Completed Accident Avoidance Course (present HQ USAREC Form 1920 (Accident Avoidance Course Certification)) | ☒ | ☐ |
| f. Safety Belts Present and Operational | ☒ | ☐ |
| g. Is this the only vehicle you own? | ☒ | ☐ |
| h. (Only if item 1g is NO.) Is this the vehicle you intend to drive during the holiday period? | ☒ | ☐ |
| **2. PRIVATELY OWNED VEHICLE (2-WHEEL)** | | |
| a. Valid Operator's License | ☐ | ☐ |
| b. Valid State Registration | ☐ | ☐ |
| c. Valid Post Registration | ☐ | ☐ |
| d. Proof of Insurance | ☐ | ☐ |
| e. Successfully Completed Army Motorcycle Safety Course | ☐ | ☐ |
| f. Helmet, DOT Approved (suggest full-face but not required) | ☐ | ☐ |
| g. Safety Gear: Eye Protection, Full-fingered gloves, long trousers, long-sleeved shirt or jacket, high-visibility garments (bright color for day and retro-reflective for night), leather boots or over-the-ankle shoes. | ☐ | ☐ |

DATE INSPECTED: 22 Nov 2008 INSPECTOR: MAJ M. Gattis

*USAREC Form 1176, Rev 1 Feb 2002 (Reverse)*

**Figure 6-1. Sample of a completed USAREC Form 1176 (Continued)**

## MOTORCYCLE OPERATOR RESPONSIBILITIES (SOLDIER)

(For use of this form see USAREC Reg 385-2)

**SECTION I - GENERAL INFORMATION**

| 1. Date motorcycle license will expire *(attach copy)*: | 2. Issuing state and class of license: | 3. Date registration and license plate will expire: |
|---|---|---|
| 22 July 2014 | KY | 25 June 2013 |

| 4. Date motorcycle insurance will expire *(attach copy)*: | 5. Last inspection of motorcycle by unit *(attach USAREC Form 1176 (POV Inspection Checklist))*: |
|---|---|
| 18 April 2013 | 17 September 2012 |

6. Date of completion for the Army-approved motorcycle safety course *(attach copy of certificate)*:

**SECTION II - STATEMENTS**

7. I am a Soldier in the U.S. Army or military service member from another service or country assigned to a USAREC organization. I have identified myself as a potential motorcycle rider (current or future). I understand my responsibility as an operator of a motorcycle to ride in a safe manner and in accordance with the provisions of local laws, DOD and Army regulations, directives, and local policies.

8. I understand that before I operate a motorcycle (either street or off-road) on or off a DOD installation and on- or off-duty, I will be appropriately licensed (except when not required by the Status of Forces Agreement or local laws); will successfully complete a Motorcycle Safety Foundation (or a Motorcycle Safety Foundation based state approved) course; and comply with the personal protective equipment (PPE) requirements stated in paragraph 9.

9. As an operator of a government- and/or privately-owned motorcycle (either street or off-road version), I understand that all motorcycle safety equipment will be fully operational and the headlight turned on at all times (when equipped). Whenever I operate a motorcycle, I will wear the appropriate PPE. I am aware the minimum PPE requirements are: U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it); impact or shatter resistant goggles or full-face shield properly attached to helmet (a windshield or eyeglasses alone are not proper eye protection); sturdy footwear is mandatory (leather boots or over-the-ankle shoes are strongly suggested); long sleeve shirt or jacket; long trousers; full-fingered gloves or mittens; a brightly colored outer upper garment during the day; and a reflective upper garment during the night.

10. Local, state, and installation.

a. I, SFC Jason Long, am stationed at Radcliff Recruiting Station.
The installation and/or command motorcycle requirements here include:
PPE in accordance with AR 385-10.

b. The motorcycle requirements for the state in which I am located are as follows:
same as above.

11. Cautions and hazards. I fully understand my responsibility to comply with all the requirements for motorcycle operation and that these requirements apply to me on- and off-duty and on- or off-post. I will never ride while under the influence of drugs or alcohol. I will avoid riding at an excessive speed. I will be extra cautious while riding over difficult terrain.

12. USAREC's goal is to ensure that I am fully aware of the hazards and risks associated with motorcycle operation and that I fully and freely accept the responsibility for operating in accordance with the laws, regulations, and policies listed above. I acknowledge I have been briefed on and understand the information provided above.

| 13a. SOLDIER'S SIGNATURE: | 14a. SIGNATURE OF COMMANDER OR SUPERVISOR: |
|---|---|
| /signed/ | /signed/ |
| 13b. DATE: | 14b. DATE: |
| 17 Sep 2012 | 17 Sep 2012 |

**USAREC Form 1236, 1 Nov 2012** PREVIOUS EDITIONS ARE OBSOLETE V3.10

**Figure 6-2. Sample of a completed USAREC Form 1236**

## MOTORCYCLE OPERATOR RESPONSIBILITIES (DOD CIVILIAN)

(For use of this form see USAREC Reg 385-2)

**SECTION I - GENERAL INFORMATION**

| 1. Date motorcycle license will expire *(attach copy)*: | 2. Issuing state and class of license: | 3. Date registration and license plate will expire: |
|---|---|---|
| 08/19/09 | KY | 11/17/09 |

| 4. Date motorcycle insurance will expire *(attach copy)*: | 5. Last inspection of motorcycle by unit *(attach USAREC Form 1176 (POV Inspection Checklist))*: |
|---|---|
| 09/22/09 | 11/21/08 |

6. Date of completion for the Army-approved motorcycle safety course *(attach copy of certificate)*:

07/25/06

**SECTION II - STATEMENTS**

7. I am a Department of Defense (DOD) civilian assigned or attached to a USAREC organization. I have identified myself as a potential motorcycle rider (current or future). I understand my responsibility as an operator of a motorcycle to ride in a safe manner and in accordance with the provisions of local laws, DOD and Army regulations, directives, and local policies.

8. I understand that before I operate a motorcycle (either street or off-road) on a DOD installation, I will be appropriately licensed (except when not required by the Status of Forces Agreement or local laws), and will successfully complete a Motorcycle Safety Foundation (or a Motorcycle Safety Foundation based state approved) course.

9. As an operator of a government- and/or privately-owned motorcycle (either street or off-road version), I understand that all motorcycle safety equipment will be fully operational and the headlight turned on at all times (when equipped). Whenever I operate a motorcycle on a DOD installation, I will wear the appropriate personal protective equipment (PPE). I am aware the minimum PPE requirements are: U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it); impact or shatter resistant goggles or full-face shield properly attached to helmet (a windshield or eyeglasses alone are not proper eye protection); sturdy footwear is mandatory (leather boots or over-the-ankle shoes are strongly suggested); long sleeve shirt or jacket; long trousers; full-fingered gloves or mittens; a brightly colored outer upper garment during the day; and a reflective upper garment during the night.

10. Local, state, and installation.

a. I, Mr. Ben Turner, work at 3d Recruiting Brigade Headquarters.
The installation and/or command motorcycle requirements here include:
PPE in accordance with AR 385-10

b. The motorcycle requirements for the state in which I am located are as follows:
same as above

11. Cautions and hazards. I understand that riding while under the influence of drugs or alcohol, riding at an excessive speed, or riding over difficult terrain greatly increases my personal risk.

12. USAREC's goal is to ensure that persons who operate motorcycles are aware of the hazards and risks identified for motorcycle operation and understand their responsibility for safe operation. I acknowledge I have briefed the individual identified in paragraph 10a on the information provided.

| 13a. CIVILIAN'S SIGNATURE *(optional)*: | 14a. SUPERVISOR'S SIGNATURE *(optional)*: |
|---|---|
| /signed/ | /signed/ |
| 13b. DATE: | 14b. DATE: |
| 3 Mar 2009 | 3 Mar 2009 |

**USAREC Form 1236-1, 1 Mar 2009** **V1.00**

**Figure 6-3. Sample of a completed USAREC Form 1236-1**

## ALL-TERRAIN VEHICLE OPERATOR RESPONSIBILITIES (SOLDIER)

(For use of this form see USAREC Reg 385-2)

1. I am a Soldier in the U.S. Army or military service member from another service or country assigned to a USAREC organization. I have identified myself as a potential all-terrain vehicle (ATV) rider (current or future). I understand my responsibility as an operator of an ATV to ride in a safe manner and in accordance with the provisions of local laws and DOD regulations, directives, and local policies.

2. I understand that at minimum the personal protective equipment (PPE) requirements for ATV operation include: U.S. Department of Transportation approved helmet, sturdy boots or over-the-ankle shoes, gloves, goggles, long sleeve shirt, and long pants. For off-road use in areas with brush or rock, it is recommended to wear off-road high-top motorcycle boots with shin and brush protection.

3. Approved ATV age and model size requirements. There is no standard that dictates minimum age for ATV operation. However, the current voluntary standard recommended by the six major ATV distributors (American Honda, American Suzuki, Polaris Industries, Yamaha Motors, Kawasaki Motors, and Artic Cat) and the Consumer Product Safety Commission for age and ATV size are as follows: Less than 70cc - age six and older; 70cc up to and including 90cc - age 12 and older; and greater than 90cc - age 16 and over.

4. Training. I understand an ATV is not an easy vehicle to operate and reading the owner's manual or watching a video may not provide adequate training. Information on available training can be obtained from either a local motorcycle or ATV dealer by calling (800) 887-2887 (ATV Enrollment Express) or by visiting the ATV Safety Institute at www.atvsafety.org and clicking on rider training.

5. Age, registration, license, and insurance. Licensing requirements vary from state to state and it is my responsibility to operate in accordance with state requirements. I also understand that I need to check other state requirements if I operate my ATV away from the local area. State licensing and registration information can be found at www.atvsafety.org.

6. Local, state, and installation.

a. I, SFC Clark Trent, am stationed at 4th Retg Bde HQs.
The installation and/or command ATV requirements here include:
all required PPE and take an ATV Safety Course.

b. I understand the requirements for ATVs in the state in which I am located are as follows:
same as above

7. Cautions and hazards. I understand that formal training and a full understanding of the cautions and hazards associated with ATVs are required before I operate an ATV. I will never drive an ATV on paved roads. I will never drive while under the influence of drugs or alcohol. I will avoid riding at an excessive speed. I am responsible for anyone I allow to operate my ATV.

8. USAREC's goal is to ensure that I am fully aware of the hazards and risks associated with ATV operation and that I fully and freely accept responsibility for operating in accordance with the laws, regulations, and policies listed above. I acknowledge I have been briefed on and understand the information provided above.

| 9a. SOLDIER'S SIGNATURE: | 10a. SIGNATURE OF COMMANDER OR SUPERVISOR: |
|---|---|
| /signed/ | /signed/ |
| 9b. DATE: | 10b. DATE: |
| 3 Mar 2009 | 3 Mar 2009 |

USAREC Form 1236-2, 1 Nov 2012 PREVIOUS EDITIONS ARE OBSOLETE V1.10

**Figure 6-4. Sample of a completed USAREC Form 1236-2**

## ALL-TERRAIN VEHICLE OPERATOR RESPONSIBILITIES (DOD CIVILIAN)

(For use of this form see USAREC Reg 385-2)

1. I am a Department of Defense (DOD) civilian assigned or attached to a USAREC organization. I have identified myself as a potential all-terrain vehicle (ATV) rider (current or future). I understand my responsibility as an operator of an ATV to ride in a safe manner.

2. I understand that the personal protective equipment requirements for ATV operations on a DOD installation (strongly recommended for all operation) include: U.S. Department of Transportation approved helmet, sturdy boots or over-the-ankle shoes, gloves, goggles, long sleeve shirt, and long pants. For off-road use in areas with brush or rock, off-road high-top motorcycle boots with shin and brush protection are recommended.

3. Approved ATV age and model size requirements. There is no standard that dictates minimum age for ATV operation. However, the current voluntary standard recommended by the six major ATV distributors (American Honda, American Suzuki, Polaris Industries, Yamaha Motors, Kawasaki Motors, and Artic Cat) and the Consumer Product Safety Commission for age and ATV size are as follows: Less than 70cc - age six and older; 70cc up to and including 90cc - age 12 and older; and greater than 90cc - age 16 and over.

4. Training. I understand that an ATV is not an easy vehicle to operate and reading the owner's manual or watching a video may not provide adequate training. Information on available training can be obtained from either a local motorcycle or ATV dealer by calling (800) 887-2887 (ATV Enrollment Express) or by visiting the ATV Safety Institute at www.atvsafety.org and clicking on rider training.

5. Age, registration, license, and insurance. Licensing requirements vary from state to state and it is my responsibility to operate in accordance with state requirements. I also understand that I need to check other state requirements if I operate my ATV away from the local area. State licensing and registration information can be found at www.atvsafety.org.

6. Local, state, and installation.

a. I, Mr. Tyler Smith, work at 3d Recruiting Brigade Headquarters.
The installation and/or command ATV requirements here include:
PPE and ATV Safety Course

b. The ATV requirements for the state in which I am located are as follows:

7. Cautions and hazards. I understand that formal training and a full understanding of the cautions and hazards associated with ATV operation are required for safe operation of an ATV. I also understand that driving an ATV on paved roads, driving while under the influence of drugs or alcohol, or driving at an excessive speed may greatly increase my risk. I am also aware that I am responsible for anyone I choose to allow to operate my ATV.

