

**National Guard Regulation 385-10**

**Safety**

# **Army National Guard Safety Program**

**Departments of the Army and the Air Force  
National Guard Bureau  
Arlington, VA 22202-3231  
12 September 2008**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

NGR 385-10  
Army National Guard Safety Program  
12 September 2008

This is a complete re-write NGR 385-10. Listing of all changes is not feasible. However major changes are listed.

- Establishes guidance for executing the Army National Guard Safety Program.
- Incorporates the use of composite risk management for safety.
- Establishes policy for the Army National Guard Safety Program (para 1-4).
- Specifies and defines responsibility for safety at the National Guard Bureau, Army National Guard, and the States (chap 2).
- Specifies the use of the Reserve Component Automation System to administer and manage the safety program (para 3-4).
- Specifies safety committee, council, and conference guidance (chap 4).
- Specifies required safety training in composite risk management (para 5-3).
- Specifies training requirements for the Safety and Occupational Health Manager and Safety and Occupational Health Specialist to become certified (para 5-6).
- Establishes the requirement for a serious incident report on all fatal accidents to Army National Guard members (para 6-1).
- Establishes the requirement for pre-accident notification plans to be written (para 6-4).
- Outlines procedures for appointing accident investigation boards and accident investigation report administration (paras 6-4 through 6-7).
- Prescribes next of kin procedures (para 6-12).
- Specifies release of information from accident investigation reports (para 6-13).
- Establishes the Army National Guard Composite Risk Management Program (chap 7).
- Prescribes the policy for Army National Guard for risk approval levels and outlines approval authority Commanders may use to approve a mission based on the highest residual risk (para 7-8).
- Specifies safety program elements (chap 8).
- Outlines the safety awards presented by Headquarters, Department of the Army (para 9-3).
- Establishes awards and criteria for the Director, Army National Guard safety awards (para 9-4).
- Outlines the use of promotional items (para 9-7).

- Provides policy for the Army National Guard to comply with Occupational Safety and Health Administration Program (chap 10).
- Establishes the Army National Guard Voluntary Protection Program (para 10-7).
- Outlines the Army National Guard Privately Owned Vehicle Accident Prevention Program (chap 11).
- Adds requirements for privately owned vehicle accident reporting (para 11-7).
- Prescribes motorcycle safety requirements (para 11-8).
- Outlines responsibilities for the Workers Compensation Program (chap 12).
- Outlines the use of promotional and educational materials (chap 13).
- Outlines airborne operation safety and the Airborne Accident Prevention Program (chap 14).
- Outlines the duties and responsibilities for airborne operations for the Army National Guard, the States, and units (para 14-4).
- Establishes requirements for safety support during contingency and tactical operations (chap 15).
- Outlines fatigue management guidelines (chap 16).
- Specifies the Army National Guard Range Safety Program (chap 17).
- Specifies the Army National Guard Explosive Safety Program (chap 18).

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Safety

Army National Guard Safety Program

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By Order of the Secretaries of the Army and the Air Force:

**H STEVEN BLUM**  
Lieutenant General, USA  
Chief, National Guard Bureau

Official:

**GEORGE R. BROCK**  
Chief, Strategy and Policy Division

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**History.** This is a total rewrite of the existing regulation, dated 7 October 1988 which is hereby superseded. Because the regulation has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation on the Army National Guard (ARNG) Safety Program has been revised. It explains the need for safety in the ARNG; outlines responsibilities; and provides policy for the development, implementation, and management of the ARNG Safety Program. This regulation incorporates the provisions of Army Regulation (AR) 385-10, AR 385-63, AR 40-5 and integrates the Occupational Safety and Health Administration (OSHA) requirements into the ARNG Safety Program.

**Applicability.** This regulation applies to the ARNG. For the purpose of this regulation, each State Adjutant General is an Installation Commander. The term State includes all States, Puerto Rico, the U.S. Virgin Islands, Guam and the Commanding General of the District of Columbia.

**Proponent and exception authority.** The proponent of this regulation is the Chief, NGB-AVS-S, Army National Guard, 111 S. George Mason Drive, Arlington, VA 22204-1382.

**Management Control Process.** This regulation is subject to the requirements of AR 11-2 and identifies key management controls that must be evaluated. Refer to Appendix K.

**Supplementation.** States are authorized to supplement contents of this regulation, except statutory and Department of Defense (DoD) directed requirements. Supplements will not be less stringent than regulatory requirements contained herein. If supplements are issued, States will furnish a copy to NGB-AVS-S.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-AVS-S (NGR 385-10), ARNG Readiness Center, 111 South George Mason Drive, Arlington, VA 22204-1382.

**Distribution.** A, B, C, D, and E. Distribution is intended for all command levels.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation sets forth basic ARNG policy for establishing the ARNG Safety Program. This regulation's primary purpose is establishing the basic organizational framework to allow commanders to achieve success, excellence, and productivity. Specifically, this effort is designed to:

- a. Establish policies, procedures and responsibilities for implementation of the ARNG Safety Program and ensure protection of the force.
- b. Promote safe and healthful practices for all ARNG personnel and activities including support of State civilian authorities and public safety programs.
- c. Provide responsibilities, policies, and duties for the integration of composite risk management (CRM) into existing command processes.
- d. Supplement directives in AR 385-10 and provide policy necessary for planning, organizing, coordinating and implementing the ARNG Safety Programs.
- e. Recognize safety as an integral component of all ARNG training and operations.

#### **1-2. References**

Required and related publications and referenced and prescribed forms are listed in Appendix A.

#### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. Policy**

- a. The Safety Policy of the ARNG is to increase readiness through the elimination of losses in manpower, equipment, and resources due to accidents, injuries, and occupational illnesses.
- b. Implement the standards promulgated by the Occupational Safety and Health (OSH) Act of 1970 Public Law 91-596, as implemented in Executive Order 12196, 29 Code of Federal Regulations (CFR) Part 1960, 29 CFR 1910, 29 CFR 1926, and AR 385-10 to provide a safe and healthful environment.
- c. The State Safety Office will coordinate with Joint Force Headquarters Staff Offices on appropriate issues as necessary.
- d. The ARNG will comply with the regulatory requirements in all non-military ARNG operations and workplaces, regardless of whether work is performed by military or ARNG civilian personnel.
- e. CRM is the principle means to accomplish the risk reduction methodology of the ARNG Safety Program.
  - (1) CRM does not convey authority to violate or deliberately violate local, state, national, or host nation laws.
  - (2) CRM does not justify disregard of regulatory restrictions and applicable standards.
  - (3) CRM does not justify bypassing risk controls required by law, such as life safety and fire protection codes, physical security, transport and disposal of hazardous material and waste, or storage of classified material. Commanders may not use CRM to alter or bypass legislative intent.
- f. Safety is a Commanders Program.

## **Chapter 2**

### **Responsibilities**

#### **2-1. Chief, National Guard Bureau (CNGB)**

Establish NGB Safety Program. This responsibility includes ensuring compliance with Safety and Occupational Health (SOH) statutory and regulatory requirements. Authority over the program is delegated to the Director, ARNG.

#### **2-2. Director, Army National Guard (DARNG)**

- a. Require safety integration into all ARNG disciplines.
- b. Receive reports and updates from the ARNG Safety Executive Advisory Council and the ARNG SOH Committee.
- c. Brief program shortcomings, funding shortages, and staffing shortages to the Chief, NGB.

d. Require ARNG to utilize local controls and program assessments for evaluating agency statutory and regulatory compliance. NGB-AVS and NGB-IG will conduct random independent program audits to ensure effective compliance.

e. Establish sufficient staff positions to adequately carry out program requirements.

**2-3. Deputy Director, Army National Guard (DDARNG)**

a. Chair the ARNG Safety Executive Advisory Council.

b. Serve as a member of the Army Safety Coordinating Panel.

**2-4. Chief, Aviation and Safety Division (NGB-AVS)**

a. Staff responsibility for supervision and implementation of the Safety Program.

b. Identify resources necessary to effect compliance throughout the ARNG in accordance with (IAW) statutory and regulatory safety standards.

c. Identify staffing requirements to provide an effective safety program.

d. Coordinate with other Headquarters, Department of the Army (HQDA) staff agencies and the Adjutant Generals (TAGs) on matters pertaining to the ARNG Safety Program.

e. Serve as the approving authority for all Class A and B aviation and ground accidents, and Class C aviation accidents.

**2-5. Chief, Safety and Aviation Standardization Branch (NGB-AVS-S)**

Develop, implement, standardize, and facilitate the ARNG Safety Program through a staff of qualified safety professionals to accomplish all aspects of safety requirements as directed in AR 385 series directives and this regulation including but not limited to general safety, workplace safety, tactical safety, airborne safety, explosive safety, range safety, and aviation accident prevention. These personnel will:

a. Monitor regulations, directives, and training doctrines to ensure that adequate safety concepts and CRM techniques are integrated.

b. Identify funding requirements ensuring ARNG Safety Program is adequately resourced.

c. Ensure career development and continuing education opportunities for ARNG SOH Managers (SOHM), and other designated safety and occupational health personnel.

d. Analyze ARNG health and safety hazard information, accident experience trends and develop appropriate countermeasures.

e. Implement control measures to provide for effective ARNG Accident Prevention Programs.

f. Establish, coordinate, and field safety program directives, provide accident prevention countermeasures for all aviation and ground operations.

g. Coordinate with State and Army Aviation Support Facility safety officers and safety and occupational health personnel to ensure maximum cooperation on matters pertaining to safety and training.

h. Conduct safety surveys to review operating and training procedures and initiate actions necessary for eliminating inherent or accident producing hazards.

i. Review ARNG directives and regulations to ensure that adequate safety standards are integrated.

j. Review accident experience reports, develop trends and provide safety analysis and countermeasures to appropriate agencies/organizations.

k. Coordinate with NGB-ARE on any range issues that have an environmental impact.

**2-6. Chief, Aviation Operations and Training Branch (NGB-AVS-O)**

a. Ensure that policies, concepts, and requirements provide for safe ARNG aviation operations.

b. Monitor accident trends and Accident Prevention Survey results for training deficiencies.

c. Provide training standards to ARNG aviation units that integrate safety requirements.

d. Review Standardized Aviation Communication messages and provide additional guidance when necessary.

**2-7. Chief, Systems Readiness Branch (NGB-AVS-A)**

a. Ensure that aviation maintenance, supply, and quality control assurance programs implement ARNG Safety directives.

b. Provide technical guidance concerning maintenance related safety concerns published in Aviation Safety Advisory Messages, Safety of Use messages (SOUM), Safety of Flight messages, Maintenance Information Messages; Maintenance Advisory Messages, and other maintenance related messages.