8. USAREC's goal is to ensure that personnel who operate ATVs are aware of the hazards and risks identified for ATV operation and understand their responsibility for safe operation. I acknowledge that I have briefed the individual identified in paragraph 6a on the information provided.

| 13a. CIVILIAN'S SIGNATURE *(optional)*: | 14a. SUPERVISOR'S SIGNATURE *(optional)*: |
|---|---|
| /signed/ | /signed/ |
| 9b. DATE: | 10b. DATE: |
| 3 Mar 2009 | 3 Mar 2009 |

**USAREC Form 1236-3, 1 Mar 2009** **V1.00**

**Figure 6-5. Sample of a completed USAREC Form 1236-3**

## Chapter 7
## Holiday Safety

### 7-1. General

Before each holiday period, commanders will ensure that all personnel receive a thorough safety briefing. The USAREC Safety Office may be contacted if assistance is needed in the preparation of preholiday safety briefings. The USAREC Safety Office has presentations and 5-minute safety talks that contain accident prevention information which commanders may want to have addressed in their briefings. Special emphasis on safe driving is necessary before weekends and holidays. All personnel should be oriented on the danger of driving during these periods of increased traffic flow.

### 7-2. Safety measures

An effective holiday accident prevention program includes the following safety measures:

a. Encouraging and facilitating travel by commercial carrier especially on longer trips.

b. Conducting predeparture checks of vehicles to ensure safe operating condition. This should be accomplished well in advance of the holiday to permit necessary corrective action. USAREC Form 1176 (see fig 6-1) will be used to conduct this inspection.

c. Ensuring all USAREC Soldiers and their first-line supervisors use the TRiPS risk assessment tool prior to leave, TDY, or pass involving a road trip over 200 miles. TRiPS is an online POV risk assessment trip planning tool for Soldiers going on leave, TDY, or pass that pairs a supervisor and subordinate in risk management of POV trips. Final products provide Soldiers with full itinerary, map with directions, and an automated DA Form 31 (Request and Authority for Leave). TRiPS can be accessed through https://safety.army.mil.

d. Conversations with drivers before departure to determine that their physical condition appears adequate for the demands of holiday driving, along with procedures outlined in chapters 6 through 9.

e. Predeparture orientation of personnel concerning best routes, forecasts of weather and traffic conditions, traffic laws, and related data. The unit safety officer will arrange for compilation and presentation of this data.

f. Encourage personnel to telephone the unit commander or first sergeant to request additional leave if delayed on return by legitimate or unforeseen circumstances. A leave extension may prevent accidents due to driver fatigue.

g. Conduct safety training sessions in advance of the holiday period.

### 7-3. Preholiday training

Points to be stressed in training periods and preholiday safety publications include:

a. Reminders for traffic safety.

b. Observance of speed limits.

c. Dangers of driving while drinking, night driving, and driving when fatigued.

d. Wearing of seatbelts per AR 385-10 and this regulation.

e. Safe vehicle condition.

f. Seasonal weather hazards, to include heat and cold injuries.

g. Safety with firearms.

h. Holiday fire hazards.

i. Recreational hazards appropriate to the area and the holiday season (that is, swimming, boating, fishing, and hunting).

j. Dangers of carbon monoxide.

## Chapter 8
## Special Emphasis Areas

### 8-1. General

Areas of emphasis in units and activities will vary depending on the operation, degree of hazard, and operational difficulty. Such potential loss areas should be identified so effective controls can be instituted.

### 8-2. Precautions against carbon monoxide poisoning

Carbon monoxide, produced by incomplete combustion of fuels, is a serious hazard in areas where fuel-burning devices are used with insufficient ventilation. To prevent injuries from carbon monoxide inform personnel of the hazards of carbon monoxide poisoning on- and off-duty.

### 8-3. Electrical hazards

a. Only trained and qualified personnel will perform work on electrically-powered equipment and facility electrical systems. Defective electrical wiring, downed wires, and other electrical hazards will be reported to facilities manager for correction.

b. Rock climbing walls, flagpoles, radio masts, metallic ladders, and similar objects will not be erected or dismantled where the possibility of contact with energized circuits exists.

### 8-4. Machine safety

Rings, other jewelry, loose clothing, and unbound hair will not be worn when working around moving machinery, on- and off-duty, during vehicle maintenance or during other hazardous industrial operations. All machine guarding will be properly installed, serviceable, and not modified in any manner.

### 8-5. Slipping and tripping hazards

All aisles, passageways, stairs, sidewalks, and other walking surfaces will be free of slipping or tripping hazards.

### 8-6. Bulletin boards

a. The following items will be posted in the "Permanent" section of military and civilian bulletin boards:

(1) Commander's safety policy memorandum.

(2) DD Form 2272 (Department of Defense Safety and Occupational Health Protection Program). (See DA Pam 385-10, fig E-1, for sample.)

(3) DA Form 4755 (Employee Report of Alleged Unsafe or unhealthful Working conditions). (See DA Pam 385-10, fig H-1, for sample.)

(4) Inventory of all hazardous chemicals and materials and locations of MSDSs.

b. The following items will be posted in the "Current" section of military bulletin boards:

(1) Drinking and driving memorandums (post for a period of 30 days from date of issue).

(2) Fatality memorandums (post for a minimum of 6 months from date of issue).

(3) Safety alerts and safety grams (post for a minimum of 6 months from date of issue).

c. In addition to accident material being posted, safety posters will be strategically placed throughout the area. Posters designed by members of the unit and oriented toward unit needs are normally more effective than stock posters and should be used whenever possible.

### 8-7. Marking and painting

The marking of hazards and painting of safety equipment will be in accordance with OSHA regulations.

### 8-8. Civilian guests and Army equipment

a. The Army prohibits civilian visitors from operating military vessels, aircraft, vehicles, and crew-served weapon systems when such operation could cause or reasonably be perceived as causing an increased safety risk. This prohibition applies regardless of how closely civilian visitors are supervised.

b. In addition to the DA moratorium, civilian visitors to USAREC events are precluded from the following:

(1) Driving military vehicles and operating mechanical or ground support equipment such as winches, turrets, and ammunition doors.

(2) Setting up, throwing, or firing military demolitions, pyrotechnics, grenades, rockets, and lasers.

c. In instances where established policies or regulations do not cover the situation, approval authority is with the first GO in the chain of command. Requests for approval will be submitted through the USAREC Safety Office for review.

d. Civilian contractors and DA civilians who must operate military equipment as part of their duties are not considered civilian visitors for the purpose of this regulation and therefore are not affected by this policy. CORs and

supervisors of civilian contractors will enforce compliance with this directive.

e. This moratorium is not intended to restrict civilian visitors form observing Army demonstrations, static displays, and like activities. The intent is to ensure civilian visitors are protected from the hazards associated with operations.

### 8-9. Safety stand-down day

USAREC has taken great strides to improve safety performance. As part of a continuing effort a safety stand-down day (SSDD) will be conducted annually to ensure the focus of USAREC remains on safety as a mission multiplier. An SSDD will be set aside command-wide to promote safety awareness and reinforce safety procedures and practices during both on- and off-duty activities.

a. Commanders will review and approve the SSDD schedule for their subordinate units. Brigade commanders, via their brigade ADSO, will provide the USAREC Safety Office a training schedule no later than 14 days prior to the SSDD.

b. Commanders will focus on vehicle and driving safety, respective seasonal driver safety, firearm safety, and CRM. In addition, commanders will address special hazards associated with mission, geographic location, and recreational opportunities taking into account the accident history of their units and USAREC.

c. This is mandatory training for all employees of USAREC who are present for duty. Commanders will not cancel scheduled TDY or leave identified prior to the setting of the date. Commanders will schedule makeup training for absent personnel as soon as possible. All commanders are to ensure safety training takes priority on SSDD.

d. Respective safety personnel will be available at their commander's discretion to visit those units under their influence that have the highest accident rates and evaluate their training and overall focus on the USAREC Safety Program.

e. Only the CG can approve deviation from SSDD activities.

f. Each unit will pick the most applicable five accidents that have occurred within the last year and have a 5-minute brief on the accident. This is not intended to embarrass or punish persons who were involved, but to ensure people are trained in specific hazards that may occur in the local driving area. By briefing these accidents, we may prevent a similar accident from happening to someone else. The commander will use good judgment in selection of briefing material.

### 8-10. Water safety

Water safety is an area usually covered under summer seasonal safety. Inattention to water safety precautions causes most watercraft and swimming accidents. Alcohol use is implicated as the number one killer of Soldiers during water recreational activities. Proper selection, training, and behavior-based safety countermeasures for swimming, watercraft, and water sports in general will prevent many accidents. Since water safety programs are mainly directed at off-duty recreational times, it often becomes a family-oriented safety program. Commanders recognize the importance of family safety as well as safety of the Soldiers and civilian workers on the job. Recreational boating, waterskiing, jet skiing, and swimming have often been plagued with hazards.

a. Responsibilities.

(1) Commanders at all levels are responsible for developing and maintaining effective water safety programs as part of a comprehensive unit safety program to include identifying non-swimmers.

(2) Ensure the RM process is integrated in the planning process.

(3) All organizational activities that involve swimming, boating, and diving will address each activity in planning and the after-action review process.

b. Requirements.

(1) While riding in or on any watercraft on or off an installation, all Soldiers will wear appropriate life preservers.

(2) All diving laws and regulations mandated by state and Federal agencies will be complied with.

(3) Commanders are to ensure that at all unit-sponsored events, a Red Cross certified lifeguard is on duty and has the skills and equipment to administer a lifesaving response for water-related emergencies applicable to both children and adults alike.

(4) All Soldiers assigned to USAREC who own watercraft will be given adequate time during duty hours to receive a watercraft safety training course at the commander's discretion.

## 8-11. Heat injury prevention

As hot weather poses potential risk to Soldiers and family members alike, individuals need to realize that heat injury prevention is not only a command and leadership responsibility, but a personal one also. Heat injuries are avoidable, yet can affect anyone. Heat injuries, symptoms, and treatment are listed in table 8-1. Individuals not use to hot weather, especially when it's combined with high humidity, are particularly susceptible. Young children, individuals with a long-term illness, and Soldiers who work in enclosed environments such as aircraft cockpits or vehicle interiors especially run the risk of becoming heat casualties. The use of supplements may also increase the chance of dehydration.

a. Responsibilities.

(1) Commanders at all levels are responsible for developing and maintaining effective heat injury prevention programs as part of a comprehensive unit safety program.

(2) Ensure the RM process is integrated in the planning process.

b. Requirements.

(1) USAREC staff and subordinate units will complete heat injury prevention training annually (no later than 31 May). As a minimum, this training will cover three key elements:

(a) Heat injury indicators and symptoms.

(b) Immediate first aid response.

(c) Heat injury prevention.

(2) Additional information about heat injury prevention can be found online at the U.S. Army Center for Health Promotion and Preventive Medicine Web Site at http://chppm-www.apgea.army.mil/heat/.

(3) Address heat injury prevention education for newly arrived Soldiers and their family members and HRAP Soldiers as part of the "Local Area Hazard Safety Briefing." Highlight the increased risk while running.

c. Reporting heat injuries.

(1) Any heat injury will be investigated thoroughly to determine:

(a) Type of heat injury.

(b) The extent the individual was afflicted.

(c) The type of activity in which the individual was engaged when injured.

(2) An accident report, DA Form 285 or DA Form 285-AB, will be completed for a heat injury.

d. Personal and recreational guidelines. Heat does not enhance physical conditioning but can cause debilitating physical stress. Only activity or exercise will increase athletic performance and conditioning (even if done in a cool setting). During off-duty hours or personal PT, all individuals should be encouraged to monitor themselves. They should follow the common sense guidelines listed below:

(1) PT in the cooler morning or evening hours.

(2) Drink generous amounts of water before and during their activity.

(3) A water-electrolyte solution is the best for fluid replacement, if not available, use plain water. Alcohol or caffeine drinks are diuretics and dehydrate the body. As such, they are not good for fluid replacement. Sweet and sugar drinks take longer to absorb.

(4) Dilute sports drinks with plain water by 50 percent to increase water absorption rate.

(5) Dress lightly. Sweat suits, rubber sweats, or heavy garments do not enhance conditioning and may be extremely hazardous in hot weather. Light shorts and shirt are ideal for warm weather PT. Wear light colored clothing to lower heat absorption.

(6) Exercise in groups of two or more. The buddy system ensures more monitors in the event of heat problems.

(7) If you feel faint or sick, stop and rest immediately.

(8) Avoid sunburn. Sunburned skin does not sweat (a necessary body function which cools the body).

(9) Exercise with caution and at reduced risk levels, particularly following a period of illness or lay off. You must reacclimatize yourself both to the temperature and activity.

(10) Avoid salt tablets. Excessive salt impairs perspiration. A little shake of salt on food is okay for those who sweat excessively. Potassium loss is more involved in cramping. Replace potassium by eating more fresh fruit (juices, bananas, plums, etcetera).

**Table 8-1**
**Heat injuries and treatment**

| Injury type | Signs and symptoms | Treatment |
|---|---|---|
| Heat cramps | Exhaustion<br>Abdominal cramps<br>Large muscle cramps | Drink water<br>Replace electrolytes<br>Stop activity |
| Heat exhaustion | Profuse sweating | Cool and shade<br>Drink water<br>Fan or spray with water<br>Stop activity<br>Loosen clothing, cool skin |
| Heat stroke | Irrational; confused<br>Stopped sweating<br>Dry skin<br>Weak, rapid pulse; unconscious<br>Weak or faint | Immediate medical care<br>Immediate cooling<br>Fan or spray with water<br>Remove clothing; immerse or sponge down<br>Replace fluids, water |

Note: Heat stroke is a life-threatening medical emergency. When in doubt, treat for heat stroke. Be aware that the signs and symptoms shown above will not be present in all cases.

## 8-12. Cold weather related injury prevention

a. Leaders and Soldiers should understand that prevention of cold injuries is vital to sustaining combat power. In cold environments, leaders must continually be aware of the condition of their Soldiers and be especially alert for signs and symptoms of cold injuries. Prevention, early detection, and immediate evacuation are the leader initiatives through which cold injuries should be managed in the field. Effectiveness and success depends on four key elements: Adequate training, risk management, planning and preparation, and concerned leaders taking complete ownership of their safety program. Accident and injury prevention must be central to winter activities both on- and off-duty.

(1) Driving in bad weather cannot be avoided. Use the risk management process. Before driving make sure that your windows and mirrors are clear of snow and ice. Maintain situational awareness; slow down for weather conditions and increase following distance when in traffic.

(2) During the winter, slips and falls are the leading causes of mishaps. Many occur in parking lots and on sidewalks. Risk assessments must be updated when weather conditions change. Hazards, controls, and residual risks will be communicated to the lowest level. It is particularly important to provide guidance and alternate means of entrance and exit for employees with disabilities. Leaders must be familiar with the Americans with Disabilities Act.

(3) Officers and NCOs must be familiar with environmental conditions that influence the risk of cold injuries such as temperature, wind, humidity, and ground surface conditions. USAREC Form 1246 (Leader's Cold Weather Guide) is provided to assist leaders in risk decisionmaking and control development (see fig 8-1). Ensure cold weather injury prevention training is provided to all personnel. Minimum requirements for cold weather injury prevention training, additional resources, and points of contact are available at http://www.tradoc.army.mil/surgeon/information.htm. A cold weather injury prevention leader briefing is also provided at this Web site.

b. Preventing injuries during winter is a challenge which requires top to bottom support; it is not just a commander's program. Individual Soldiers and civilian employees must assume responsibility (for example, adjust driving behavior to road conditions, dress accordingly, and inspect facilities along with equipment for hazards that may produce fires or carbon monoxide poisoning).

## 8-13. Rock Climbing Walls (RCWs)

Rock Climbing Walls (RCWs) are Lead-Producing Touring Exhibits. Operational and administrative procedures for use of the battalion portable rock lcimbing walls, and any commerical rented RCW can be found in USAREC Rock Climbing Wall Standing Operating Procedure (SOP). The proponent for this SOP is HQ USAREC G7/9.

# LEADER'S COLD WEATHER GUIDE

(For use of this form see USAREC Reg 385-2)

**For prevention of cold weather injuries due to exposure to temperatures below 40 °F**

U.S.ARMY

Information on this card is provided to assist leaders in risk decisionmaking and control development as part of the risk management process. Risk decisions and controls should be developed for all training. Leaders must ensure that these risk decisions and controls are implemented into unit training plans and that training is supervised.

**Command Safety**

## RECOMMENDATIONS

| WIND CHILL CATEGORY (See Reverse) | MINIMUM UNIFORM: DUTY UNIFORM | MINIMUM UNIFORM: PT UNIFORM | MINIMUM UNIFORM: OFF-DUTY ACTIVITIES | OTHER FACTORS |
|---|---|---|---|---|
| LITTLE DANGER | Class B Uniform<br>Black Coat<br>Balaclava<br>Black Gloves With Inserts | PFU<br>Sweats<br>Black Knit Cap<br>Black Gloves With Inserts<br>Neck Gaiter | Coat<br>Hat<br>Ear Protection<br>Gloves<br>Boots | -- Increase Leader Surveillance<br>-- Increase Hydration<br>-- Provide Warmup Areas With Hot Drinks, Etc.<br>-- Skin Covered and Dry |
| INCREASING DANGER | BDUs With Patrol Cap<br>Poly Pro (T&B)<br>Coat Liner<br>ECW Parka or Field Jacket<br>Black Gloves With Inserts<br>Gore-Tex Boots | PFU<br>Sweats<br>Poly Pro (T&B)<br>Balaclava<br>Black Gloves With Inserts | Coat<br>Hat<br>Ear Protection<br>Gloves<br>Boots | -- Restrict Nonessential Outdoor Training<br>-- Low Activity: 30 to 45 Minute Work Cycle<br>-- Sedentary Activity: 15 to 20 Minute Work Cycle<br>-- Use Buddy System<br>-- No Exposed Skin |
| GREAT DANGER | BDUs With Patrol Cap<br>Poly Pro (T&B)<br>Coat Liner<br>ECW Parka or Field Jacket<br>Black Gloves With Inserts<br>Gore-Tex Boots | PFU<br>ECW Parka<br>Poly Pro (T&B)<br>Balaclava<br>Black Gloves With Inserts | Heavy Coat<br>Long Underwear<br>Hat and Scarf<br>Mittens<br>CW Boots | -- Consider Indoor Training<br>-- High Intensity Activity: <15 Minute Work Cycle<br>-- Consider Canceling Low or Sedentary Activity Outdoor Training<br>-- Cover All Exposed Skin |

* Gore-Tex Boots = Matterhorn, Rocky Mountain, or similar Gore-Tex insulated boots.
** ECWCS = Extended cold weather clothing system (Gore-Tex).

USAREC Form 1246, 1 Dec 2003

USAREC Form 1246
(Leader's Cold Weather Guide)

**Figure 8-1. Sample of a USAREC Form 1246**

| U.S.ARMY | WINDCHILL CHART FOR FAHRENHEIT TEMPERATURES (°F) | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | ACTUAL THERMOMETER READING (°F) | | | | | | | | | | | |
| ESTIMATED WIND SPEED (IN MILES PER HOUR) | 50 | 40 | 30 | 20 | 10 | 0 | -10 | -20 | -30 | -40 | -50 | -60 |
| | EQUIVALENT TEMPERATURE (°F) | | | | | | | | | | | |
| CALM | 50 | 40 | 30 | 20 | 10 | 0 | -10 | -20 | -30 | -40 | -50 | -60 |
| 5 | 48 | 37 | 27 | 16 | 6 | -5 | -15 | -26 | -36 | -47 | -57 | -68 |
| 10 | 40 | 28 | 16 | 4 | -9 | -21 | -33 | -46 | -58 | -70 | -83 | -95 |
| 15 | 36 | 22 | 9 | -5 | -18 | -32 | -45 | -58 | -72 | -85 | -99 | -112 |
| 20 | 32 | 18 | 4 | -10 | -25 | -39 | -53 | -67 | -82 | -96 | -110 | -124 |
| 25 | 30 | 16 | 0 | -15 | -29 | -44 | -59 | -74 | -88 | -104 | -118 | -133 |
| 30 | 28 | 13 | -2 | -18 | -33 | -48 | -63 | -79 | -94 | -109 | -125 | -140 |
| 35 | 27 | 11 | -4 | -20 | -35 | -51 | -67 | -82 | -98 | -113 | -129 | -145 |
| 40 | 26 | 10 | -6 | -22 | -37 | -53 | -69 | -85 | -100 | -116 | -132 | -148 |
| WINDS GREATER THAN 40 MILES PER HOUR HAVE LITTLE ADDITIONAL EFFECT | LITTLE DANGER | | | | INCREASING DANGER | | | GREAT DANGER | | | | |
| | <5 hours with dry skin | | | | Exposed flesh may freeze within 1 minute | | | Exposed flesh may freeze within 30 seconds | | | | |

**Figure 8-1. Sample of a USAREC Form 1246 (continued)**

## Chapter 9
## Additional Duty Safety Officers (ADSOs)

### 9-1. Policy

a. The use of ADSOs is mandated as a means to increase the overall scope of the safety program, providing commanders and supervisors at all levels with an organic safety resource to assist in the oversight of their safety program.

b. Law and regulation define specific requirements for selection and training of ADSOs and place limits on their safety activities. ADSOs augment, but do not replace the trained safety specialist. It is highly recommended that the commander ensure a full-time safety technician or specialist is located at the brigade level to ensure Army Safety Program goals and mandates are met in a correct and timely manner.

c. Commanders will appoint additional duty safety personnel to perform required safety and accident prevention functions in troop, industrial, and administrative units not staffed with full-time safety personnel. In units, this includes company level or equivalent organizational component. These unit safety personnel will:

(1) Be appointed in writing on orders. (See fig 9-1.)

(2) Be a commissioned officer at battalion and higher unit levels.

(3) Be in the rank of staff sergeant or higher at company level.

(4) Have 1 year or more retainability in the unit upon duty appointment.

(5) Give their safety officer duties proper priority.

(6) Report directly to the commander on safety-related matters.

d. The additional duties, responsibilities, and special projects assigned and completed by the ADSO shall be included on the OER or NCOER support form.

### 9-2. ADSO duties and responsibilities

a. Assist the commander in meeting safety program responsibilities.

(1) Implement, sustain, and enforce the Army Safety Program and USAREC Safety Program in accordance with DA Pam 385-1, AR 385-10, TRADOC Reg 385-2, and this regulation. Manage the unit safety program for the com-

mander ensuring safety standards, procedures, and the RM process is integrated into all operations.

(2) Ensure the commander's directives for controlling risk reach the key people who must implement them.

(3) Follow up to ensure the risk controls are in place and achieving the desired result.

b. Conduct and document SASOHI of administrative workplaces and low risk organizational facilities. Maintain records of periodic safety inspections of organizational elements.

c. Conduct annual battalion safety program evaluations. Document findings and corrective actions on USAREC Form 557 (Safety Checklist). (See fig 9-2.)

d. Provide information to commanders and supervisors on safety-related issues.

e. Track, investigate, and document all incidents involving injury or damage. Report and investigate as required by AR 385-10.

f. Coordinate safety, health, or fire prevention related work orders with the safety office to ensure risk assessment code (RAC) is assigned and validated.

g. Establish and maintain an organizational SOH bulletin board.

h. Maintain a basic safety publications library consisting of appropriate safety, occupational health and fire prevention regulations, directives, and SOPs. As a minimum, ADSOs will maintain or have access to DA Pam 385-1, AR 385-10, TRADOC Reg 385-2, and this regulation.

## 9-3. Relationship between ADSOs and USAREC Safety Office

a. ADSOs act as their respective commander's or director's representative in formal safety actions such as surveys, investigations, and SOH meetings and/or activities.

b. The ADSO is the point of contact for periodic SASOHI and other mandatory surveys such as surety assistance visits.

c. Responses to subsequent findings are to be executed or coordinated by the ADSO.

d. The USAREC Safety Office provides or offers assistance with prevention program materials and information, standards interpretations, guidance, and training.

e. The ADSO submits reports, responds to taskers from the USAREC Safety Office and higher headquarters, and provides operational hazard information.

## 9-4. Training

a. ADSOs will complete the online Additional Duty Safety Course within 30 days of appointment. The Additional Duty Safety Course is hosted on the Army learning management system. For instructions on taking this course, contact the brigade ADSO. ADSOs are also required to attend supplemental, USAREC specific training for ADSOs provided by the USAREC Safety Office. Training for the ADSO will focus primarily on the three key elements of a functional safety program:

(1) The ability to recognize potential hazards and develop control measures to abate these hazards.

(2) An understanding of what constitutes a reportable or recordable accident and how to investigate and report incidents and accidents.

(3) A general understanding of how to organize and track accident data to identify trends and implement control measures.

b. The USAREC Safety Office will conduct an additional duty training course at least twice each year as a means for developing and enhancing their proficiency in implementing the unit safety program. As a minimum, the course will consist of 24 hours of instruction on the topics listed in table 9-1. The overall length of training is dependent upon additional local requirements.

**Table 9-1**
**Safety training topics**

| |
|---|
| Army safety policy |
| USAREC Safety Program |
| ADSO responsibilities |
| Hazard identification |
| CRM |
| Hazard abatement |
| Accident reporting |
| Safety inspections |
| AMV accident prevention |
| POV accident prevention |
| Off-duty safety |

### 9-5. Documentation and recordkeeping

a. Records of all personnel attending ADSO courses will be maintained on file at the USAREC Safety Office and at the ADSO's organization. ADSOs will be required to attend a refresher course every 2 years. Refresher training will consist of, as a minimum, program updates and the introduction of any new requirements.

b.Selection and assignment criteria for ADSOs will be in accordance with AR 385-10. Written appointment orders for ADSOs will be forwarded to the unit's brigade ADSO and copies furnished to the USAREC Safety Office within 1 week of appointment. See figure 9-1 for sample of ADSO appointment orders.

**DEPARTMENT OF THE ARMY**
**HEADQUARTERS, UNITED STATES ARMY 1ST RECRUITING BRIGADE**
**FORT GEORGE G. MEADE, MARYLAND 20755-5380**

**REPLY TO ATTENTION OF**

OFFICE SYMBOL *(Date)*

MEMORANDUM FOR *(Appointee Rank And Name)*

SUBJECT: Additional Duty Safety Officer (or NCO) Appointment Orders

1. Effective *(date)*, the following individual(s) is (are) assigned the duties and responsibilities of Additional Duty Safety Officer (or NCO) for the *(enter unit name)*.