**2-8. Chief, Programs Integration Branch (NGB-AVS-I)**

- a. Monitor funding requirements ensuring ARNG Safety Program is adequately resourced.
- b. Provide technical advice and guidance to ARNG Safety community regarding financial and other resources to effectively implement and administer the Safety Program.

**2-9. Chief, Multi Media Branch**

- a. In coordination with NGB-AVS-S, State aviation safety officers/safety and occupational health managers, and other safety professionals, develop, acquire, produce and distribute safety promotional and educational materials within the ARNG.
- b. Provide guidance and assistance to the States in managing their State Safety promotional and educational program.
- c. In coordination with NGB-AVS, develop and distribute the annual "*SAFE GUARD*", "*SAFE FLIGHT*", and other countermeasure programs targeted to identified safety program deficiencies, systems defects, and management/safety management errors. Countermeasures are developed based on analysis of current accident trends.

**2-10. All Division Chiefs, ARNG**

- a. Maintain membership on the ARNG Safety Executive Advisory Council. Division Chiefs include at a minimum:

- (1) Chief, Office of the Chief Surgeon
- (2) Chief, Training Division
- (3) Chief, Operations Division
- (4) Chief, Logistics Division
- (5) Chief, Installations Division
- (6) Chief, Environmental Programs Division
- (7) Chief, Public Affairs Office
- (8) Chief, Personnel, Programs, Manpower & Resources Division
- (9) Chief, Resource Management Office
- (10) Chief, Force Management Division
- (11) Chief, Information Systems Division
- (12) Office of the Chaplain, NGB-HC
- (13) Chief, Strength Maintenance Division
- (14) Chief, Preventive Medicine, NGB-ARS

- b. Maintain staff oversight for safety issues related to their areas of responsibilities.

**2-11. The Adjutant General (TAG)**

- a. Ensure the full and effective implementation of the State ARNG Safety Program in accordance with 29 CFR Part 1960, 29 CFR 1910, DoDI 6055.1 and AR 385-10. Where installation or installation commander is cited in AR 385-10 substitute the meaning to read State and/or TAG. The State is considered an installation to meet the requirements of AR 385-10 and this regulation.
- b. Designate a SOHM and an adequate staff of qualified safety professionals to accomplish all aspects of Safety requirements as directed in AR 385 series directives and this regulation.
- c. Direct Commanders and supervisors to integrate safety and occupational health information into standing operating procedures (SOPs), training plans, and literature.
- d. Ensure that the State ARNG budget submission includes appropriate financial and other resources to effectively implement and administer the Safety Program; provide for training/funding requirements as directed in AR 385 series directives and this regulation.
- e. Ensure the full and effective implementation of the ARNG Safety program throughout their State. This includes:
  - (1) Providing a safe and healthful workplace and environment.
  - (2) Providing CRM training to military and federal civilian personnel and integrates CRM into ARNG operations throughout their command.
  - (3) Providing hazard recognition and abatement training specific to the work site or activity.
  - (4) Establishing SOPs that will foster safe practices and procedures.
  - (5) Monitoring workplaces and practices to ensure adherence to established procedures and the prompt correction of unsafe acts and conditions.

- (6) Investigating accidents to determine causes and prevent recurrence.
- (7) Providing POV safety training and hazard recognition.
- (8) Appointing State Safety Council.
- f. Ensure that an AAR is completed on all Class A and B on duty accidents for the DARNG as outlined in paragraph 6-8c below.
- g. Initiate additional accident prevention measures necessary to control hazards and resource losses for which there are no prescribed or established safety standards or procedures.
- h. Establish and enforce procedures for plans that ensure maximum safety during training and tactical operations.
- i. Establish procedures for expeditiously funding and fixing hazards based on risk assessment codes (RACs) on a 'worst-first' basis. TAG will establish safety requirements and guidance for their troops participating in exercises. They will also ensure coordination and integration of their safety efforts with those of other commands and services involved in the exercise.
- j. Safety services will be funded for Traditional Guardsmen to ensure compliance with State and Federal regulatory requirements. Funding will provide personal protective equipment (PPE) and training.
- k. Safety services will be funded for temporary and Active Duty for Special Work (ADSW) personnel. Funding will provide PPE and training.
- l. ARNG personnel called to State Active Duty for safety activities will be provided with clearly stated duties and objectives for their support role.
- m. Designate a State Radiation Safety Officer and at least one designated Alternate State Radiation Safety Officer.
- n. Designate an Office of Primary Responsibility (OPR) to establish procedures and guidance for Radiation Protection. This office would ensure that qualified Local Radiation Protection Officers (LRSO) and Alternate Radiation Protection Officers are appointed at those worksites with Individually Controlled Radioactive Items, when directed by U.S. Army Communications and Electronics Command (CECOM) Life Cycle Management Command (LCMC) (NGB Radiation Control Office), or where significant potential for exposure exists (e.g. United States Property and Fiscal Office (USPFO) Warehouse, Combined Support Maintenance Shop).
- o. Designate an OPR to establish procedures and guidance for the State ARNG's Hazard Communication (HAZCOM) Program and the DoD 6050.05, Hazardous Materials Information System (HMIS) on CD-ROM, e.g., USPFO, Logistics, Environmental Management.

## **2-12. State Safety and Occupational Health Manager (SOHM)**

- a. The primary mission is to serve as TAG or Commander's advisor in all safety matters and to collaborate with appropriate offices to ensure that all applicable programs, functional areas, and systems are operating as required IAW AR 385-10 and this regulation.
- b. Manage the State ARNG Safety Program for TAG by developing, planning, organizing, and executing safety programs as directed in AR 385 series directives and this regulation.
- c. Complete annually a self assessment of the State Safety Program and provide a comprehensive briefing to TAG on the State Safety Program. As a minimum the following areas will be addressed:
  - (1) Accident trends.
  - (2) Staffing of the Safety Office.
  - (3) Funding for safety program.
  - (4) Safety training.
  - (5) Safety Award Program.
  - (6) Three Safety Programs that are doing well.
  - (7) Three Safety Programs that need improvement.
  - (8) Goals and objectives for the next year.
- d. Serve as the Executive Secretary of the State Safety Council.
- e. Promote and use safety awareness material annually in an effort to reduce accidents, i.e. *Knowledge, Got Risk* Posters, Safeguard Program.
- f. Ensure that all safety and health violations that involve real property are immediately communicated to the Construction and Facilities Management Officer for prompt correction.

**2-13. Commanders**

Commanders at all levels will ensure:

- a. Elimination of operating errors and accidents by targeting those management-rooted causes of operating errors. The commander will implement countermeasures for those operating errors and develop appropriate controls to ensure that the countermeasure is effective.
- b. That all significant risks in training operations are evaluated and minimized by following the guidelines in Field Manual (FM) 5-19.
- c. That all risks are controlled and risk decisions are documented, using DA Form 7566.
- d. That unnecessary safety restrictions in tactical training are eliminated.
- e. That new doctrine is evaluated for risk implications, and controls are established or risk acceptance decisions made.
- f. That effective published procedures exist for the conduct of accident prevention and health controls in training.
- g. Appointment of a Safety Officer/Non-commissioned Officer (NCO) at every unit, armory and other facilities.
- h. Completing the Commander's Safety Course (CSC).
- i. Publishing safety philosophy that incorporates CRM and the units mission essential task list.
- j. Completing by Soldiers of required online Safety Courses.
- k. Developing a training program for Additional Duty Safety Officer (ADSO) and Collateral Duty Safety Officers.

**2-14. Unit Safety Officers**

Unit Safety Officers will:

- a. Assist the commander with the unit CRM Program.
- b. Assist the commander in establishing plans and procedures for conducting a unit safety program.
- c. Assist the commander in supervising safety training as required.
- d. Assist the commander in conducting safety inspections, reviewing operating and training instructions, and initiating actions necessary to eliminate inherent or accident-producing hazards in coordination with appropriate offices.
- e. Assist the commander in ensuring that accidents are investigated and reported IAW AR 385-10, DA Pamphlet (Pam) 385-40 and this regulation.
- f. Coordinate with other unit safety officers and other staff officers to ensure maximum cooperation in connection with safety matters of mutual concern.
- g. Arrange for procurement and selective use of safety posters, films, and other educational and promotional publications and materials.
- h. Conduct safety inspections.
- i. Complete Additional Duty Safety Course within 90 days of appointment (see Appendix C).
- j. Complete additional safety training that provides specific guidance in the techniques of safety management at the unit level. This should include safety responsibilities of the Unit Safety Officer, accident causation, CRM, unit safety programs, hazards/OSHA requirements, vehicle accident prevention, motor vehicle operations, tactical operations, off-duty safety, safety meetings, pre-accident plans, conducting a safety survey and accident reporting and investigating.

**2-15. Supervisors**

- a. Evaluate and minimize all significant hazards in the work area by following the guidelines in 29 CFR 1960, 29 CFR 1910, and AR 385-10.
- b. Verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.
- c. Complete job hazard analysis (JHA) with employee input, where required, and review JHA with employee.
- d. Ensure that new doctrine is evaluated for risk implications, and that controls are established or risk acceptance decisions made.
- e. Establish effective written procedures (SOPs) for work environments.
- f. Ensure that effective published procedures exist for the conduct of accident prevention and health controls in the work environment.

- g. Appoint a Collateral Duty Safety Officer (civilian) or a Safety Officer/Non-commissioned Officer (NCO) at each facility.
- h. Complete the CRM Basic for Army Civilian employees as outlined in Chapter 5.
- i. Publish safety philosophy that incorporates CRM and the facility's mission essential task list.
- j. Investigate all accidents IAW AR 385-10, DA Pam 385-40, and this regulation.
- k. Supervisors must ensure and document that employees are trained, licensed, qualified, and experienced on specific jobs/tasks/activities prior to employee assignment.

#### **2-16. Collateral Duty Safety Officers**

- a. Assist the supervisor with the unit CRM Program.
- b. Assist the supervisor in establishing plans and procedures for conducting a Safety and Occupational Health Program.
- c. Assist the supervisor in supervising safety training as required.
- d. Assist the supervisor in conducting safety inspections, reviewing operating and training instructions, and initiating actions necessary to eliminate inherent or accident-producing hazards.
- e. Assist the supervisor in ensuring that accidents are investigated and reported.
- f. Coordinate with other unit safety officers and other staff officers to ensure maximum cooperation in connection with safety matters of mutual concern.
- g. Arrange for procurement and selective use of safety posters, films, and other educational and promotional publications and materials.
- h. Conduct safety inspections.
- i. Complete the online Collateral Duty Safety Officers Course at the Combat Readiness University.