2. Authority: AR 385-10, The Army Safety Program; TRADOC Reg 385-2, U.S. Army Training and Doctrine Command Safety Program; and USAREC Reg 385-2, Safety Program.

3. Purpose: Responsible for the implementation, sustainment, and enforcement of the Army Safety Program and TRADOC Safety Program in accordance with cited regulations. Manage the unit safety program for the commander ensuring safety standards, procedures, and the risk management (RM) process is integrated into all operations.

4. Period: For a minimum of 1 year from the effective date or until relieved.

5. Special instructions:

a. Report directly to the commander and advise on the status of all safety-related issues, to include unit safety program evaluations, safety training, accident reporting and investigations, identify hazards, RM, and any other safety-related issues affecting mission success. This will enable the commander to achieve the desired integration between RM, accident prevention, and mission accomplishment.

b. Complete required ADSO course and other required training in accordance with USAREC Reg 385-2, Safety Program.

c. Principal staff officers and section chiefs will oversee the ADSO duties, responsibilities, and special projects. In the event an appointed individual is unable to complete the assigned additional duty, section chiefs will designate replacement(s). All unit safety material (safety binders, training materials, unit safety inspections, certificates, etcetera) will remain with the unit after an appointed ADSO has been officially relieved.

d. Your OER (or NCOER) support form will reflect the additional duties, responsibilities, and special projects assigned and completed.

COMMANDER'S NAME
Rank, Branch
Commanding

CF:
HQ USAREC, ATTN: RCCS-SAF
BDE ADSO

**Figure 9-1. Sample appointment memorandum for ADSO (or NCO)**

**SAFETY CHECKLIST**

(For use of this form see USAREC Reg 385-2)

| Place Inspected: | Date: |
|---|---|
| Nashville Bn, 3d Bde, USAREC | 11 Aug 12 |

| | YES | NO |
|---|---|---|
| **1. Safety Management:** | | |
| a. Has the commander appointed, on orders, a safety officer (O-1 or above or civilian) and NCO (E-6 or above) to administer the unit safety program? (AR 385-10 and USAREC Reg 385-2.) | ✓ | |
| b. Are all appropriate safety regulations on hand to include, but not limited to DA Pam 385-10, AR 385-10, AR 600-8-22 and USAREC Reg 385-2? | ✓ | |
| c. Has the commander established local standing operating procedures (SOPs)? (AR 385-10 and USAREC Reg 385-2.) | ✓ | |
| d. Do all unit personnel receive a safety and occupational health briefing within 72 hours upon arrival to the organization or before assignment and operation of a GOV? (AR 385-10 and USAREC Reg 385-2.) | ✓ | |
| e. Does the unit conduct safety briefings and training? Documented by training schedule or roster? (USAREC Reg 385-2.) | ✓ | |
| f. Are posters and operational warning signs used to motivate safe behavior via safety bulletin boards? (USAREC Reg 385-2.) | ✓ | |
| g. Have unit safety representatives attended a local unit safety officer management course and/or been trained by the Command Safety Staff? Assistance visit requested? (AR 385-10 and USAREC Reg 385-2.) | ✓ | |
| h. Is seasonal safety training conducted in accordance with USAREC Reg 385-2? | | ✓ |
| **2. Accident Reporting and Records:** | | |
| a. Has the commander included Class A or B preaccident directives in the unit's safety SOP? (AR 385-10 and USAREC Reg 385-2.) | ✓ | |
| b. Are all recordable accidents reported and processed to the Command Safety Office, and copies maintained at the recruiting battalion and recruiting brigade? (AR 385-10.) | ✓ | |
| c. Is DA Form 285 (U.S. Army Accident Report) and DA Form 285-AB (U.S. Army Abbreviated Ground Accident Report (AGAR)) being safeguarded from use in financial liability investigation of property loss (FLIPL), line-of-duty investigations, evaluation boards, etcetera? (AR 385-10.) | | ✓ |
| d. Does the unit safety officer and NCO monitor the unit's accident record to identify trends and accidental causation factors? | ✓ | |
| e. Are accident countermeasures developed to reduce the accidental trends and at-fault GOV accidents experienced by the unit? (USAREC Reg 385-2.) | ✓ | |
| **3. Motor Vehicle Accident Prevention:** | | |
| a. Do all operators of GOVs possess a valid state driver's license? (USAREC Reg 700-5.) | ✓ | |
| b. Is required training (refresher and remedial courses) being conducted? (USAREC Reg 385-2.) | | ✓ |
| c. Have procedures been established to identify and counsel personnel who have had preventable accidents or committed major traffic offenses? (AR 385-10.) | ✓ | |
| d. Is the use of seat belts for vehicle operators and passengers enforced? (AR 385-10.) | ✓ | |
| e. Is the use of headlights enforced for all USAREC personnel operating GOVs? | ✓ | |
| f. Is DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) being maintained in accordance with FM 55-30 and AR 600-55? Are traffic violations and accidents noted? | ✓ | |

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**Figure 9-2. Sample of a completed Safety Checklist**

| | YES | NO |
|---|---|---|
| g. Does each vehicle have a USAREC-approved highway warning kit, and DA Form 7566 (Composite Risk Management Worksheet)? | ☐ | ☑ |
| h. Is winter driving training conducted and documented? (AR 600-55 and USAREC Reg 385-2.) | ☑ | ☐ |
| i. Do commanders take administrative action for irresponsible and reckless drivers (suspension or revoke)? (AR 190-5.) | ☑ | ☐ |
| j. Does the unit conduct driving while impaired (DWI) prevention and seat belt education and awareness campaigns (briefings and/or video tapes)? | ☑ | ☐ |
| k. Are unit holiday privately-owned vehicle inspections being done and records being kept on file according to USAREC Reg 385-2? | ☐ | ☑ |
| **4. Safety Awards:** | | |
| a. Is a safety awards program in effect? (DA Pam 385-10, AR 600-8-22, and USAREC Reg 385-2.) | ☑ | ☐ |
| b. Are safety awards presented in accordance with appropriate regulations? (DA Pam 385-10, AR 600-8-22, and USAREC Reg 385-2.) | ☑ | ☐ |
| **5. Facility Safety:** | | |
| a. Electrical checklist: | | |
| (1) Are cords and plugs in good condition? | ☑ | ☐ |
| (2) Are light bulbs clear of combustible materials? | ☑ | ☐ |
| (3) Is electrical equipment in good working condition? | ☑ | ☐ |
| (4) Are electrical switches, switch panels, and control boxes accessible? | ☑ | ☐ |
| b. Fire emergency checklist: | | |
| (1) Does each facility have a fire extinguisher and personnel trained in the proper use of the fire extinguisher? (AR 420-90.) | ☑ | ☐ |
| (2) Does each facility have a designated fire warden? (AR 420-90 and USAREC Reg 385-2.) | ☑ | ☐ |
| (3) Are fire department and emergency telephone numbers posted on or within sight of each telephone when 911 is not available? (29 CFR 1910.165.) | ☑ | ☐ |
| c. Office safety and housekeeping: | | |
| (1) Are aisles, doorways, and exits free of obstructions? (25 CFR 1910.22 and 1910.36.) | ☑ | ☐ |
| (2) Are all exits properly marked and adequately lighted? (29 CFR 1910.37.) | ☑ | ☐ |
| (3) Are the areas around heat sources clear of debris? (29 CFR 1910.38.) | ☑ | ☐ |
| (4) Are cords in walkways covered by runners? | ☑ | ☐ |
| (5) Is furniture in safe condition? | ☑ | ☐ |
| (6) Are stools and ladders sturdy? (29 CFR 1910.25.) | ☑ | ☐ |
| (7) Are flammable materials properly stored? (29 CFR 1910.106.) | ☑ | ☐ |
| (8) Are personnel familiar with basic first aid procedures? (29 CFR 1910.151.) | ☑ | ☐ |
| (9) Do personnel know who to call in case of an emergency? (29 CFR 1910.151.) | ☑ | ☐ |
| (10) Are "No Smoking" signs properly posted and clearly visible? | ☑ | ☐ |
| (11) Are smoking restrictions strictly enforced? | ☐ | ☑ |
| (12) Are all areas consistent with CFR 1910.141 housekeeping? | ☑ | ☐ |

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**Figure 9-2. Sample of a completed Safety Checklist (continued)**

## Chapter 10
## Protective Clothing and Equipment

### 10-1. General

a. AR 385-10 authorizes the purchase and maintenance of protective clothing and equipment (PCE).

b. The commander, in conjunction with PMS, will determine the need for PCE for any tasks or jobs not covered by other regulations.

c. Areas where PCE is required will be appropriately marked.

### 10-2. Maintenance and use

a. PCE will be maintained in a sanitary and reliable condition.

b. Commanders and directors may initiate disciplinary action under the UCMJ against military personnel failing to use PCE. Guidance for disciplinary action against civilian personnel is provided in AR 690-700.

### 10-3. Policy

Supervisors will ensure PCE is provided when required and enforce its use. Contact the USAREC Safety Office for clarification of any questions on the use of PCE.

a. Eye and face protection.

(1) Protective eye and face equipment is required where there is a reasonable probability of injury that can be prevented by such equipment. OSHA requires (29 CFR 1910.133) that eye protectors comply with the 1989 version of the Z87.1 Standard.

(2) Visitors, as well as workers, will wear protective eyewear suitable to guard against the hazard.

(3) Protective prescription eyewear will be procured for employees requiring prescription eyewear.

b. Foot protection. Personnel exposed to potential foot hazards are required to wear safety footwear (ANSI Z-41). Guidance for type of footwear required for specific occupations can be obtained from USAREC Safety Office.

c. Head protection.

(1) Personnel exposed to injury from falling or flying objects will wear protective headgear. Examples of jobs requiring head protection include: Working on construction and demolition sites, areas where objects are stored above head level, and around power lines.

(2) Areas where objects project from the ceiling or wall in an egress path shall be removed, guarded, or visibly marked with yellow caution paint to prevent head injury.

### 10-4. Compliance

Supervisors will ensure personnel comply with the requirement to wear appropriate PCE. Failure to comply with this requirement may result in administrative actions as stipulated in AR 690-700.

## Chapter 11
## Ergonomics

### 11-1. General

This chapter provides guidance for establishing the Ergonomics Program component as an integral part of the Occupational Safety and Health Program and Preventive Medicine Program at all facilities controlled by DA as required in DA Pam 385-10 and AR 40-5. The Ergonomics Program is a requirement by law for all DoD personnel.

### 11-2. Responsibilities

Brigade and battalion commanders are responsible for developing and maintaining effective ergonomic programs. The Surgeon General is the Army proponent for ergonomics. The U.S. Army Center for Health Promotion and Preventive Medicine manages the Army Ergonomics Program with active support from Army SOH professionals. Since the science of ergonomics crosses the traditional boundaries between safety and preventive medicine programs, effective implementation of the program requires intensive cross-boundary cooperation to ensure that the program is both proactive and effective. The USAREC Safety Office and ADSOs will assist commanders in choosing and procuring equipment for workstations, mission use, and special-purpose requirements.

## 11-3. Background

a. An effective ergonomics program can:

(1) Prevent workplace injuries.

(2) Reduce medical and associated costs of work-related musculoskeletal disorders (WMSDs).

(3) Preserve the fighting strength of the Armed Forces.

b. The Ergonomics Program falls under:

(1) OSHA Act of 1970 (Public Law 91-596); Executive Order 12196, section 1-201; and title 29 CFR 1960.8(a).

(2) DODI 6055.1.

## 11-4. Program areas

This chapter applies to all USAREC worksite analysis, hazard prevention and control, health care management, education and training, and ergonomics program evaluation.

## 11-5. Goals

a. The goals of the Ergonomics Program are to:

(1) Prevent injuries and illnesses by eliminating or reducing worker exposure to WMSD risk factors.

(2) Reduce the potential for fatigue, error, and unsafe acts by adapting the job and workplace to workers' capabilities and limitations.

(3) Increase the overall productivity of the workforce.

(4) Reduce workers' compensation claims and associated costs.

(5) Improve overall unit readiness.

b. An emphasis on early identification and prevention of WMSDs will preserve and protect our military and civilian workforce while decreasing related costs.

## 11-6. Organizational involvement

A collaborative partnership among all levels of the working community is essential in achieving the goals of the Ergonomics Program. Command emphasis, commitment by management, and demonstrated visible involvement is imperative to provide the organizational resources and motivation needed to implement a sound ergonomics policy. All levels of USAREC personnel (managers, supervisors, workers, and Soldiers) are responsible for injury prevention and the identification and resolutions of WMSDs.

## 11-7. Effects of WMSDs

a. Health effects. Repeated biomechanical stress and microtrauma cause or aggravate WMSDs. Over time, repeated microtrauma can evolve into a painful, debilitating state involving muscles, tendons, tendon sheaths, and nerves. Examples of WMSDs include:

(1) Tendonitis (an inflammatory condition characterized by pain at tendinous insertions into bone).

(2) Tenosynovitis (inflammation of the fluid-filled sheath (called the synovium) that surrounds a tendon).

(3) Bursitis (inflammation of a bursa—a tiny fluid-filled sac that functions as a gliding surface to reduce friction between tissues of the body).

(4) Chronic muscle strain.

(5) Nerve entrapment syndromes, such as carpal tunnel syndrome.

b. WMSDs can be very costly, with the average cost of surgery to correct carpal tunnel syndrome between $22,000 and $30,000, the average cost of a lost-time back injury over $24,000, and the average cost of a back injury requiring surgery is $180,000. Workers' compensation costs are approximately four times the medical costs.

## 11-8. Requirements

a. The ergonomics plan will reflect the needs and requirements of each area of USAREC. The USAREC Ergonomics Officer will use the structure and content provided in this regulation in developing an ergonomics plan that addresses each of the USAREC elements. At a minimum, the ergonomics plan should contain the critical elements listed below:

(1) Program goals and objectives.

(2) Program interface with existing programs.

(3) Specific critical program elements for ergonomic intervention:

(a) Worksite analysis.
(b) Hazard prevention and control.
(c) Health care management.
(d) Education and training.
(e) Ergonomics program evaluation.

b. The extent of involvement in each of the five critical program elements in a(3) above will vary according to the hazards and concerns at each of USAREC's duty locations. However, some degree of activity in each of the five critical program elements is required for an effective program.

c. Since USAREC is a tenant activity, all USAREC commanders will take full advantage of nearby host installation ergonomics programs. Even though USAREC will use installation programs, commanders will also ensure the USAREC program is implemented for all personnel assigned. The USAREC Safety Office in conjunction with the USAREC Surgeon will administer the program.

d. Personnel. The command ergonomics officer is required to complete a 40-hour Army-approved ergonomics course within 180 days of appointment on orders. The ergonomics officer is a collateral duty assignment. The ergonomics officer is the primary investigative officer for all worksite analysis.

e. Notifications. All worksite analysis that is conducted on union employees is required to have the ergonomics officer contact the respective union 72 hours prior to analysis. A union representative may be present during the evaluation if required by the employee.

f. The USAREC Ergonomics Program will be implemented in accordance with AR 385-10 and DA Pam 40-21. USAREC logistics personnel who are responsible for ordering furniture and office equipment will attend an annual 40-hour ergonomics class approved by the USAREC Safety Office to ensure proper techniques and criteria are used when ordering office furniture that meets the Army Ergonomics Program principles.

## Chapter 12
## Fire Prevention and Protection

### 12-1. General

This chapter covers USAREC's Fire Prevention and Protection Program. It delineates command and individual responsibilities in preventing injuries, loss of life, or property damage caused by fire and outlines specific steps that will ensure an effective fire safety program.

### 12-2. Responsibilities

a. The unit ADSO is responsible for monitoring the effectiveness of the unit's fire prevention and protection program. Additionally, the ADSO will:

(1) Ensure that the unit fire marshal and activities or building fire wardens are appointed on orders and are briefed and trained.

(2) Ensure that the unit fire marshal and warden attend a basic fire prevention training course upon initial assignment and refresher training annually. (This training may be coordinated with local fire stations free of charge.)

(3) Coordinate and monitor building and facilities inspections conducted by area fire inspectors. Maintain records of noted deficiencies and corrective actions.

b. The unit fire marshal will:

(1) Promptly inform the ADSO of deficiencies or hazards requiring the immediate attention of others that must take the necessary corrective action towards eliminating any situation that would impede or impair fire prevention or evacuation in the event of fire.

(2) Enforce fire regulations, plans, and local fire codes within their area of responsibilities to include the conduct of required fire drills.

(3) Coordinate the development of fire evacuation plans for all buildings and facilities occupied by unit personnel.

(4) Determine that personnel have been trained in the use of fire extinguishers, how to report fires, and fire prevention measures.

c. The facility or activity fire warden will:

(1) Be appointed by commanders or chiefs of directorates to serve the additional responsibilities of fire warden. Fire wardens may be officers, NCOs, or civilian employees assigned to the unit or organizational activity.

(2) Assist the organization fire marshal in the performance of their duties relative to fire prevention and protection.

(3) Ensure that all personnel know how to report a fire, how to use a fire extinguisher, area evacuation route, and practice fire prevention and protection measures.

(4) Monitor the areas in which they are responsible to detect and eliminate fire hazards, ensure that proper fire prevention measures are being practiced, and ensure fire extinguishers are properly sealed and serviceable.

### 12-3. Fire prevention and protection practices

a. Fire evacuation graphic plans are not required in buildings where exits are obvious or familiar to all occupants including visitors. If routes of exits require markings for complex structures, there should be posters or lighted exit signs as required by the National Fire Protection Association 101 (Life Safety Code) for the specific occupancy.

b. Malfunctioning electrical devices will be disconnected or turned off until repaired or replaced.

c. Water will not be applied to live electrical wires. Electrical fires will be extinguished by use of dry chemical fire extinguishers.

d. Electrical appliances will be connected to approved outlets and those located in latrines and shower facilities will be of ground fault circuit interrupter wall mount and breaker type only.

e. Appliances, extension cords, and multiple sockets must meet the Underwriters Laboratory standard and be of sufficient size to carry the connected load.

f. The only multiple outlet extension cords authorized are the fused-strip type and not more than six feet in length.

g. Appliance or extension cords longer than 8 feet may not be placed under rugs, around pipes or ducts, run through walls, or run through other damp or dangerous areas and are for temporary use only not to exceed 6 months. If needed for more than 6 months (called permanent), facility wiring and outlets must be approved to replace flex cords being used for permanent wiring.

h. Extension cords will not be fastened to walls or used in place of permanent wiring.

i. Frayed, defective, or spliced cords will not be used nor will they be locally repaired unless written approval from the manufacturer is on file. Temporary repairs with electrical tape is not authorized.

j. Oversized and expedient type fuses will not be used.

k. Tampering with circuit breakers and fuses is prohibited.

l. Damaged, defective, or inoperative heating equipment will be reported through supervisors to appropriate maintenance personnel without delay.

m. Furnace and boiler rooms will not be used as storage areas and will be kept free of trash and debris at all times.

n. Six inches of air space will be maintained around the outside of all warm air ducts, steam pipes, and radiators. This space will not be obstructed in any manner.

o. Only liquid filled space heaters (radiant) will be used in USAREC-controlled workplaces and will be connected directly to an outlet (no extension cords). No other electrical or domestic type space heaters will be used or installed.

p. Decals designating type and use of fire extinguishers will be displayed directly on the fire extinguisher.

q. Fire extinguishers will be suspended from hangers with the top of the fire extinguisher not more than 5 feet from the floor. They will not be placed on the floor without a source of support and securing that allows for immediate use.

r. All fires or explosions (regardless of size) will be reported.

s. Locking, securing, or blocking of exits when a building is occupied violates Federal law (Statute: 1590 et seq. 29 USC 651 et seq. Public Law: 91-596, 91st Congress, S. 2193, and Federal implementation by Executive Order 11807). The law allows no exceptions. The law does not prohibit the locking of doors to preclude entrance from outside, but requires that any persons inside the building have free and unobstructed egress from all parts of the structure.

t. No items will be placed in stairwells that are protected by fire doors and considered a route of egress.

## Chapter 13
## Ammunition and Explosives Safety Program

### 13-1. General

a. This chapter prescribes specific procedures and responsibilities to ensure safe handling and storage of ammunition and explosives within USAREC and at facilities controlled by USAREC. In the event of conflicting requirements between this regulation and the regulations of higher headquarters, the most stringent will be followed.

b. Pyrotechnics, ammunition, and explosives will not be used in any public event except when approved by the USAREC Safety Office.

### 13-2. Responsibilities

a. USAREC Safety Office will:

(1) Monitor operations for compliance with explosives safety standards.

(2) Be responsible for explosives storage licensing.

(3) Participate with facilities management and the user in explosives site submissions and the layout preparation of new and revised storage facilities.

(4) Evaluate and process requests for explosives safety waivers and exemptions.

(5) Thoroughly staff explosives safety actions before forwarding to TRADOC to ensure that operational needs are satisfied.

(6) Conduct annual inspections of all ammunition supply points.

(7) Conduct random inspections of ammunition storage areas to verify compliance with explosives storage standards.

(8) Monitor ammunition uploads and other activities involving transportation and storage of ammunition.

(9) articipate in the preparation of Department of Defense Explosive Safety Board submissions.

b. ACS, G4/8, will:

(1) Provide for testing lightning protection systems of ammunition storage facilities as required by AR 385-10.

(2) Provide engineering support necessary to ensure explosives safety standards are met.

### 13-3. Pyrotechnics

The following policy covers the use of pyrotechnic simulators.

a. The issue, use, and handling of simulators are restricted to trained officers and NCOs. Training will, at minimum, include the proper use, hazards associated with, and the training value of blanks and simulators. Each device will be demonstrated to show how it functions and how unsafe employment may cause injury. Untrained personnel will not handle simulators.

b. Personnel associated with an exercise in which simulators are used will receive a safety briefing before the exercise begins. The briefing will cover correct throwing procedures, potential hazards, precautions, and misfire and dud procedures. All other personnel participating in the exercise will receive the same briefing even though they are not using or handling simulators.

c. Dud pyrotechnics will be reported to the USAREC Safety Office.

### 13-4. Smoke

The following precautions will be followed for all smoke operations, including HC, HE, WP, PWP, fog, oil, RP, colored smoke, and diesel smoke.

a. Personnel participating in exercises, which include the use of smoke, will carry the protective mask.

b. Personnel will mask:

(1) Before exposure to any concentration of smoke produced by M8 white smoke grenades, smoke pots, or metallic powder obscurants.

(2) When passing through or operating in smoke such as smoke blankets and smoke curtains.

(3) When passing through or operating in a smoke haze and the duration of exposure will exceed 4 hours.

(4) Anytime exposure to smoke produces breathing difficulty, eye irritation, or discomfort. Such effects in one individual will serve as a signal for all similarly exposed personnel to mask.

### 13-5. Fire extinguishers

A minimum of two fire extinguishers (10 BC or more) will be on site where Hazard Class 1.1, 1.2, or 1.3 explosives or ammunition are stored. One fire extinguisher (10 BC or more) will be on site where Hazard Class 1.4 is stored.

## Chapter 14
## Procedures for Inspecting and Maintaining Bleachers

### 14-1. General

This chapter establishes the policy and procedures to be followed by organizations for safety inspection and maintenance of bleachers under the control of USAREC.

### 14-2. Responsibilities

a. USAREC Safety Office will:

(1) Be the proponent for bleacher inspection policy.

(2) Provide training and assistance.

(3) Oversee inspection process of loaned and newly purchased bleachers in conjunction with the unit's inspection.

b. Unit or activity safety officers will:

(1) Maintain a current list of bleacher locations for which they are responsible.

(2) Conduct an inspection of all bleachers assigned to the unit or activity prior to use using USAREC Form 1297 (Bleacher Inspection Checklist) (see fig 14-1).

### 14-3. Procedures

a. All bleachers under the control of USAREC, fixed or real property, will be inspected twice each year. The safety officer of the unit or activity that has jurisdiction and property accountability will use USAREC Form 1297 to inspect the equipment.

b. Bleachers will be visually inspected to ensure that they are level; that there are no broken or missing cross braces, loose bolts, nuts, rotted, broken, or splintered seatboards or footboards; and all end caps are in place and riveted.

c. All loose bolts will be tightened.

d. Bleachers will be numbered with unit designation and bleacher number.

e. Bleachers identified as unsafe will be tagged as such and immediately placed "off limits" until repairs are made and bleachers have been inspected and certified safe.

f. Installation of new bleachers will be accomplished by the users per the manufacturer's assembly instructions. Newly purchased bleachers will not be used until a safety inspection has been conducted and bleachers are date stamped.

g. Bleachers moved or relocated to another area will not be used until a safety inspection has been conducted by the using unit or activity.

**BLEACHER INSPECTION CHECKLIST**
(For use of this form see USAREC Reg 385-2)

| UNIT: | DATE: |
|---|---|
| Dallas Recruiting Battalion | 8 Mar 09 |
| BLEACHER ID NO: | LOCATION: |
| | Legends Field |

| | YES | NO |
|---|---|---|
| 1. General: | | |
| a. Are the bleachers on level ground? | ☒ | ☐ |
| b. Are the bleachers leaning to one side? | ☐ | ☒ |
| c. When walking on the bleachers, do they feel unstable in any way? | ☐ | ☒ |
| 2. Structural Supports: | | |
| a. Are there any signs of corrosion or rot? | ☐ | ☒ |
| b. Are there any damaged, loose, or missing cross braces? | ☐ | ☒ |
| c. Do any braces protrude past the bench seat edges? | ☐ | ☒ |
| d. Are any welds cracked? | ☐ | ☒ |
| 3. Seatboards and Footboards: | | |
| a. Do seatboards or footboards protrude over 20 inches from end of frame? | ☒ | ☐ |
| b. Are all seatboards and footboards present and securely fastened? | ☒ | ☐ |
| c. Are all nuts and bolts present and tight? | ☒ | ☐ |
| d. Are any seatboards or footboards abnormally bowed? | ☐ | ☒ |
| e. Are seatboards or footboards splintered, cracked, or termite and insect infested? | ☐ | ☒ |
| 4. Are bleachers four or more risers high equipped with standard handrails? | ☒ | ☐ |
| 5. If no handrail, is the top seat and a 4-inch strip on open sides of bleacher painted yellow? | ☒ | ☐ |

INSPECTOR'S NAME:
SFC Sand

DUTY POSITION:
NCOIC

SIGNATURE:
/signed/

**USAREC Form 1297, 1 Mar 2009** **V1.00**

**Figure 14-1. Sample of a completed USAREC Form 1297**

## Chapter 15
## Aviation Accident Prevention

### 15-1. General

Aviation safety is a major sub-element of the commander's safety program. All activities and operations, whether on the ground or in the air, have the element of risk.