#### **2-17. ARNG Soldiers and ARNG Personnel**

- a. Stop unsafe acts detrimental to ARNG operations.
- b. Comply with this regulation, AR 385-10, the Occupational Safety and Health Act of 1970 (OSHA), safety regulations, safe work practices, JHAs, and SOPs.
- c. Use all PPE and protective clothing provided, in accordance with training, hazard analyses, work instructions, and as required by the task at hand.
- d. Report Army accidents, near misses, and hazards in their workplace as soon as possible to their supervisor or leader.
- e. Employ CRM in managing risk.

### **Chapter 3**

#### **ARNG Safety Program Structure and Safety Program Objectives**

##### **3-1. Organizational Structure**

- a. The ARNG HQ and the State Safety Office will be staffed and configured in accordance with currently approved manpower staffing models and AR 385-10.
- b. States with operational control of designated ARNG training sites will station qualified full-time safety personnel as appropriate, at those training installations whenever troop strengths during annual training (AT) periods average 300 Soldiers in training. For the purposes of this regulation "full-time" means having safety oversight as a primary duty during the conduct of the training.

##### **3-2. Safety Program Objects**

- a. Personnel selected for safety positions must meet and maintain position qualifications through required ARNG certification and continuing education for career development. Professional safety certification by recognized civilian organizations is necessary when required in the duty position description.
- b. Additional duty safety personnel will be appointed by Commanders to perform required safety and accident prevention functions in troop or industrial and administrative units not staffed with qualified full-time safety personnel. These personnel will complete the Additional Duty Safety Officer Course within 90 days of appointment. Battalion, brigade, and division safety officers will complete the Ground Safety Officer Course within 12 months of appointment. The Ground Safety Officer Course is recommended for company safety officers.
- c. Full time dedicated safety officers will be appointed in all brigade and higher level units.

**3-3. Operational Procedures**

- a. ARNG activities will comply with standards directed in AR 385-10.
- b. In addition, the following directives are added.

(1) ARNG workplaces, whether located in State facilities or other locations where State employees work, are subject to all standards. Conflicts between State standards and the standards applied under AR 385-10, this regulation or polices distributed by the ARNG, will be reported to NGB-AVS-S for resolution.

(2) ARNG personnel who have received formal training in workplace hazard recognition and are qualified to identify, document, and analyze the significance of the hazards discovered during the inspection will conduct required annual workplace inspections.

**3-4. Reserve Component Automation System (RCAS) Advanced Information Technology System (AITS) SOH**

a. General. RCAS AITS SOH Program. The RCAS is an automated information management system that provides the capability to administer, manage, and more effectively mobilize the ARNG. The SOH is one of the functional areas supported by RCAS. The SOH is a powerful application designed for all levels of command, SOH users, including: Safety Officers, NCOs and Technicians, Accident Investigators, Supervisors, Unit Administrators, and Commanders.

b. Policy. The RCAS AITS SOH is an automated system designed to collect, record and report data on safety matters. This is the authorized system for use within the ARNG. States are required to send Headquarter reports on accidents, inspections, hazards, awards, system defects and training based on information generated and captured in this system.

c. Functionality. The RCAS AITS SOH provides users with capability to maintain information on ground and aviation accidents, hazards, inspections, training, radioactive inventory, awards, and safety orders. Specifically, it provides the capability for the analysis of hazards and the identification of system defects. Significant functionality includes:

(1) Ground and Aviation Accident Investigation and Reporting. Generates abbreviated ground accident report forms and abbreviated aviation accident report forms.

(2) Hazards Identification and Abatement. Records unsafe acts and conditions, regulatory information, contributing factors and abatement plans.

(3) Safety and Occupational Health Inspection Scheduling and Management. Schedules and records various types of inspections to include OSHA and Standard Army SOH Inspections as well as personnel associated with the inspection.

(4) Systems Defect Management. Targets root causes of similar hazards with countermeasures and implementation plans to prevent accidents.

(5) Training. Users can maintain information on safety and occupational health training, including recommended course requirements for individuals and class scheduling and make up.

(6) Radioactive Inventory. Records specific type and quantity of radioactive items in unit.

(7) Awards. Records unit/individual awards and manages the safety award program.

(8) Safety Orders. Records individuals on safety orders, date of order, and related training.

d. Integrated Data Viewer (IDV-SOH). The IDV provides Commanders and unit administrators with access to an integrated view of hazard, injury and accident information up and down the command echelon and across functional areas. The IDV-SOH uses data from the SOH application and allows quick and efficient access for organizations and subordinate organizations. The IDV-SOH allows the user to generate a composite view of the data, in both tabular and graphical reports.

**3-5. Authorized Equipment**

Appendix B includes a list of recommended items for the State Safety Office. It is not all-inclusive.

**Chapter 4****Committee, Councils and Conferences****4-1. General**

Public Law 91-596, referred to as the OSH Act of 1970, 29 CFR, Part 1960, Subpart F, 1960.36, and AR 385-10 provides for the establishment of safety committees and councils.

#### 4-2. The ARNG Safety Executive Advisory Council

The purpose of the ARNG Safety Executive Advisory Council is to promote the implementation of the ARNG Safety Program.

a. Objective:

- (1) Consult and provide policy advice on and monitor the performance of the overall ARNG Safety Program.
  - (2) Review funding requirements in support of the ARNG Safety Program. Provide recommendations for emphasis and implementation.
  - (3) Provide technical and professional assistance in the implementation of safety policies and procedures directed to the States and Territories (hereinafter referred to as the States).
  - (4) Review all ARNG accidents and evaluate their impact on ARNG activities.
- b. Membership. The DDARNG is a member and serves as the chairman. Additional members are Chief of Staff, each ARNG Division Chief, ARNG Command Chief Warrant Officer, ARNG Command Sergeant Major, NGB Human Resources Office, and Chief of Preventive Medicine (NGB-ARS).
- c. Meetings. The ARNG Safety Executive Advisory Council will meet semi-annually in May and November or at the call of the chairman.
- d. Responsibilities:
- (1) The chairman will invite subject matter experts from other agencies as participants when required.
  - (2) The Chief, ARNG Safety and Standardization Branch is designated the executive secretary. Prior to each meeting or as needed, the executive secretary will issue a list of all members and alternates. Executive secretary will also prepare and e-mail, at least 10 days prior to each meeting, a list of discussion topics to each member and their alternate.
  - (3) Each member will appoint an alternate member to act in his or her absence.

e. Reporting Requirements. At the conclusion of each meeting, the executive secretary will provide a written report to the chairman for approval/signature. Upon approval/signature, the executive secretary will provide a copy of the completed minutes to all members and attendees. Additionally, individuals tasked to address special areas of concern will provide follow-up reports to the chairman, with a copy furnished to the executive secretary, no later than 30 days following the meeting.

#### 4-3. ARNG Safety and Occupational Health Committee

The committee provides recommendations to the Director ARNG based on their collective expertise and interfaces with other functional advisory committees/councils within the National Guard. Committee members serve on a rotational basis and terms are staggered for continuity. The normal tour is for 3 years, except for the ARNG HQ Representatives. The Director, ARNG and/or the chairman may request an extension of any member when his/her service is required for continuity or for the particular expertise he/she possesses.

a. Objectives.

- (1) Encourage and promote command awareness and participation in safety programs.
- (2) Function as a clearinghouse for methods of proactive planning and solutions to safety problems that affect the ARNG.
- (3) Provide recommendations and make inquiries on safety issues.

b. Membership. The committee will be appointed by the Director, ARNG based upon the recommendation of the Committee Chairman. Members serve from the functions listed below and consist of full-time and traditional duty personnel.

- (1) State Adjutant General (Chairman).
- (2) State Command Sergeant Major.
- (3) U.S. Property and Fiscal Officer.
- (4) State Plans, Operations, and Training Officer.
- (5) State Construction and Facilities Management Officer.
- (6) State Maintenance Manager.
- (7) State Surgeon/Flight Surgeon.
- (8) State Human Resource Officer.
- (9) Brigade Combat Team/Division Safety Officer.
- (10) Traditional M-Day Safety Officer.
- (11) State Army Aviation Officer.
- (12) State Aviation Safety Officer

- (13) The Regional Safety Council Chairman from each of the established regions.
  - (14) Regional Industrial Hygienist.
  - (15) Occupational Health Field Representative.
  - (16) State Command Chief Warrant Officer.
  - (17) ARNG Liaison, U.S. Combat Readiness/Safety Center.
  - (18) ARNG Eagle, Environmental Member.
  - (19) ARNG Safety and Occupational Health Manager.
  - (20) ARNG Senior Occupational Health Representative or Preventive Medicine Representative.
  - (21) ARNG Aviation and Safety Division Chief.
  - (22) State JAG "on call".
  - (23) Subject Matter Experts "as required".
- c. Meetings. The Committee will meet semi-annually in April and October or at the call of the chairman.
- d. Responsibilities.
- (1) The Chairman will provide a facilitator and a note taker to assist meetings when required.
  - (2) The Chief, Ground Safety Section (Safety and Occupational Health Manager) is designated the executive secretary. Prior to each meeting or as needed, the executive secretary will issue a list of all members and alternates. Executive secretary will also prepare and e-mail an agenda, at least 10 days prior to each meeting, to each member and their alternate. Executive secretary will assist chairman with planning the meeting, arrange lodging and meeting facilities, finalizing minutes and out briefing DARNG.
  - (3) Each member will appoint an alternate member in the event of his or her absence.
- e. Reporting Requirements.
- (1) The Chairman shall provide a verbal briefing of issues and recommendations to the Director, ARNG at the conclusion of the Committee meeting.
  - (2) At the conclusion of each Committee meeting a written report will be furnished to TAGs, Chiefs of Staff, Deputy State Surgeons, State Army Aviation Officers, SOHMs, Occupational Health Nurses, Industrial Hygienists, and all members and attendees. Minutes will be posted to ARNG website.

#### 4-4. Regional ARNG Safety Councils

The Regional ARNG Safety Councils serve as an advisory group to the ARNG Safety and Standardization Branch.