### 15-2. Responsibilities

a. USAREC Safety Director will:

(1) Maintain safety oversight of airfield and unit safety programs.

(2) Provide safety training, education, and promotion.

(3) Ensure a safety specialist, GS-018, is assigned the responsibility of aviation safety to affect liaison between the USAREC Safety Office, airfield, and unit safety elements in all aspects of safety and risk management.

b. USAREC Aviation Safety Officer will:

(1) Provide management oversight of airfield and unit aviation safety programs.

(2) Advise and assist commanders and safety officers in safety and risk management and assessment.

(3) Ensure the command safety program is integrated into all airfield activities.

(4) Assist assigned airfield and unit aviation safety officers (ASOs) in coordination with other staff agencies in the interest of safety.

(5) Respond to all aircraft and airfield emergencies and provide assistance in accident investigation and reporting.

(6) Guarantee a flow of information to ensure that all personnel are afforded the opportunity to attend required safety training courses and meetings.

(7) Assist in hazard identification and elimination, follow up to ensure recommended corrective action is taken.

(8) Research and interpret SOH policies and procedures.

(9) Collect and analyze accident experience and causes, disseminate data for training purpose.

(10) Review plans for proposed demonstrations, exhibits, exercises, or contingencies to ensure the safety and health of Army personnel and the public.

(11) Assist in the establishment of risk management, assessment of high-risk activities, and education of personnel on risk assessment.

(12) Maintain pertinent records and files to ensure continuity.

c. Commander, U.S. Army Parachute Team (Golden Knights) will:

(1) Establish an integrated accident prevention awareness program.

(2) Appoint a qualified ASO to manage the airfield and unit aviation safety program.

(3) Ensure that the ASO is included in the planning stage of demonstrations, exhibits, exercises, etcetera.

(4) Publish accident prevention directives and SOPs to provide instruction and enforcement of safety rules and principles for protection of personnel and equipment.

(5) Ensure an active risk assessment and management program is established and a copy of risk assessments maintained on file by the ASO.

d. Unit safety officer will:

(1) Plan and organize the airfield or unit safety program per established directives.

(2) Support the USAREC Safety Office in all areas of aviation safety and ensure unit requirements are met in such areas as driver education training programs, hazard communication awareness, and participation in safety campaigns.

(3) Maintain a close working relationship with the ASO concerning airfield requirements, construction, industrial shop safety, aircraft maintenance, and refueling.

(4) Furnish the USAREC Safety Office copies of accident and incident investigations, inspections, safety meetings, and hazard reports concerning ground operations and maintenance. Furnish action taken on selected Safety-of-Use Messages.

(5) Coordinate with supervisors and USAREC Safety Office to ensure training needs of personnel are met.

(6) Coordinate all planned high-risk operations (that is, hot refueling, field training exercises) with the USAREC Safety Office.

### 15-3. Foreign object damage prevention

a. Each unit will maintain a positive Foreign Object Damage Program.

b. Rings and watches will not be worn while inspecting or maintaining aircraft. Tools will be inventoried and monitored to ensure their removal from the airfield.

c. All personnel visiting an airfield and/or personnel boarding (leaving or approaching) operating aircraft will be cautioned to remove and secure any loose items (hats, scarves, etcetera,) which could be ingested by the engines.

d. Kites, model aircraft, model rockets, etcetera, will not be flown in close proximity to the airfield and/or taxiway or where their presence could pose a danger to operating aircraft.

### 15-4. Refueling operations

All aircraft refueling will be accomplished per FM 10-67-1.

## Chapter 16
## OSHA Act Compliance

### 16-1. General

The OSH Act requires employers to comply with safety and health standards issued by OSHA, as well as with other regulations issued by OSHA. In addition, the Act includes a "general duty clause," which applies to hazards not addressed by any specific OSHA standard. The general duty clause requires employers to provide their employees with a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm.

### 16-2. Basic provisions and requirements

The OSH Act assigns OSHA two regulatory functions: Setting standards and conducting inspections to ensure that employers are providing safe and healthful workplaces. OSHA standards may require that employers adopt certain practices, means, methods, or processes reasonably necessary and appropriate to protect workers on the job. Employers must become familiar with the standards applicable to their establishments and eliminate hazards. Commanders are responsible for the posting of DD Form 2272 and DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) in the workplace.

### 16-3. Types of violations

a. Other than serious violation: A violation that has a direct relationship to job safety and health, but probably would not cause death or serious physical harm. A proposed penalty of up to $7,000 for each violation is discretionary. A penalty for an other than serious violation may be adjusted downward by as much as 95 percent, depending on the employer's good faith (demonstrated efforts to comply with the Act), history of previous violations, and size of business. When the adjusted penalty amounts to less than $50, no penalty is proposed.

b. Serious violation: A violation where a substantial probability that death or serious physical harm could result and where the employer knew, or should have known, of the hazard. A mandatory penalty of up to $7,000 for each violation is proposed. A penalty for a serious violation may be adjusted downward, based on the employer's good faith, history of previous violations, the gravity of the alleged violation, and size of business.

c. Willful violation: A violation that the employer intentionally and knowingly commits. The employer either knows that what he or she is doing constitutes a violation, or is aware that a hazardous condition existed and has made no reasonable effort to eliminate it.

d. The law provides that an employer who willfully violates the OSH Act may be assessed a civil penalty of not more than $70,000 but not less than $5,000 for each violation. A proposed penalty for a willful violation may be adjusted downward, depending on the size of the business and its history of previous violations. Usually no credit is given for good faith.

e. If an employer is convicted of a willful violation of a standard that has resulted in the death of an employee, the offense is punishable by a court imposed fine or by imprisonment for up to 6 months, or both. A fine of up to $250,000 for an individual, or $500,000 for a corporation (authorized under the Omnibus Crime Control Act of 1984, not the OSH Act), may be imposed for a criminal conviction.

## 16-4. Hazard identification

The identification and correction of unsafe practices and unsafe physical conditions through safety inspections is essential to a successful accident prevention program.

a. Inspections. To properly direct efforts to eliminate the cause of accidental injuries and property damage, safety inspections must be conducted at all levels. Minimum requirements for safety inspections are as follows:

(1) All personnel have a responsibility to report safety hazards and safety violations to their supervisor. ADSOs will inspect operations and facilities and record the results of the inspection. RACs will be assigned by the USAREC Safety Director.

(2) ADSO personnel will inspect worksites and facilities using the SASOHI procedures described in AR 385-10. These inspections may be conducted with or without prior notification.

(3) A written report of deficiencies observed by ADSOs during inspections will be provided to the commander or director of the activity inspected. These reports will cite hazard severity, safety program achievements and deficiencies, and recommended corrective actions. A copy of all surveys will be maintained by the ADSO.

(4) The unit or activity inspected will be required to respond to the ADSO, in writing, concerning corrective action taken on each cited deficiency within the timeframe indicated on the inspection report. Follow-up procedures will be established by the unit to ensure each deficiency is corrected.

b. Abatement plans.

(1) The establishment of a site-specific abatement plan is required by 29 CFR 1960. These plans are required by DoD and the Army for all violations in categories I through III, requiring more than 30 days to correct.

(2) DoD provides an internal channel for those situations where the most effective means to correct a hazardous situation may be through application of local alternate measures in place of OSHA standards. The installation, after consultation with appropriate labor relations representatives, may petition through the chain of command to Army command level for approval of a variance which adopts a local alternate safety or health measure.

(3) Violations often require abatement plans solely because preparing, processing, scheduling, and actually doing the work requires more than 30 days. For this reason, any safety hazard that requires a work request to correct will forward a DA Form 4283 to the USAREC Safety Office by the activity responsible for correcting the problem. The USAREC Safety Office will assign an RAC to the work request and forward it to the facilities manager.

c. Reports of unsafe or unhealthful working conditions.

(1) Reports of unsafe or unhealthful working conditions should be handled at the operational level whenever possible to ensure timely correction in the following order of priority:

(a) Oral reports directly to the supervisor.

(b) Reports through operational channels.

(c) Phone calls or memos to the USAREC Safety Office.

(d) The Army Hazard Reporting System.

(2) The Army Hazard Reporting System provides a route for personnel to bring complaints directly to the installation level, bypassing intermediate commands or supervisory elements.

(a) If an employee is not satisfied with the action taken to correct the alleged condition, they may make a written report to the USAREC Safety Director on DA Form 4755. This form is available at the USAREC Safety Office and online. Refer to DD Form 2272 for reporting hazards.

(b) Reports submitted to the USAREC Safety Director will be investigated per AR 385-10. Reports of alleged unsafe and unhealthful working conditions will be forwarded to the appropriate organization for response. Responses will be furnished to the USAREC Safety Office within 7 working days.

(c) All DA personnel, both military and civilian, will be protected from coercion, discrimination, or reprisals for participating in the Army SOH Program and exercising lawful occupational safety and health rights.

(d) Reports requesting anonymity will be handled per provisions of AR 385-10.

(e) Reports that appear to involve immediate life-threatening situations will be investigated immediately.

(f) All reports will be investigated by safety or health personnel. The originator, if known, will be notified of the results of the investigation, in writing, within l0 working days following receipt of the hazard report.

(g) If the originator is dissatisfied with the USAREC Safety Director's response, they may appeal to the CG USAREC, who will review the findings and take appropriate action.

(h) If the originator is dissatisfied with the CG's response, they may appeal to HQ TRADOC, ATTN: ATCS-S. The originator may further appeal to the Army designated SOH official and finally the DoD designated SOH official, if appeals are rejected at any point in the chain.

(i) Personnel are encouraged not to bypass review levels prescribed above.

(j) Reviews will normally be completed within 20 workdays. Personnel are advised that if an appeal is not acted upon within 20 workdays, they may appeal to the next higher level for review.

### 16-5. Hazard Communication Program

Chemicals pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). This Hazard Communication Program (HCP) is designed to ensure that information about these hazards and associated protective measures are disseminated to workers and employers.

a. Responsibilities.

(1) The CG will:

(a) Ensure an HCP is established and implemented to inform all USAREC employees of the hazards associated with the chemicals in their work areas.

(b) Ensure funding is made available to implement and maintain the HCP as outlined herein.

(2) USAREC Safety Office will:

(a) Oversee the HCP.

(b) Monitor unit's chemical hazard inventory log during the SASOHI performed annually.

(c) Provide train the trainer or initial training for the Federal HCP upon request.

(d) Monitor effectiveness of employee's hazard communication training through an established inspection program.

(e) Assist users in obtaining MSDSs.

(f) Conduct or coordinate medical surveillance and health hazard training for military and civilian employees potentially exposed to occupational health hazards.

(3) Supervisors (military and civilian) will record completion of employee hazard communication training in the employee's or Soldier's record in the Digital Training Management System (see USAREC Reg 350-1).

(4) ACS, G4/8, will:

(a) Comply with requirements of subpart 23.3, Federal Acquisition Regulation 52.223.

(b) Ensure the least hazardous chemical is purchased for the intended task. The manufacturer should be required to submit an MSDS for the chemical they want to provide.

(c) If an MSDS is not received with shipping documents, contact manufacturers supplying hazardous chemicals and request an MSDS be forwarded as soon as possible.

(d) Forward one copy of the MSDS to supply warehouse and/or receiving unit.

(e) Ensure contractor's safety programs include the OSHA requirements of hazard communication standards.

(5) Commanders, directors and chiefs, and staff offices and departments will ensure:

(a) An individual is appointed to coordinate the HCP within their organization and act as the central point of contact.

(b) All elements of this program are complied with.

(c) This regulation, the organization's hazard chemical inventory, and applicable MSDSs are readily available for personnel working with hazardous chemicals.

(6) Units will:

(a) Update the unit hazardous chemical inventory as new chemicals arrive in the unit.

(b) Request assistance for initial training for newly assigned military and civilian personnel by contacting the USAREC Safety Office.

(c) Prepare an SOP covering the use of chemical compounds, safe handling procedures, measures, protective clothing, and equipment employees must use.

(d) Ensure receipt of MSDSs with shipment of hazardous chemicals.

(7) Supervisors will:

(a) Maintain an inventory of all hazardous chemicals used in the workplace.

(b) Maintain MSDSs on all hazardous chemicals used in the workplace and make readily available to employees.

(c) Train employees on specific hazards associated with the chemicals used in their workplace and protective measures to prevent injury and/or exposure to hazardous chemicals.

(d) Apprise employees performing non-routine tasks of any hazardous chemicals they may use or come in contact with and protective measures to prevent exposure.

b. Procedures.

(1) Labeling.

(a) Labeling shall provide workers with baseline information on the substances to which they are exposed. A label is not intended to provide full information on the substance.

(b) Label containers with the chemical identity and the appropriate hazard warnings.

(c) Containers into which a toxic substance or mixture is being transferred from a labeled container, and which is intended for immediate use by the employee making the transfer, are exempt from labeling.

(d) Containers must be individually labeled. The labels must be affixed and displayed in such a manner that employees can easily identify the hazardous substance contained within.

(e) If labeling or relabeling is required, the user shall complete a DoD hazardous chemical label, and affix same to all individual hazardous chemical containers. Known or suspect carcinogen containers will be labeled to properly identify the contents with "DANGER-CHEMICAL CARCINOGEN."

(f) Information on the DoD hazardous chemical label shall include the chemical name and the name of the manufacturer, importer, or responsible party, and appropriate hazards.

(g) The chemical and/or common name on the DoD label shall be the same as shown on the MSDS.

(h) Hazardous wastes must also meet the labeling requirements of the Environmental Protection Agency. Units generating hazardous wastes will contact the Environmental Management Division, at the nearest installation.

(2) MSDSs.

(a) Contents of any MSDSs used in USAREC must meet OSHA requirements.

(b) MSDSs for locally purchased items and nonstandard stock hazardous chemicals should be requested at time of purchase.

(c) If an MSDS is not received with a locally-purchased hazardous chemical, the supervisor may contact the vendor, manufacturer, or find it on the Internet by typing "MSDS" in the search window. The hazardous chemical will not be used until an MSDS is available.

(d) Identification of a hazardous material and correct matching to its MSDS is required. Critical differences exist between similarly named chemicals and products from different manufacturers.

(e) All personnel will have ready access during each work shift to MSDSs applicable to their work area. Accessibility will be achieved by placing copies in the immediate work area or by providing rapid response from a centralized MSDS file. Employees who question the safe use of a material will not be required to use it until an approved MSDS is provided and the hazards and protective procedures explained.

(f) Protection of trade secret information is required. Data contained in the limited release edition of the hazardous materials information system will be treated in the same manner as "For Official Use Only" information.

c. Unit checklist for hazard communication compliance.

(1) Is an individual appointed to coordinate the HCP within the unit?

(2) Is there a hazardous chemical inventory covering all hazardous chemicals within the organization, and is the inventory list readily available to workers?

(3) Is the hazardous chemical inventory kept up to date?

(4) Is a copy of the hazardous chemical inventory and the location of the MSDSs maintained on the unit's bulletin board by the fire evacuation plan?

(5) Is there an MSDS for each chemical in the inventory and are the MSDSs readily available for the worker's review?

(6) Is there an SOP developed covering the execution of the hazardous chemical program within the unit?

(7) Have all personnel who work with hazardous chemicals as a normal part of their duties been properly trained (that is, The Federal Hazard Communication Training Program and unit specific training)?

(8) Are all hazardous chemical containers properly labeled?

(9) Are all hazardous chemicals properly stored?

(10) Have all personnel who work in facilities where hazardous chemicals are stored been informed of their presence and told what to do in case of emergency?

## 16-6. Respiratory Protection Program

This is a mandatory program. Personnel must comply with the Respiratory Protection Program (RPP) as outlined below:

a. Respirators are considered an acceptable method of protecting the health of DA personnel when the safety

director, industrial hygienist, or occupational health nurse determines that the following conditions exist:

(1) Routine operations in which there are no feasible engineering controls and/or work practices that would adequately eliminate exposure to the hazard if used.

(2) Intermittent, nonroutine operations (such as those not exceeding 1 hour per day or 1 day per week) when there are no feasible engineering controls and/or work practices available that would adequately control exposure to the hazard.

(3) Interim periods when engineering controls are being designed and installed.

(4) Emergencies.

(5) Federal regulation or operating license requires use of respirators.

b. Where economically feasible and the technology exists for eliminating or reducing the cause of an environmental respiratory hazard, the following engineering control methods will be implemented:

(1) Substitution of less toxic substances.

(2) Installation of local exhaust systems.

(3) Natural or mechanical ventilation.

(4) Segregation or isolation of processes or operations.

c. Respiratory protection will be furnished at no cost to the employee and will be used as a condition of employment when required by the job. Employees hired after 12 December 1994 will be required to shave facial hair to wear the facial seal respirator or if it interferes with the valve functions.

d. Responsibilities.

(1) USAREC Safety Director will:

(a) Manage the RPP.

(b) Annually evaluate the program per AR 11-34.

(c) Conduct random worksite inspections to ensure compliance with regulations.

(d) Assist in writing SOPs for respirator use and approve them before publication.

(e) Maintain records of training and fit testing.

(f) Coordinate with PMS, MEDDAC, regarding the selection of respiratory protective equipment (RPE).

(g) Initiate prompt corrective action on any deficiencies detected in the RPP.

(h) Train supervisors and workers on the maintenance and use of RPE.

(i) Oversee required initial fit testing and annual testing required by AR 11-34.

(2) Civilian personnel office (CPO) will provide administrative support as required to all individuals responsible for ensuring and/or enforcing the RPP. Examples of this support are:

(a) Ensure CPO addresses requirement for respirator use in job descriptions.

(b) Where job descriptions have a requirement for respirator use, they will also contain the statement: "Persons being considered for employment in areas of operations requiring the use of PPE will be referred to the Occupational Health Clinic for a pre-employment physical, as determined by the organization's HR service provider."

(c) Reassign employees presently working in areas requiring PPE that are unable to wear the required protection as determined by the occupational health clinic and USAREC Safety Office.

(d) Documenting training per 29 CFR 1910.134.

(3) MEDDAC, PMS, will:

(a) Perform worksite evaluations to determine areas and locations where respiratory protection is required, and provide copies of evaluations with recommendations to the USAREC Safety Office. Ensure proper documentation is maintained to show breathing air systems have been tested for quality.

(b) Prescribe and disseminate instructions to worksite supervisors as to the type of approved respirator required for the task involved.

(c) Provide technical guidance to the administrator of the RPP.

(d) Maintain an inventory of hazardous areas in which respiratory protection is required. Provide a copy of updated listing to USAREC Safety Office by 31 January and 31 July yearly.

(e) Provide a pre-placement medical examination and periodic medical evaluation per established directives for individuals requiring respiratory protection before job assignment.

(f) Perform fitting for corrective lenses inside full-face-piece respirator to ensure proper vision and good fit.

(4) Supervisors will:

(a) Complete respiratory protection request on all personnel that have been identified to be in the respiratory program.

(b) Develop an SOP for respirator use. Ensure SOP is approved by the local installation respirator specialist and PMS and that employees are familiar with the SOP.

(c) Indicate job requirement to use respiratory equipment on the request for personnel action, when it is submitted to CPO for recruitment to fill a position. Supervisors will ensure that selected personnel for vacancies requiring respiratory protection are advised of this requirement before acceptance of the position.

(d) Conduct and document monthly inspections of self-contained breathing apparatus and emergency escape equipment.

(e) Post areas where respiratory protection is required.

(f) Conduct routine inspections to ensure that proper RPE is used by employees where required and that employees adhere to the instructions relative to the proper use and maintenance requirements of the RPE. Consider user compliance in performance appraisals.

(g) Ensure employees receive periodic medical examinations by providing the Occupational Health Service, Respiratory Protection Request on all individuals in the respiratory program.

(h) Provide facilities for cleaning, maintenance, and proper storage of equipment.

(i) Ensure workers are individually fit tested by respirator specialists before work assignment.

(j) Ensure users are supplied and trained in the use and care of appropriate RPE as specified by PMS and maintenance of this equipment meets requirements outlined in this document.

(k) Ensure individual to be fit tested on tight fitting respirators is clean shaven.

(l) Ensure training for personnel on RPE is documented and kept current by the respirator point of contact.

(m) Ensure respirators are maintained per manufacturer instructions. Respirators used by more than one person shall be thoroughly cleaned and disinfected after each use.

(n) Not permit employees to wear contact lenses when wearing full-face-piece respirators, helmets, hoods, or suits.

(o) Ensure procedures for rescue and standby personnel in immediately dangerous to life or health (IDLH) situations are incorporated into unit's SOP.

e. Procedures.

(1) Selection of RPE.

(a) All respirators procured for use will be approved respirators (tested and listed as satisfactory jointly by the National Institute for Occupational Safety and Health and the Mine Safety and Health Administration). Any modification that is not authorized by these agencies voids the approval of a respirator. Component replacement, adjustments, or repair will follow the manufacturer's recommendations only. A respirator is approved as a whole unit with specific components.

(b) The correct respirator for each job will be specified by PMS based on environmental evaluations and requirements contained in OSHA 29 CFR 1910, Subpart Z.

(c) Industrial respirators (negative pressure types) are not to be used in confined spaces or where concentrations of contaminants are IDLH, or in any atmosphere containing less than 19.5 percent oxygen. For entry into confined space or IDLH atmospheres, only self-contained breathing apparatus or supplied airline respirators will be used, and then only where specific controls and requirements are applied, where experts have been consulted, and written procedures developed to ensure safe operation.

(d) If an employee who is a union member desires to not wear a respirator, then the unit or activity will negotiate with the union possible optional respiratory equipment. This applies only to situations in which respirator use is not a condition of employment.

(2) Use of RPE:

(a) Where practical, a respirator will be assigned to an employee for their exclusive use.

(b) Supervisors will ensure that permanently assigned respirators are marked to indicate to whom it is assigned. The mark will not affect the respirator's performance in any way. The issue date will be recorded on inventory maintained by the supervisor.

(c) Initial and annual respiratory protection training and respiratory fit testing will be conducted.

(d) Contact lenses will not be worn with full-face-piece respirators, helmets, hoods, or suits.

(e) Each area and operation requiring respirators will be marked to inform personnel of the work hazards or health risks involved and the type of respirator required.

(3) Inspection, maintenance, and care of respirators:

(a) When a respirator is issued to an individual, that person is responsible for the primary maintenance and care of

that respirator. Where respirators are used collectively or kept ready for emergencies by a shop or operating activity, the work area supervisor is responsible for establishing the respirator maintenance and cleaning program. This program will be adjusted for the number of types of respirators in use, working conditions, and hazards involved and will include the basic services of inspection for defects, cleaning and disinfecting, repair, and storage. Equipment will be properly maintained to retain its original effectiveness.

(b) No attempts will be made to replace components or to make adjustments or repairs to mask beyond the manufacturer's recommendations. If mask is unserviceable, turn the mask into the installation respiratory specialist for disposal.

(c) All respirators will be inspected routinely before and after each use and during cleaning. A respirator that is not routinely used but kept ready for emergency use will be inspected after each use and at least monthly to ensure that it is in satisfactory working condition using the following steps:

1. Examine the face piece for excessive dirt, cracks, tears, holes, or distortion from improper storage or inflexibility.

2. Examine the head straps or head harness for breaks, loss of elasticity, broken or malfunctioning buckles, and attachments.

3. After removing the cover, examine the exhalation valve for foreign material, such as detergent residue, dust particles, or human hair under the valve seat; cracks, tears, distortion in the valve material, or improper insertion of the valve body in the face piece; cracks, breaks, or chips in the valve body, particularly in the sealing surface; and missing or defective valve cover or improper installation of the valve body.

### 16-7. Lockout or tagout of hazardous energy sources

The lockout and tagout standard requires the adoption and implementation of practices and procedures to shut down equipment, isolate it from its energy source(s), and prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed.

a. Responsibilities.

(1) CG USAREC will ensure a lockout and tagout program is established and implemented for the protection of personnel from accidental energization or start up of equipment during maintenance or repair.

(2) USAREC Safety Office will:

(a) Monitor the effectiveness of this program during scheduled inspections and spot checks of worksites.

(b) Provide materials necessary to train employees on lockout and tagout procedures.

(3) Commanders, directors, and chiefs of staff offices and departments will:

(a) Ensure employees required to use lockout and tagout devices are trained in the purpose and use of the lockout and/or tagout procedure.

(b) Provide locks and tags necessary to lockout and tagout energy sources during maintenance or repair of equipment. These locks and tags shall not be used for any purpose other than to lockout and tagout energy sources. Tags should be attached with non-reusable nylon cable ties.

(c) Ensure all employees required to work on hazardous energy source equipment have been trained in all aspects of lockout and tagout procedures.

(d) Conduct periodic inspections to ensure all elements of this regulation are being followed by employees.

(e) Be responsible for removing lockout and tagout devices in the event the employee who installed the device is unable to remove them.

(4) Employees will:

(a) Comply with all procedures herein to prevent accidental start up of equipment and systems while performing maintenance or repair.

(b) Be knowledgeable of the equipment being serviced, the types of energy, and hazard, and how to isolate the equipment from all energy sources.

b. Lockout procedures.

(1) Individual(s) performing maintenance will notify all affected employees that a lockout is required and the reasons for the lockout.

(2) If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etcetera).

(3) Operate the switch, valve, or other energy-isolating device so that the energy source(s) (electrical, mechanical, hydraulic, etcetera,) is disconnected or isolated from the equipment. Stored energy such as that in capacitors,

springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etcetera, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding-down, etcetera.

(4) After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the pushbutton or other normal operating controls to make certain the equipment will not operate. Return operating controls to neutral position after the test. The equipment is now locked out.

c. Restoring equipment to service. Removal of lockout or tagout devices by persons other than the employee(s) who applied them is not authorized unless circumstances are such that the employee(s) who applied them are unable to remove them.

d. Training.

(1) Training shall be provided to ensure the purpose, function, knowledge, and skills of the lockout or tagout programs and procedures are understood by supervisors, operators, and qualified equipment maintenance.

(2) All training shall be certified, documented, and kept up to date. The certification shall contain each individual's name and dates of training.