- a. Objectives.
- (1) Review and analyze the safety objectives on a continuing basis.
  - (2) Evaluate and provide recommendations on the effectiveness of safety policies and regulations.
  - (3) Foster a cooperative relationship between the State Safety Professionals and the ARNG Safety Office.
  - (4) Share information, resources, training and expertise with other States.
  - (5) Mentorship of State Safety Professionals.
  - (6) Provide career development and training on the latest technologies to the State Safety Professionals.
- b. Membership. Consists of all State ARNG Safety Professionals with the concurrence of the individual and TAG of the State concerned. A chairperson and a vice-chairperson are elected for a 3-year term. Office-holders on the council are designated by a majority vote of the membership. In addition, both office-holders will not be from the same State.
- c. Meetings. The councils meet semi-annually or at the call of the Safety and Standardization Branch Chief and the ARNG Aviation and Safety Division Chief. One meeting each year will be conducted in conjunction with an ARNG scheduled event, i.e., (Conference, In-Service). The other meeting will be conducted at the ARNG Readiness Center, a training location as designated by the participating States, or by video teleconference.
- d. Responsibilities.
- (1) Chairman:
    - (a) Attend the National SOH Committee meetings or appoint an alternate member to represent the region.
    - (b) Appoint a facilitator and a note taker from participating States to assist with meetings when required.
    - (c) Prepare an agenda, prior to each meeting, at least 10 days prior to each meeting, to each member and NGB-AVS-S.
  - (2) Members:
    - (a) Provide issues to region members for State/Regional resolution before advancing to National Committee.
    - (b) Mentor other State Safety staff within their participating region.
- e. Reporting Requirements.

(1) At the conclusion of each meeting, the Chairperson will provide a written report to the Safety and Standardization Branch Chief; council members and attendees; and other Regional Chairpersons.

(2) The Chairperson will provide a verbal briefing of issues and meeting outcomes at the National SOH Committee.

#### **4-5. State Safety and Occupational Health Councils**

TAG may exempt installations and facilities having fewer than 50 full-time personnel from safety council requirements. When exemptions are authorized, the supervisor/commander will establish control measures to ensure personnel are represented through participation in other command councils.

a. Objective.

(1) The review accident and occupational illness experience and prevention programs of the command or activity.

(2) Review reports of fatal or other serious accidents and occupational illnesses.

(3) Review employee safety suggestions to improve work conditions and increase efficiency.

b. Membership at the State level should consist of:

(1) Assistant/Deputy AG (Army) or the Chief of Staff (chairperson).

(2) Command Chief Warrant Officer.

(3) Command Sergeant Major.

(4) USPFO.

(5) Plans Operation and Training Officer.

(6) Construction and Facilities Management Officer.

(7) Logistics Officer.

(8) Human Resource Office.

(9) State Aviation Officer.

(10) State SOHM (designated the executive secretary).

(11) Non-management technician representing the union.

(12) Occupational Health Nurse (OHN), Occupational Health Specialist (OHS), and Industrial Hygiene

(IH).

(13) Other senior staff heads (As directed by TAG).

c. Membership below State level should consist of:

(1) Commander.

(2) Command Sergeant Major.

(3) Safety Officers/NCO's from each command represented; to include motor pool officers, training officers and other staff heads as appropriate.

d. Meetings. State Safety and Occupational Health Council meetings will be conducted quarterly. Safety Council meetings below State level will be conducted semi-annually.

e. Responsibilities.

(1) TAG will direct that Safety Councils be appointed at multi-unit facilities or where a high hazard area exists.

(2) Procedures will be established to staff recommendations to or through the commander for appropriate action concerning:

(a) Physical or structural alterations required eliminating or controlling hazards.

(b) Changes in policies or SOPs to minimize unsafe acts.

(c) Plans to strengthen the State Safety Program.

(d) Recommendations for educational or promotional efforts designed to create and maintain interest in safety and to promote increased accident and occupational health prevention efforts.

f. Reporting Requirements. Forward a copy of State Safety Council minutes to NGB-AVS-S NLT 30 calendar days following the council meeting. Forward a copy of all facility/unit Safety Council minutes to State Safety Office NLT 30 calendar days following the council meeting.

#### **4-6. Safety Conferences**

a. ARNG Annual Safety Conference. NGB-AVS will conduct an annual Safety Conference for all States.

The purpose of this conference is to address current safety trends, countermeasures and other pertinent safety related topics. Attendance at the ARNG Annual Safety Conference is restricted to those individuals identified in announcement correspondence. Conferences will address ground, aviation and other safety topics as appropriate.

b. Annual State Safety Conference and Workshop. Each State will conduct an annual safety conference and workshop for selected supervisory and staff personnel.

## **Chapter 5 Training**

### **5-1. General**

- a. Training of ARNG personnel in safe work practices is essential to efficient safety management and conserves maximum combat capability.
- b. Safety training programs are designed to optimize overall conditions for a safe, healthful work and training environment which minimizes accident and occupational health related injuries and illnesses.
- c. Training of personnel in safety topics will be IAW applicable OSHA, DoD, Office of Personnel Management, and NGB directives.

### **5-2. Responsibilities**

- a. TAG will ensure that adequate funds are programmed to conduct training, conferences, and workshops IAW AR 385-10 and this regulation.
- b. SOHMs in coordination with Unit Commanders, are responsible for providing a request for pay and allowances to the State Plans, Operations and Training Officer each fiscal year to cover attendance of traditional Soldiers at safety related training.

### **5-3. Composite Risk Management (CRM) Training**

The Army doctrinal process for identifying and controlling hazards is CRM as outlined in FM 5-19. Integration of the CRM tactics, techniques and procedures will help commanders identify hazards and the controls necessary to reduce their risk during planning and execution of all operations. CRM will be integrated into the military decision making process. Commanders must understand that the risk assessment procedure is continuous and not a distinct point in the decision-making process. Leaders/Commanders/Supervisors in charge of operations will use the five-step CRM process. The five steps are:

- Step 1 - Identify hazards.
- Step 2 - Assess hazards to determine risk.
- Step 3 - Develop controls and make risk decisions.
- Step 4 - Implement controls.
- Step 5 - Supervise and Evaluate. To accomplish this, every ARNG Soldier and employee will receive CRM training.

All Soldiers and employees are required to complete a 1.0 hour CRM Basic Course. In lieu of completing the CRM Basic Course, Soldiers and Army civilians who have completed, or will complete, one or more of the following courses will satisfy the requirement to complete the CRM Basic Course:

- a. Combat Readiness University Online Courses (available via Army Knowledge Online access).
  - (1) ADSO Course.
  - (2) CSC.
  - (3) CRM Operational Course (designed for SSG/SFC, CW3/4, CPT/MAJ and others who integrate CRM and the Military Decision Making Process).
  - (4) CRM Basic for Army Civilian employees (military technicians).
- b. Resident Training (training support packages may be requested from United States Army Combat Readiness/Safety Center (USACRC) G-7; local training must be administered by installation/unit safety professionals).
  - (1) CRM for Basic Combat Training (CRM for Soldiers and Teams).
  - (2) CRM Tactical Course (CRM and Troop Leading Procedures—designed for direct-level leaders (CPL/SGT, Candidates/Cadets, WO1/CW2, 2LT/1LT).
  - (3) CRM Operational Course (online and TSP versions available—CRM and Military Decision Making Process-- designed for organizational leaders (SSG/SFC, CW3/4, CPT/MAJ).
  - (4) CP-12 Course.
  - (5) Aviation Safety Officer Course.
  - (6) Ground Safety Officer Course.

**5-4. Safety Course Outlines**

- a. CRM Civilian Basic Course was developed to emphasize CRM as it relates to the Army's civilian employees.
- b. CRM for Individual and Team Risk Decisions is a 1.0 hour resident lesson which ties CRM to Warrior Ethos and Army Values, and is being taught in Basic Combat Training classrooms. It may also be used to support unit-level introduction or refresher training.
- c. CRM Tactical Course is a 2.7 hour resident course that ties CRM to Troop Leading Procedures and is being taught in Basic Officer Leaders Course I, Warrant Officer Candidate School, and Warrior Leader Course. It may also be administered at unit level.
- d. CRM Branch Modules is a 1.0 hour online training that ties CRM to branch missions and systems. They are currently available for Air Defense Artillery, Armor, Aviation, Engineer, Infantry, Military Police, Transportation Corps, and Natural Disaster Response. Additional modules are under development. Branch Modules will soon be taught in Advanced Individual Training, Warrant Officer Basic Course, and Basic Officer Leaders Course III, and may also support unit-administered training.
- e. Commander's Safety Course is an 8-hour online course that must be completed by all company-grade officers prior to assuming command; those already in command are also required to complete it. The CSC is a prerequisite for Brigade and Battalion level command designees prior to attending the Pre-Command Course at Fort Leavenworth. Those selected will be automatically enrolled in the course. This course arms commanders and leaders with the knowledge to administer a unit safety program, apply CRM, and leverage USACRC tools and resources. The CSC will soon be a distance learning prerequisite for Basic NCO Course and Warrant Officer Advanced Course. Captain's Career Course has developed their own CRM common core training. The purpose of this course is to provide commanders with the knowledge and the tools to implement an effective Command Safety Program and to incorporate CRM into all unit planning and activities. The CSC was developed for personnel designated to assume Command. Commanders can track enrollment and course completion through the Unit Training Office and the RCAS SOH Training Program. Brigade Commanders will verify certification of completion.
- f. CRM Operational Course is a 1.5 hour online course which ties CRM to the Military Decision Making Process and educates operational leaders on CRM tools and resources for application to battalion and brigade risk decisions. CRM Operational Course will soon be a distance learning prerequisite for Intermediate Level Education, Warrant Officer Staff Course, and Advanced NCO Course common core.
- g. CRM for CP-12, Ground Safety Officer, and Aviation Safety Officer Courses is an 18.4 hour resident Training Support Package which supports CRM training and education for Army Safety Professionals. It may also be administered as refresher training at unit/activity/installation levels.
- h. Accident Avoidance Course (AAC) is a 4.0 hour online course which is required for all drivers of Army motor vehicles (AMVs). (All Army operators of privately owned vehicles are also encouraged to take this course.)
- i. Additional Duty Safety Course is a 16 hour online course that trains and qualifies Additional Duty Safety Officers/Noncommissioned Officers (ADSO/ADSNCO) per AR 385-10. The ARNG Additional Duty Safety Officers must complete this course within 90 days of appointment as ADSO/ADSNCO.
- j. Additional pay and allowances are not authorized for these web based courses. Supervisors of individuals with this mandatory training requirement are encouraged to provide time during duty hours to complete the course.

**5-5. Specialized Safety and Occupational Health Training**

- a. Various government agencies and civilian educational institutions conduct resident and non-resident safety and occupational health courses for selected ARNG personnel. These courses provide students with knowledge in safety management, accident prevention, and occupational safety and health.
- b. Special safety courses. Special safety training will be periodically conducted by NGB-AVS. Courses are designed for dedicated ARNG personnel in areas where specific training is required and not available through other agencies.
- c. Annual Safety Day. Each State will sponsor and conduct an annual safety day. This event will address safety topics and issues and will be used to meet annual or semi-annual training requirements. Use of guest speakers is encouraged. Locations and dates are to be determined by the respective States; however, events are not to be included as part of annual training.

**5-6. ARNG SOHM and SOH Specialist Certification Requirements**

- a. ARNG SOHM and SOH Specialist (SOHS) are encouraged to pursue their career progression. These positions require that the incumbent become NGB certified within a two year period from date of appointment.

- b. Courses required for certification are listed at Appendix C.
- c. To receive NGB certification, forward a letter of nomination with copies of applicable diplomas and certificates to NGB-AVS-S. Upon verification, NGB-AVS-S will award the certificate. Additional professional courses are available and will enhance the individual's ability and knowledge. NGB-AVS-S strongly encourages the use of these additional courses.

#### **5-7. ARNG Additional Duty Safety Officers**

Soldiers designated as additional duty safety officers should be trained in accordance with AR 385-10 and Appendix C.

#### **5-8. Approved Professional Development Organizations**

Participation in the local chapter of the following organizations is approved for safety personnel for professional development:

- a. Federal Field Safety and Health Council.
- b. American Society of Safety Engineers.
- c. The National Safety Council.
- d. Other organizations may also be used if they contribute to professional development.

### **Chapter 6**

#### **ARNG Ground and Aviation Accident Reporting, Investigating, and Recordkeeping**

##### **6-1. Purpose**

This chapter supplements AR 385-10 with procedures for reporting, recording, investigating and recordkeeping of all ARNG aviation and ground accidents. Pre-accident notification planning is required prior to the conduct of any operation or tactical exercise. All losses in the ARNG affect readiness. As such, the ARNG requires all deaths, regardless of duty status or cause of death, to be reported via Serious Incident Reports (SIR) with procedures established in AR 190-45 and ARNG policy. Submission of a SIR will not be delayed due to incomplete information. All pertinent information known at the time of SIR submission will be included. Example of an SIR is at Appendix D. Additional required information will be provided in a subsequent add-on report.

##### **6-2. Reportable Accidents**

All accidents or incidents, injuries or occupational illnesses, regardless of how minor, are reportable to the immediate chain of command. Commanders will ensure that all accidents are classified, reported, recorded and investigated in accordance with procedures established in AR 385-10, DA Pam 385-40 and this regulation.

- a. All on duty and off duty accidents or incidents resulting in damage or destruction of ARNG resources or personnel injury/death, must be reported and recorded IAW AR 385-10.
- b. All non-duty losses regardless of cause, e.g., accident, murder, suicide, illness, etc. will be reported on a SIR to ARNG Watch IAW AR 190-45. All non-duty losses will be recorded in RCAS SOH as a Class R accident. Non-duty is defined as one who is a member of the ARNG but is not on orders for duty or performing military duty related tasks. Non-duty losses are not recordable IAW AR 385-10. A Class R accident is defined as a non-duty loss/accident, near misses, State Active Duty, etc. The creation of a Class R accident is unique to the ARNG and expands trending ability and provides emphasis on program requirements. States are required to enter non-duty losses in RCAS SOH. Other incidents not required by AR 385-10 may be entered at the State's discretion.
- c. The DA Form 285 and/or 2397 series forms as appropriate will be used in lieu of the OSHA Form 301, Injury and Illness Incident Report, for military technician injuries. The accident forms can be kept on equivalent forms, on a computer, or at a central location, provided information can be entered into the system within 7 calendar days after the injury or illness occurs and the data can be produced at the establishment when required. Be certain that the appropriate NG Technician Code is used in the personnel classification.
- d. The below instructions supplement AR 385-10 Commander's responsibility for Class A and B accidents and Class C aviation (flight, flight related, or aircraft ground) accident notification. The Commander who first becomes aware of the accident will notify:
  - (1) The Facility Commander (for aviation related accidents).
  - (2) The State Army Aviation Officer (for aviation related accidents).
  - (3) The SOHMs.
  - (4) TAG.

(5) ARNG Watch Arlington, VA DSN 327-9350/9352, commercial (703) 607-9350/9352.

(6) For Class A, B, C aircraft mishaps, use information collected on DA Form 7305-R to immediately notify the NGB-AVS-S branch chief, DSN 327-7731 or 703-607-7731.

(7) The USACRC, DSN 558-3410, commercial 344-255-3410.

(a) For Class A, B ground accident; use information collected on DA Form 7306-R. The State Safety Office will fax or email a copy of DA Form 7306-R to NGB-AVS-S.

(b) For Class A, B, C aircraft mishaps, use information collected on DA Form 7305-R. The State Aviation Safety Office will fax or email a copy of DA Form 7305-R to NGB-AVS-S.

### **6-3. Pre-accident Notification Plans**

a. Commanders will establish and maintain formal pre-accident notification plans appropriate for their location, organization and specific type of operation or tactical exercise. Pre-accident plans for aviation and ground operations are prepared in accordance with guidance in AR 385-10.

b. Pre-accident notification plans will at a minimum consist of three sections.

(1) The primary notification section outlines procedures and lists phone numbers for obtaining security, emergency medical and any other services, electrical power company, fire department, hazardous material response teams, EOD, that may be required at the accident site. The primary focus of the primary notification plan is for obtaining a quick response from emergency support agencies to the accident location.

(2) The secondary notification section provides instructions, points of contact, and lists phone numbers for reporting accidents through appropriate command channels to the USACRC and NGBJOC/ARNG Watch. The focus of this section is to initiate actions for investigating the accident while the accident site is relatively intact and undisturbed.

(3) The pre-accident plan must include instructions for notification of next of kin (NOK). The NOK sequence must be clearly defined, timely and accurate, and contain current phone numbers for each individual engaged in the briefing mission. AR 600-34, Fatal Training/Operational Accident Presentations to the Next of Kin may be found on the Army Publishing Agency website, or, at <https://cra.army.mil>. This Army regulation explains the process Army uses to inform families of Soldiers who die in training/operational accidents of the circumstances surrounding the fatality. These presentations are based on the collateral investigation report. Follow instructions in AR 600-34 and paragraph 6-12 of this regulation.

### **6-4. Appointing Accident Investigation Boards**

a. ARNG accident investigation boards will be appointed per AR 385-10. When feasible, the president of an Army Aircraft Accident Investigation Board will be an ARNG member currently on flight status.

b. The responsible State Army Aviation Officer will provide the following accident investigation board members: a maintenance officer, flight surgeon, and an Instructor Pilot or Standardization Instructor Pilot for the type/model/series of aircraft involved.

c. For Class A ARNG ground accident investigation boards, the SOHMs will coordinate board membership with USACRC authorities.

### **6-5. Accident Investigation Report Administration**

a. ARNG personnel involved in ground or aviation accidents or incidents resulting in personnel injuries, or damage and/or destruction of ARNG equipment, will remain immediately available to provide blood and urine samples whenever accident classifications are known or suspected to be Class A, B Ground or Class A-C Aviation.

b. Investigations will be performed in accordance with AR 385-10 and DA Pam 385-40. Accident board members will give priority to investigation and reporting duties. Appointing authorities will provide clerical and administrative support necessary to result in rapid completion of accident reports. For all Class A and B ground and all Class A-C aviation accidents, TAG will indicate in the reviewing comments, the organization (including Unit Identification Code) to which the accident is being charged, and/or has responsibility for corrective action IAW AR 385-10.

c. Special procedures and reporting instructions for accidents compensable under the Federal Employees Compensation Act (FECA) are described in Chapter 12 of this regulation.

d. For accidents occurring at ARNG Training Sites or DoD installations, when training site or installation facilities, policies, procedures or personnel are found to have contributed to the accident, the accident unit's Safety Officer will furnish a copy of the investigation to the host TAG or Installation Commander. Even for inadequacies in training site or installation facilities, policies, procedures or personnel not listed as contributing factors in the accident report, a copy will be provided to the responsible officer for their review and action.

e. Accidents involving ARNG Soldiers assigned on active duty status will be reported to the unit of duty assignment. If the organization of active duty assignment is other than the Reserve Component, a copy of the accident report will be furnished to the parent reserve unit or ARNG State Safety Office.

(1) Ground accidents, Enter unit of assignment in Blocks 2 and 3 of DA Form 285. Enter ARNG unit in Block 18. Enter unit of assignment in Block 5 of DA Form 285-AB-R. Enter NGB in Block 5d. Enter ARNG unit in Block 11b. Use corresponding fields in RCAS SOH.

(2) Aviation accidents, Enter unit of assignment in Blocks 9B in DA Form 2397-1-R. Enter ARNG unit in Block 9A. Enter unit of assignment in Block 8 of DA Form 2397-AB-R. Enter ARNG unit in Block 21a(6). Use corresponding fields in RCAS SOH.

f. Additional accident investigation report information in a checklist format for on and off duty accidents is outlined in Appendix E. This information must be included in all accident investigations.

g. At the discretion of the Director ARNG, senior officers may be requested to prepare a brief and report to the NGB staff when their State has experienced a Class A ground or aviation accident. The Director ARNG will then determine whether further action by NGB or the State is necessary to implement the recommendations of the accident investigation board.

#### **6-6. Investigation and Reporting of Special Cases**

a. Environmental Damage. Natural phenomena resulting to damage to Army property totaling \$2,000 or more will be investigated and reported on DA Form 285. An SIR will be completed if the natural phenomenon meets the requirements of AR 190-45.

b. Injuries resulting in Lost Workday Cases. Injuries resulting in lost workday cases will be investigated and reported on DA Form 285 or DA Form 285-AB-R (as appropriate).

c. Death in a compensable status when body is not recovered. If ARNG military personnel, technician, or contractor employee in compensable status is assumed to have died in an accident, but the body is not recovered, the safety and occupational health office manager will complete a DA Form 285 and forward to NGB-AVS-S when reasonably certain that a death has occurred.