### 16-8. Bloodborne pathogens

a. Requirements. Exposure control plan (ECP). Commanders, directors, and chiefs of staff offices and departments having personnel with occupational exposure to bloodborne pathogens or other infectious materials shall establish a written ECP designed to eliminate or minimize personnel exposure. The ECP shall contain at least the following elements:

(1) An exposure determination shall be developed which includes all job classifications in which personnel have occupational exposure to blood, body fluids, or other potentially infectious materials. In addition to the job classifications, list all tasks and procedures that are performed by personnel in which occupational exposure occurs. This exposure determination shall be made without regard to the use of PPE.

(2) A copy of the ECP shall be accessible to all personnel.

(3) The ECP shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised personnel positions with occupational exposure.

b. Housekeeping.

(1) The worksite will be maintained in a clean and sanitary condition. The supervisor shall implement an appropriate written schedule for cleaning and method of appropriate decontamination.

(2) All equipment, environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

c. Employee health components.

(1) Hepatitis B vaccine will be made available to personnel who have been determined by the Chief, PMS, to be at high risk for occupational exposure to blood or other potentially infectious material. Hepatitis B vaccine is available for personnel in high-risk occupations. Requests for the vaccine are issued by the Occupational Health Service and administered by the local immunization clinic.

(2) Civilian employees who choose not to accept the offer of the hepatitis B vaccination must sign the mandatory declination statement per 29 CFR 1910.1030. If an employee initially declines the vaccination but later decides to undergo the vaccination series, the employer must provide the vaccine at that time provided the employee is still occupationally exposed.

### 16-9. Ionizing radiation protection

10 CFR 21 requires that any manufacturing defect involving any device licensed by the Nuclear Regulatory Commission must be reported within 2 days following receipt of the information. Failure to comply may result in civil penalties assessed in the amount provided by Section 234 of the Atomic Energy Act of 1954, as amended. DA personnel are not exempt from this requirement.

a. Any individual discovering or having knowledge of an ionizing radiation safety hazard must report such knowledge to the USAREC Safety Office in an expeditious and timely manner.

b. Possible safety hazards include release of unauthorized amounts of radioactivity to an unrestricted area (the environment). Action such as incinerating, crushing, throwing in dumpsters, etcetera, of radioactive material (with some minor exceptions) is strictly prohibited by law.

## 16-10. Confined space entry

This section contains requirements for practices and procedures to protect Soldiers and civilians from the hazards of entry into confined spaces. USAREC, at the time of this publication, had no requirements or job tasks that would expose personnel to a confined space. If you believe any USAREC job task meets the conditions of working in a confined space, notify the USAREC Safety Office. Confined spaces can become unsafe for occupancy as a result of possible atmospheric contamination by toxic or flammable vapors, oxygen deficiency or excess, the possibility of liquids, gases, or solids being admitted during occupancy; or the rendering of the occupants isolated from help in case of need. This section sets forth minimum requirements for safe entry, continued work in, and exit from confined spaces.

a. Confined space means a space that:

(1) Is large enough and so configured that an employee can bodily enter and perform assigned work.

(2) Has limited or restricted means for entry or exit. (For example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.)

(3) Is not designed for continuous employee occupancy.

b. Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

c. Nonpermit confined space means a confined space that does not contain or, with respect to atmospheric hazards, has the potential to contain any hazard capable of causing death or serious physical harm.

d. Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

(1) Contains or has a potential to contain a hazardous atmosphere.

(2) Contains a material that has the potential for engulfing an entrant.

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.

(4) Contains any other recognized serious safety or health hazard.

## Appendix A
## References

### Section I
### Required Publications

**AR 11-34**
The Army Respiratory Protection Program. (Cited in paras 16-6d(1)(b) and 16-6d(1)(i).)

**AR 15-6**
Procedures for Investigating Officers and Boards of Officers. (Cited in para 3-5a.)

**AR 40-5**
Preventive Medicine. (Cited in para 11-1.)

**AR 195-2**
Criminal Investigation Activities. (Cited in para 3-5b.)

**AR 385-10**
The Army Safety Program. (Cited in paras 1-1a, 1-6b(12), 1-6b(23), 1-6b(27), 1-6g(15), 1-6h(5), 2-1, 2-5b, 2-5d, 2-6a, 3-2b, 3-5a, 3-6, 5-1a, 5-2b(1), 5-4e, 5-7, 5-9a, 6-2b, 6-4a, 6-4b, 6-5d, 6-10, 6-10d, 6-11, 6-12b(2)(a), 7-3d, 9-2a(1), 9-2e, 9-2h, 9-5b, 10-1a, 11-8f, 13-2b(1), 16-4a(2), 16-4c(2)(b), and 16-4c(2)(d).)

**AR 600-8-22**
Military Awards. (Cited in para 5-4d.)

**AR 600-55**
The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing). (Cited in paras 6-4a, 6-5d, and 6-8c.)

**AR 690-700**
Personnel Relations and Services (General). (Cited in paras 10-2b and 10-4.)

**DA Pam 40-21**
Ergonomics Program. (Cited in para 11-8f.)

**DA Pam 385-1**
Small Unit Safety Officer/NCO Guide. (Cited in paras 9-2a(1) and 9-2h.)

**DA Pam 385-10**
Army Safety Program. (Cited in paras 5-1a, 5-3b, 5-4e, and 11-1.)

**DA Pam 385-40**
Army Accident Investigation and Reporting. (Cited in paras 1-1a, 2-1, and 3-2b.)

**DODI 6055.1**
DOD Safety and Occupational Health (SOH) Program. (Cited in paras 1-5b(6) and 11-3b(2).)

**DODI 6055.4**
DOD Traffic Safety Program. (Cited in para 6-11.)

**FM 5-19**
Composite Risk Management. (Cited in paras 4-1, 4-4b, and 4-4c.)

**FM 10-67-1**
Concepts and Equipment of Petroleum Operations. (Cited in para 15-4.)

**TC 21-305-100**
The Military Commercial Driver's License Driver's Manual. (Cited in para 6-8c.)

**TRADOC Reg 385-2**
U.S. Army Training and Doctrine Command Safety Program. (Cited in paras 9-2a(1) and 9-2h.)

**UCMJ**
Uniform Code of Military Justice. (Cited in paras 2-4c and 10-2b.)

**USAREC Reg 350-1**
Training and Leader Development. (Cited in para 16-5a(3).)

**USAREC Reg 601-106**
Active Duty for Special Work Program. (Cited in para 6-12a.)

**USAREC Reg 601-107**
Operational Management Systems. (Cited in para 6-12a.)

**USAREC Reg 700-5**
Integrated Logistics Support. (Cited in para 6-2b.)

## Section II
## Related Publications

**AR 25-400-2**
The Army Records Information Management System (ARIMS).

**AR 190-5**
Motor Vehicle Traffic Supervision.

**AR 385-63**
Range Safety.

**AR 420-1**
Army Facilities Management.

**DA Memo 385-3**
HQDA MACOM Safety Program.

**DA Pam 385-30**
Mishap Risk Management.

**DODI 6055.07**
Accident Investigation, Reporting, and Recordkeeping.

**FM 55-30**
Army Motor Transport Units and Operations.

**USAREC Reg 1-21**
Inspections.

**10 CFR Part 21**
Reporting of defects and noncompliance.

**29 CFR Part 1910.33**
Eye and face protection.

**29 CFR Part 1910.134**
Respiratory protection.

**29 CFR Part 1910.1030**
Bloodborne pathogens.

**29 CFR Part 1960**
Basic program elements for Federal employee occupational safety and health programs and related matters.

**29 CFR Part 1960.66**
Purpose, scope, and general provisions.

## Section III
## Prescribed Forms

**USAREC Form 557**
Safety Checklist. (Prescribed in para 9-2c.)

**USAREC Form 672**
Accident Notification Report. (Prescribed in paras 2-1f, 2-5f(1), 2-5f(1), 2-6c(1), and 6-1a(3).)

**USAREC Form 1041**
Certificate of Achievement. (Prescribed in para 5-8.)

**USAREC Form 1176**
POV Inspection Checklist. (Prescribed in paras 1-6h(8), 6-9b, 6-12b(1), and 7-2b.)

**USAREC Form 1206**
Accident Summary Report and Log. (Prescribed in paras 2-8a(1), 2-8f, and 2-9e.)

**USAREC Form 1236**
Motorcycle Operator Responsibilities (Soldier). (Prescribed in para 6-10a.)

**USAREC Form 1236-1**
Motorcycle Operator Responsibilities (DoD Civilian). (Prescribed in paras 6-10a and 6-10c.)

**USAREC Form 1236-2**
All-Terrain Vehicle Operator Responsibilities (Soldier). (Prescribed in para 6-11a.)

**USAREC Form 1236-3**
All-Terrain Vehicle Operator Responsibilities (DoD Civilian). (Prescribed in para 6-11a.)

**USAREC Form 1238**
Facility Hazard Inspection Checklist. (Prescribed in para 1-6f(6).)

**USAREC Form 1239**
Personal Injury Summary Report. (Prescribed in paras 2-8a(2), 2-8f, and 2-9f.)

**USAREC Form 1246**
Leader's Cold Weather Guide. (Prescribed in para 8-12a(3).)

**USAREC Form 1254**
Accident Report Checklist. (Prescribed in para 2-6c(2).)

**USAREC Form 1295**
Newcomers Safety and Occupational Health Briefing. (Prescribed in para 1-5b(6).)

**USAREC Form 1297**
Bleacher Inspection Checklist. (Prescribed in paras 14-2b(2) and 14-3a.)

**USAREC Label 18**
Drive With Low Beam Lights On. (Prescribed in para 6-3a.)

## Section IV
## Referenced Forms

**DA Form 31**
Request and Authority for Leave.

**DA Form 285**
U.S. Army Accident Report.

**DA Form 285-AB**
U.S. Army Abbreviated Ground Accident Report (AGAR).

**DA Form 348**
Equipment Operator's Qualification Record (Except Aircraft).

**DA Form 1119-1**
Certificate of Achievement in Safety.

**DA Form 4755**
Employee Report of Alleged Unsafe or Unhealthful Working Conditions.

**DA Form 4283**
Facilities Engineering Work Request.

**DA Form 7566**
Composite Risk Management Worksheet.

**DD Form 2272**
Department of Defense Safety and Occupational Health Protection Program.

**DOL Form CA 1**
Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

**DOL Form CA 2**
Notice of Occupational Disease and Claim for Compensation.

**DOL Form CA 3**
Report of Termination of Disability and/or Payment.

**DOL Form CA 20**
Attending Physician's Report.

**HQ USAREC Form 1920**
Accident Avoidance Course Certification.

**OSHA Form 300**
Log of Work-Related Injuries and Illnesses.

**OSHA Form 300A**
Summary of Work-Related Injuries and Illnesses.

**SF 91**
Motor Vehicle Accident Report.

**USAREC Form 1279**
HRAP, SRAP, and ADOS-RC Soldier Inprocessing Checklist.

## Glossary

### Section I
### Abbreviations

**AAC**
Accident Avoidance Course

**ACS**
Assistant Chief of Staff

**ADOS-RC**
Active Duty for Operational Support-Reserve Component

**ADSO**
additional duty safety officer (officer/NCO/civilian)

**AMV**
Army motor vehicle

**ASB**
U.S. Army Accessions Support Brigade

**ASO**
aviation safety officer

**ATV**
all-terrain vehicle

**AVO**
administrative vehicle operation

**BJA**
brigade judge advocate

**CAIG**
centralized accident investigation, ground

**CG**
commanding general

**COC**
Command Operations Center

**COR**
contracting officer representative

**CoS**
chief of staff

**CPO**
civilian personnel office

**CSM**
command sergeant major

**DA**
Department of the Army

**DCG**
deputy commanding general

**DoD**
Department of Defense

**ECP**
exposure control plan

**FAAR**
fatality after-action review

**FRB**
fatality review board

**FY**
fiscal year

**GO**
general officer

**GOV**
Government-owned vehicle

**HCP**
Hazard Communication Program

**HQ USAREC**
Headquarters, U.S. Army Recruiting Command

**HRAP**
Hometown Recruiter Assistance Program

**IDLH**
immediately dangerous to life or health

**LOD**
line of duty

**MEDDAC**
medical department activity

**MSDS**
material safety data sheet

**NCO**
noncommissioned officer

**NCOER**
noncommissioned officer evaluation report

**OER**
officer evaluation report

**OSHA**
Occupational Safety and Health Administration

**PCE**
protective clothing and equipment

**PCS**
permanent change of station

**PMS**
preventive medicine service

**POV**
privately-owned vehicle

**PPE**
personal protective equipment

**PT**
physical training

**RAC**
risk assessment code

**RM**
risk management

**RPE**
respiratory protective equipment

**RPP**
Respiratory Protection Program

**RS**
recruiting station

**SASOHI**
standard Army safety and occupational health inspection

**SIR**
serious incident report

**SOH**
safety and occupational health

**SOP**
standing operating procedure

**SRAP**
Special Recruiter Assistance Program

**SSDD**
safety stand-down day

**TDY**
temporary duty

**TRADOC**
U.S. Army Training and Doctrine Command

**TRiPS**
Travel Risk Planning System

**USACRC**
U.S. Army Combat Readiness Center

**USAREC**
U.S. Army Recruiting Command

**WMSD**
work-related musculoskeletal disorder

## Section II
## Terms

There are no entries for this section.

# USAREC

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