#### **6-7. Accidents Involving More Than One Command**

a. An ARNG Commander or supervisor reporting an accident involving an ARNG organization or facility from another State, Active Army or Army Reserve Command will ensure that the accident is reported and investigated. A copy of the report will be forwarded to the other States ARNG command or appropriate Active Army or Army Reserve Command concerned.

b. A forwarding letter will indicate the command considered responsible for recording the accident and the command(s) responsible for recording other losses, or data (e.g. injuries, property damage, etc.)

c. When concurrence is reached as to the responsibilities and command charged with the accident, the accident report for ARNG recordable accidents will be forwarded IAW AR 385-10 and this regulation.

d. Commanders or supervisors closest to the location of an accident involving ARNG property or personnel in any of the situations listed below will investigate the accident, prepare the accident report, and forward the report to the safety office of the State, Active Army, or Army Reserve command sustaining the loss in the accident.

(1) An accident occurring to an ARNG military member who is absent without leave will be reported if the member is scheduled for training (ADSW, AT, Active Guard Reserve (AGR), Active Duty for Training, or Inactive Duty Training (IDT),) and is carried on the DA Form 1379, U.S. Army Reserve Components Unit Record of Reserve Training.

(2) An accident occurring to an ARNG military member on a permanent change of station (PCS), leave, pass, or temporary duty, or an ARNG technician in PCS or temporary duty (TDY) status, will be included in the accident experience or history of the organization, facility or State to which the person is permanently assigned. For ARNG military personnel experiencing an accident while assigned to an Army Schools course which is longer than 30 days, the accident will be reported and recorded by the MACOM responsible for the school.

(3) An accidental injury occurring to an ARNG military member in a PCS status (with or without leave) or an ARNG technician in a PCS or TDY status will be investigated by the Commander closest to the location of the accident. The losing unit will sustain the loss and accordingly the unit identification code of the unit sustaining the loss will be forwarded to Commander, USACRC, and ATTN: CSSC-SDD-QC.

Note: PCS status ends as of reporting date as indicated in assignment orders or arrival date, whichever occurs first.

e. Exceptions to accident reporting procedures.

(1) Accidents resulting in injury, illness, or death of personnel in a State Active Duty status will be reported in accordance with procedures established by OSHA governing notification of civilian employee fatal and / or catastrophic accidents (on duty).

(2) Forward the report to NGB-AVS-S for review and document in RCAS SOH Program as a Class R accident. State Active Duty accidents do not meet recording requirements of AR 385-10.

#### **6-8. Accident Reports, Reporting and Recordkeeping**

a. ARNG Facilities/Installations, Companies, Battalions, Regiments and/or Brigades will maintain accident reports appropriate to the activity IAW 29 CFR 1904, AR 385-10 and AR 25-400-2.

b. The State Safety Office will maintain accident reports IAW AR 385-10 and AR 25-400-2, appropriate to standard safety staff functions and tasks.

c. Briefing Requirements.

(1) For every Soldier involved in a Class A or B on duty accident, the first line supervisor, accompanied by the first/next officer in the chain of command, is required to brief the first General Officer in the chain of command with the following minimum information:

(a) An explanation of the unit's mission, highlighting the Soldier's significant contributions to the mission.

(b) A complete and accurate account of the facts and circumstances surrounding the death of the Soldier.

(c) An explanation of potential corrective actions which will preclude similar incidents.

(2) This information will act as the basis for the AAR required for TAG report to the DARNG following paragraph 2-11f, above.

#### **6-9. Safeguarding Accident Information**

In accordance with AR 385-10, accident reports, and the privileged documents they contain may not be used as evidence or to obtain evidence in any disciplinary, administrative, or legal action.

#### **6-10. Processing Accident Reports**

a. The original and one copy of all accident reports requiring an "Accident Folder" and full accident investigation board will be processed through NGB-AVS-S within the appropriate timelines. All DA Form 2397-AB-R and DA Form 285-AB-R will be forwarded to NGB-AVS-S via the RCAS SOH within the appropriate timeframe. NGB is responsible to ensure that all reports are forwarded to the USACRC.

b. The State SOHM will sign all DA Form 285s (Block 73) and enter appropriate information in DA Form 285-AB-R (Block 43).

#### **6-11. Legal Accident Investigation Reports**

IAW paragraph 3-10c, AR 385-10, safety personnel (assigned or holding a Military Occupational Specialty (MOS)) or Additional Skill Identifier or Skill Identifier and those personnel responsible for conducting accident investigations will not conduct, review, evaluate, assist with, or maintain on file the legal accident investigation reports.

#### **6-12. Next of Kin Procedures**

A thorough explanation of releasable investigative results of fatal training accidents will be made to the Soldier's family. The intent is to ensure that the family of a deceased Soldier fully understands the circumstances of the Soldier's death and that the family is reassured of the ARNG's concern regarding the tragedy, and senses the compassion of the Soldier's leaders.

a. At a minimum, presentations will be offered for all Class A accidents investigated under the provisions of AR 385-10 and AR 15-6. The State will appoint the Soldier's Colonel level Commander (or higher) to present appropriate findings to the family. This level of leadership is necessary to demonstrate the ARNG's depth of concern and the importance placed on the incident. Additionally, this level of authority has the compassion and experience to deliver difficult and possibly unfavorable information. Specific requirements will be outlined by TAG and provided to the commander along with pertinent family member information. TAG will coordinate with and convey information to the support agencies; e.g., DA Casualty and Memorial Affairs Operations Center, DARNG, NGB-AVS-S, and USACRC. TAG will task for any and all additional support throughout the presentation period required by the commander or requested outside the authority of the ARNG's chain of command.

b. The affected unit commander will alert TAG upon completion of the collateral investigation by telephone or e-mail. TAG will ensure the family's casualty assistance officer informs the NOK that the ARNG is prepared to

discuss the results of the investigation with them. The NOK may accept or decline the offer. If the NOK declines the offer, the casualty assistance officer will be instructed by TAG to report that fact. TAG will inform DARNG, NGB-AVS-S and the commander that the family does not desire a presentation.

c. If the family accepts, the casualty assistance officer will notify TAG and the commander. TAG and the commander will proceed with the team assembly, planning for and making the presentation. Under no circumstances will information concerning the incident be released to the media or general public prior to the family either declining or receiving the presentation.

d. As a minimum, the briefing team will consist of the Colonel level Commander (or higher), a representative from DA Casualty and Memorial Affairs Operations Center and a representative from USACRC, as needed. Other agencies may be tasked to provide subject matter experts as requested by TAG. TAG will request this support.

e. The travel team will meet at the call of the commander to coordinate the presentation and anticipate any issues.

f. The commander will take the lead during the presentation, refer any issues outside his/her area of competence to participating subject matter experts, and ensure a prompt reply to any unresolved issues. The primary responsibility of the Colonel level Commander will be to meet personally with the NOK of the deceased Soldier and deliver a thorough, open explanation of the facts and circumstances surrounding the Soldier's death. In an unclassified presentation, consistent with law and regulations, three areas should be discussed:

(1) An explanation of the unit's missions which highlights the Soldier's significant contributions to the mission and the ARNG.

(2) A complete and accurate account of the facts and circumstances surrounding the death of the Soldier. This portion of the discussion will focus on releasable results of the collateral investigative report.

(3) An explanation of potential corrective action which will preclude similar incidents.

g. Upon completion of the presentation, the commander will submit an after action report through TAG to DARNG and NGB-AVS-S. TAG will task appropriate organizations to respond to any unresolved issues related to the presentation.

h. Funding for TDY/travel for military personnel/DA civilians will be provided by the participants' organizations. There are no provisions in AR 638-2 to fund family travel.

### **6-13. Release of Information from Accident Investigation Reports**

All requests under the provisions of the Freedom of Information Act for information from, or copies of, limited use accident reports or Class A, B, or C General Use Reports, will be referred through command channels to the Commander, USACRC, ATTN: CSSC-ZS, Fort Rucker, AL 36362-5363. Local safety offices are authorized to release Class D general use reports IAW AR 385-10, in their entirety, in response to Freedom of Information Act requests after consulting with their Staff Judge Advocate or legal advisor to ensure that that complete disclosure would not be in violation of the Freedom of Information Act.

## **Chapter 7**

### **ARNG CRM Program**

#### **7-1. The CRM Program**

a. Although risks are an inherent part of combat operations, evaluating and applying stringent risk controls can effectively control them.

b. Protection of the force must be a continuous consideration in relation to the Guard's mission. Successful accident prevention programs are a by-product of command supervision. Commanders will ensure that CRM techniques are used whenever planning or conducting training exercises.

c. Elimination of inherent risks can be achieved by training personnel to systematically identify and eliminate unsafe procedures, operations, and hazardous conditions. Soldiers must be motivated to keep alert, follow prescribed procedures, think safety, and operate within their own and their equipment's capability. Leaders are charged with insisting on performance to the standards that are in place.

#### **7-2. CRM Definition**

CMR is a logic-based management tool that uses a common sense approach to limit exposure to risk by making calculated decisions on human, materiel, and environmental factors before, during, and after every operation. It is a relatively simple decision-making process; a way of thinking through a mission or task to balance mission demands against risks and ensures that unnecessary risks are eliminated.

**7-3. Purpose**

The purpose of CRM, as outlined in FM 5-19, is to identify operational risks and take the necessary measures to reduce or eliminate hazards associated with the task or operation. Managing risks allows units to train and operate successfully in high-risk environments and achieve realistic results without compromising safety.

**7-4. Responsibilities**

Leaders must use the CRM process to identify known and potential risks and to develop controls that will reduce the adverse affects of these hazards.

- a. TAG will ensure that written CRM procedures are developed, published, and distributed to each unit.
- b. Commanders are responsible for the effective management of risks. To meet this objective, Commanders must:
  - (1) Train and motivate leaders at all levels to effectively use CRM concepts IAW FM 5-19 and DA Pam 385-30.
  - (2) Conduct a continuous proactive effort to achieve force protection objectives and minimize the loss of mission assets.
  - (3) Ensure that each mission is evaluated during the planning phases of development.
  - (4) Accept no unnecessary risks.
  - (5) Make risk decisions at the proper level.
  - (6) Accept risks only if the benefits outweigh the costs.
- c. Training Officers and NCOs and Safety Officers and NCOs at all levels will implement CRM procedures for all operational requirements. In a coordinated effort, these individuals will ensure that the following actions are accomplished:
  - (1) Provide program training to all assigned unit personnel.
  - (2) Review accident experience trends and provide an analysis as appropriate.
  - (3) Conduct periodic surveys to operating and training procedures. Identify deficiencies and recommend actions necessary to eliminate inherent hazards.
  - (4) Evaluate new doctrine for risk implications and necessary control measures.

**7-5. Objectives**

The objective of this program is to establish situational standards that effectively balance risks with operational objectives. Achieving these objectives requires:

- a. Command involvement at all levels.
- b. TAGs, Commanders, and supervisors at all levels to analyze risks.
- c. Training of all ARNG personnel in CRM and assessment procedures.
- d. The establishment of a mechanism to provide leaders with feedback on the effectiveness of training programs.
- e. Leaders to alert the chain of command to high risk missions.
- f. The establishment of acceptable risk parameters.
- g. The development of procedures to change undesirable individual crew member/Soldier behavior.
- h. Matching mission requirements with crew/personnel selection.

**7-6. Program Elements**

The program is based on, but not limited to the following elements or hazards:

- a. Type of mission and complexity.
- b. Planning and supervision.
- c. Unit/crew/personnel selection.
- d. Unit/crew/personnel endurance.
- e. Weather.
- f. Equipment.
- g. Environment.
- h. Training.

### **7-7. The CRM Process**

- a. CRM begins with the planning phase of operational activities by clearly identifying mission requirements and establishing acceptable risk factors. The risks associated with mission operations are identified, and then weighed against the benefits to be gained.
- b. When risks outweigh benefits, steps are taken to reduce those risks.
- c. The CRM process consists of the following five steps:
  - (1) Identify hazards. This should be done at the earliest opportunity during the planning phase of the operation. Ask yourself what process/action or equipment that during the course of the mission is the most hazardous to your Soldiers and could get them hurt or killed.
  - (2) Assess hazards to determine risk. Risk factors are assigned for the various elements and a mission total is determined based on probability and severity factors.
  - (3) Develop controls and make risk decisions. After assessing each hazard, leaders develop controls that either eliminate the hazard or reduce the risk. The commander must balance the risk against mission expectations. Once risk levels are determined, risk decisions are made. The appropriate person in the chain of command then briefs the mission. If it is determined that the risk for the mission is unacceptable, the commander will develop new controls or adjust existing ones that either eliminate the hazard or reduce the risk. The commander decides if controls are sufficient and acceptable and whether to accept the resulting residual risk.
  - (4) Implement controls. The commander/supervisor implements all controls to ensure that Force Protection objectives are achieved. Controls should be integrated into standing operating procedures, written and verbal orders, and mission briefings.
  - (5) Supervise and evaluate. The commander/supervisor must then supervise the operation to ensure that the established controls and standards are being followed, and determine if those controls and standards are adequate. After a mission, commanders/supervisors/individuals evaluate how well the CRM process was executed.

### **7-8. CRM Program Development**

- a. Levels of risk. Operations should be categorized according to level of risk. The Army program consists of four levels - low, medium, high, and extremely high. These levels are used to call attention to the significance of each risk and to enable decision-making at the proper level.
- b. Risk decisions. The higher the level of risk, the higher the level at which acceptance of that risk should be made. Formalized procedures should be developed that specify at what level of command a particular risk decision must be made. Commanders are required to make informed risk decision at the appropriate level. The final risk decision is made on the highest level of residual risk in column 9 of DA Form 7566, Composite Risk Management Worksheet. Use the Risk Assessment Matrix found in FM 5-19 or DA Pam 385-30 to determine the risk assessment. The overall mission risk level will be the highest residual risk. Commanders may approve the mission using the following residual risk levels:
  - (1) Low risk – Company Commanders.
  - (2) Moderate risk – Battalion Commanders.
  - (3) High risk – the first O-6 in the chain-of-command.
  - (4) Extremely high risk – the first general officer in the chain-of-command.
- c. CRM cycle. The 5-step process is continuous. Step 5, supervising, will allow leaders to evaluate the effectiveness of the controls that have been put in place. The 5-step process is then worked through again, and any adjustments to the controls are made.

## **Chapter 8 Safety Programs**

### **8-1. General**

- a. There are numerous federal, State, DoD and DA standards specifying various individual programs that are applicable to the ARNG in the pursuit of eliminating or reducing accidents and injuries.
- b. This chapter outlines the programs necessary to reduce or eliminate ground accidents and mishaps through compliance with these guidelines and mandates. It gives general guidance and provides references where further details may be found.
- c. Each State will write specific programs or procedures in their State regulations as required.

## 8-2. Scope

The program elements in this chapter apply to units, facilities and individuals on a case-specific basis depending upon the mission, duty, or activity. Cited references should be checked to determine applicability of each program.

## 8-3. Program Elements

a. Accident Prevention. Accident prevention programs focus on developing an awareness of safety concepts. This is accomplished through education, lessons learned, trend analysis, and programs geared specifically at increasing safety awareness. These programs will contribute greatly to accident avoidance. Some examples are POV safety, National Safe Driving Week, home and family safety, National Fire Prevention Week, recreational safety (e.g. swimming, boating), and others. Program information ideas can be obtained from external agencies such as Police Departments, American Red Cross, Fire Departments, Transportation Departments, Natural Resources, National Safety Council, and others.

b. Budget/Resource Management. Safety managers have assigned funding to execute their programs. As such, they have specific responsibilities as budget program managers, and should be trained in budget program management and take part in the budget process within the State. The safety account provides for procurement of contractual services, test, measurement, and diagnostic equipment, calibration, surveys and inspections, non-Common Table of Allowances PPE, subscriptions to technical reference publications, professional training, certification, promotional materials, travel and per diem, and other costs related to the execution of the safety and occupational health program.

c. Tactical operations. The tactical environment introduces numerous safety concerns. Among them are weapons safety, convoy operations, bivouac/assembly areas, petroleum, oils, and lubricants (POL), mess, ammunition storage and handling, maintenance, night operations and night vision devices, water operations, communications, and heat/cold injuries. Policies and procedures (i.e. SOPs) must be implemented and enforced so that operations under these conditions of increased risk can be conducted with a minimum of exposure to hazardous conditions and unsafe acts.

d. Airborne Operations. Airborne unit commanders will arrange for a Survey Officer/NCO with the required expertise to conduct the annual Airborne Accident Prevention Program (AAPP) survey. The Survey Officer/NCO may be from the State Safety Office or a higher headquarters either in, or out-of-state that has an operations/safety oversight responsibility. A copy of the AAPP will be forwarded to the SOHM. The State Safety Office will forward a copy of the AAPP survey report provided to them by the Survey Officer/NCO within 10 days of receipt to NGB-AVS-S. The airborne safety program is implemented IAW Chapter 14 of this regulation.

e. Training and Education. The safety professional has three major areas of training:

(1) Professional development and certification training. Requirements are listed at Appendix C.

(2) Military training. If safety and the CRM concept are to become integrated into all ARNG operations, then these principles must be made a part of all training operations, including unit training, individual training, and State-sponsored training such as military academy and regional training institute Program of Instruction. The safety professional's task is to provide input and information to trainers to effect this integration, and when required, serve as instructor when entire blocks are devoted to safety (e.g. a CRM block at the State's training institution).

(3) OSHA training. There are numerous requirements for training that must be overseen by the safety professional. Examples are HAZCOM, forklift operation, power equipment, lockout/tagout, and confined space entry. A rule of thumb is that if a task requires any kind of knowledge or skill to complete, then OSHA expects the employer to ensure that the employee has received training on doing the task safely. Many standards further expect the employee to demonstrate proficiency rather than just to have participated in training. Training in general is mandated in 29 CFR Part 1960. A summary of training requirements in the various standards is published by Department of Labor (DOL) as publication OSHA 2254, "Training Requirements in OSHA Standards and Training Guidelines."

f. Safety Officer/NCO Appointments. To implement the safety program at unit level, additional duty safety personnel are appointed.

g. SOUMs. SOUMs are messages sent to alert the field when a hazard to life or equipment exist that needs timely dissemination. Local procedures should be developed to ensure that messages are handled efficiently and timely and reach the applicable field activities.

h. Range Safety. Safety responsibilities include review of surface danger zones, periodic surveys, waiver submittals, SOP review, design review, and range safety training. See Chapter 17 of this regulation for details on implementation.

i. Explosives Safety. Safety responsibilities include annual surveys of ammunition storage facilities and holding areas, submission of waivers, design review team member, and assist with other DA elements during their

surveys. Quality Assurance Specialist – Ammunition Surveillance personnel are available to assist with program implementation and execution. See Chapter 18 of this regulation for program development requirements.

j. AMVs/POVs/Motorcycles. Vehicular accidents, especially POV accidents, account for the majority of ARNG accident losses. Aggressive POV safety programs must be implemented to reverse this trend. Motor vehicle safety is discussed in AR 385-10, AR 600-55, Chapter 11 of this regulation, and Appendix F.

k. Program Evaluations. ARNG policy is to conduct periodic evaluations of the Safety Programs in each State. Appendix G contains a checklist that is the primary evaluation criteria. This checklist also makes a good self-evaluation document to assist in program development.

l. Safety Councils. Battalion and higher level units are required to appoint safety councils and conduct meetings. Subordinate units should be represented on the council. Issues that cannot be resolved at that level are raised to the next higher level council for resolution. Issues not resolved at State level are raised to the ARNG SOH Committee for resolution. See Chapter 4 for organization and responsibilities of these councils.

m. CRM. CRM is not an add-on requirement. FM 3-0 requires commanders to integrate protection into operations. A variety of publications are available from USACRC and the Center for Army Lessons Learned that will assist in program development. Specifics of the ARNG CRM program are contained in Chapter 7 of this regulation.

n. Safety Stand-downs. All units must conduct a minimum 4-hour block of safety-related activities each training year. Issues significant to the State or to the unit should be addressed. Examples would be POV safety activities, AAC, State Police/Highway Patrol presentations on convoy operations, Fire Department presentations, or other awareness-building activities.

o. Disaster Relief. Safety must be an integral part of any deployment, including assisting civil authorities during in-State emergencies. Plans for such activations should be reviewed to ensure that safety personnel are included in the process. Some activities include: training/education/consulting, site surveys, injury prevention, risk assessment and planning, briefings, PPE, and lesson learned/after action reviews (AARs).

p. Design Review. Safety professionals are an integral part of the design process. Procedures should be developed to incorporate their review of construction design plans so that any needed changes can be made before construction takes place.

q. PPE. Ideally, hazards in the workplace are engineered out. When this is not possible or feasible, personnel must be provided equipment (at no cost to the individual) to protect them from these hazards. Examples are hearing protection, eye protection, respirators, face shields, aprons, footwear, and gloves. (29 CFR 1910.132)

r. Ergonomics. Ergonomics programs are an essential element of a safety program, and are required by AR 385-10 and AR 40-5. Effective ergonomics programs can prevent workplace injuries and reduce medical costs. Guidance for program development can be found in DA Pam 40-21.

s. Violence in the Workplace. States must develop plans and policies for dealing with and preventing violence in the workplace. Safety personnel play an active role, normally as part of the State Response Team.

t. ARNG Safety Conference. The ARNG conducts an annual conference for key safety professionals in the States, attendees include at a minimum, safety managers/specialists and State safety council chairs nationwide. Participation from all States is expected.

u. Accident investigation, records, trend analysis/status. Review of previous accidents is a primary source of information to use for prevention of future accidents. Accident trends are analyzed, prevention countermeasures are formulated and implemented. Requirements for reporting, investigating and recordkeeping are contained in Chapter 6.

v. Workplace Health and Safety Rules. These rules provide safety guidance for ARNG Soldiers and employees to follow in the workplace. They cover various requirements in areas such as housekeeping, fire prevention, electrical, ladders, scaffolds, machine guarding, personal protective equipment, material handling, etc., that can be encountered in the workplace or on the job site. (29 CFR Part 1960 and 29 CFR 1910)

w. Confined Space Entry Program. If employees enter a confined space that contains or has the potential to contain an atmospheric or physical hazard, this program is required. Primary elements of the program are identification of applicable confined spaces, testing/ monitoring, control or elimination of hazards, protective equipment, specific written entry authorization, attendants, training, and rescue. (29 CFR 1910.146)

x. Lockout/Tagout Program. If employees service or maintain machines or equipment and the unexpected energizing or start up of the equipment or release of stored energy could cause injury to the employee (such forms of hazardous energy include electrical, hydraulic, pneumatics, heat, or chemicals), then this program is required. Program elements include written energy control procedures delineating specific lockout/tagout action for each machine/equipment, employee training, and periodic inspections. (29 CFR 1910.147)

y. Fire Protection/Fire Prevention Plans. Plan elements include major workplace fire hazards, housekeeping, training, and emergency egress. (29 CFR 1910.38). Other aspects of fire protection, such as fire extinguishers, materials storage and flammables are discussed in 29 CFR 1910. See AR 420-1 for Military Fire Protection Program information.

z. Emergency Action Plan. This plan must be in writing and cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies, such as flood, tornado, etc. Elements include response/evacuation procedures, alarming system, and training. (29 CFR 1910.120)

aa. Contracting. Safety and occupational health must be a critical consideration in the pre-solicitation phase of each contract awarded. This is done to determine safety and occupational health requirements. Safety will be an integral part of the design and construction of military facilities and buildings and in services contracts. The capability of a contractor to define and achieve system safety requirements will be evaluated during source selection process when required by the solicitation package. Procedures outlined in AR 385-10, Chapter 4 will be followed for the award of a contract within the ARNG.

ab. System Safety Management. Prescribes policies and procedures to ensure that hazards in Army systems and facilities are identified, and the risks associated with these hazards are properly managed. It applies to all Army materiel systems, facilities, and equipment, including non-developmental item and commercial off-the-shelf items. It applies during all phases of the life cycle of systems, facilities, and equipment. These concepts apply to all levels of procurement and acquisition programs down to and including the installation level. Procedures outlined in AR 385-10, Chapter 9 will be followed for system safety as it applies to the ARNG.

## **Chapter 9 Accident Prevention Awards Program**

### **9-1. Purpose**

This chapter establishes the ARNG Accident Prevention Awards Program and prescribes policies, procedures, and qualification standards to implement the program.

### **9-2. Policy**

HQDA and ARNG policy is to recognize outstanding effort and achievement in the prevention of accidents. All States will recognize their subordinate commands, activities, and individuals when significant contributions are made to the efficiency, economy, or improvement of ARNG operations through accident prevention. The NGB-AVS-S Office will verify and issue ARNG awards.

### **9-3. Awards Presented by Headquarters, Department of the Army**

Individuals from all States, as well as those assigned at NGB are eligible for DA safety awards. See AR 385-10 for applicability. For award purposes, the ARNG is equated with major Army commands, and the ARNG of individual States, are equated with Army divisions. TAG may nominate their respective States for DA safety awards.

Nominations will be submitted through NGB-AVS-S for review and forwarding.

- a. Army Headquarters Safety Award.
- b. Army Exceptional Organizational Safety Award – Division.
- c. Army Exceptional Organizational Safety Award – Brigade.
- d. Army Exceptional Organizational Safety Award – Battalion.
- e. Army Exceptional Organizational Safety Award – Garrison.
- f. Army Individual Award of Excellence in Safety – Officer.
- g. Army Individual Award of Excellence in Safety – NCO/Enlisted.
- h. Army Individual Award of Excellence in Safety – Civilian.
- i. Army Individual award of Excellence in Safety – Contractor.
- j. U.S. Army Safety Guardian Award.
- k. Director of Army Safety Composite Risk Management Award.
- l. U.S. Army Broken Wing Award.
- m. Sergeant Major of the Army, Superior Soldier Safety Award.

### **9-4. Awards Presented by DARNG**

To recognize outstanding performance in safety awareness, the ARNG has established the following safety awards:

a. The ARNG State Ground Safety Award. The revised Award Program features measurements of ARNG goals, objectives and metrics. Table 9-1 outlines the requirements for this award. The States must provide documentation and provide nomination to NGB-AVS-S NLT 15 October of each fiscal year.

<b>Table 9-1 The ARNG State Ground Safety Award</b>	
RCAS SOH Use	No Go - Automatic No Award
Copy of OSHA 300	Annually
Log of All RAC 1 /2s	Annually
List of Workplace Inspections	Annual End of FY
Annual Renewal of All Range Waivers using GIS if Applicable.	Annually
Additional Duty Safety Officer Appointed on Orders.	As Required
Ammo Site Plans/Explosive Storage Licenses	As Required
State Awards-List of State Award Recipients	Annual End of FY
Viable State Safety Council	Quarterly Minutes
Attendance At National Conference 1 per State Safety Office	Annually
Attendance At Regional Safety Council 1 per State Safety Office	Twice - Once at National Conference
SOHMs/Specialist Training Requirements Met	Within 2Years
No Class A or B Ground Accidents	Annually
Proper Utilization of Funds	100% Obligated by 30 June

b. The ARNG State Aviation Safety Award. The revised Award Program features measurements of ARNG goals, objectives and metrics. Table 9-2 outlines the requirements for this award. The States must provide documentation and provide nomination to NGB-AVS-S NLT 15 October of each fiscal year.

<b>Table 9-2 The ARNG State Aviation Safety Award</b>	
Aviation Support Activity Accident Prevention Survey Participation	No Go - Automatic No Award
No Class A, B or C Human Factor Accidents	Annually
Timely submission of accurate A,B, & C Accident Reports	As Required
Viable State Aviation Safety/Standardization Council	Quarterly Minutes
Green on all Safety Related ARMS Inspection Results	As Scheduled
Aviation Commanders Completed Safety Course	100%
All Safety Positions Filled with School Trained Safety Officers/NCOs	100%

Attendance At National Conference 1 per State Aviation Safety Office	Annually
All Aviation Life Support Equipment (ALSE) Positions Filled with School Trained Safety Specialist.	100%

c. The ARNG State Safety Award. The revised Award Program features measurements of ARNG goals, objectives and metrics. State must be eligible to receive both the Ground and Aviation Safety Awards at a minimum and meet the following requirements as well. Table 9-3 outlines the additional requirements for this award. The States must provide documentation and provide nomination to NGB-AVS-S NLT 15 October of each fiscal year.

<b>Table 9-3 The ARNG State Safety Award</b>	
Qualify for Ground and Aviation Safety Awards	1 Ground Safety 1 Aviation Safety
Commanders Safety Course Completion	95%

d. DARNG Special Individual Safety Recognition Award.

(1) Recipients: U.S. ARNG military personnel, civilians/military technicians, and ARNG contracted employees.

(2) Eligibility requirements: An individual selected by levels of command through ARNG State Headquarters as having made the most significant contribution to the unit’s activity’s accident prevention effort. Each State may send in only one nomination per each of the five categories each fiscal year. One plaque may be awarded each fiscal year in each of five categories as follows: Officer, Warrant Officer, NCO/enlisted, DA civilian/military technician employee, and ARNG Contractor. The timeframe for the award is one fiscal year. Each nominee must have completed both the AAC/DDC and CRM courses and ADSO or CSC as applicable. The unit/activity that the individual is assigned to must have had no Class A or B accidents during the fiscal year up to and including the timeframe of submission.

(3) Nominations should be submitted by TAG to NGB-AVS-S NLT 15 November of each year.

(4) Individuals would be recognized for their dedication to safety while practicing excellent stewardship of our nation’s most precious resource – our Soldiers. Demonstration of merit may be made using both subjective and objective criteria. The intent is to recognize “Pockets of Excellence” or “Best Practices” of individuals that are making significant contributions to accident prevention and composite risk management. Examples include but are not limited to:

(a) Driver’s training program instituted which resulted in a significantly reduced accident rate.

(b) Developed/emphasized a program to increase seat belt usage, reduce speeding by Soldiers, and prevent driving under the influences resulting in the unit not receiving a driving under the influence or POV fatality for at least one year.

(c) A Soldier who has driven 10,000 accident-free miles over the past 2 years. 10,000?

(5) Initiator: Unit Commander.

(6) Process: Prepare a THRU memorandum with supporting documentation as needed IAW AR 25-50 thru State local chain of command (addressed thru the first 0-6 or equivalent) to the attention of the ARNG Readiness Center, ATTN: NGB-AVS-S Awards Administrator, 111 South George Mason Drive, Arlington, VA 22202.

(7) Documentation. Documentation must include:

(a) Full name, social security number, and unit.

(b) Date / timeframe of the act being performed.

(c) Concise description of the situation necessitating the award.

(d) For Commanders, copies of CSC, CRM and DDC/AAC completion certificates.

(e) For individuals, copies of the AAC/DDC and CRM completion certificates. The nomination must have the individual's name, military or civilian grade, MOS or civilian/military technician job series and duty position or job title description. When printed, the nomination itself shall consist of no more than one standard-size, single-spaced page. The nomination shall include a concise introduction which describes specific achievements that merit consideration and a summary explanation of their accident prevention and CRM accomplishments. Initiator point of contact information will include e-mail address and telephone number. Nominations may be electronically sent to ARNG-Safety and Standardization, NGB-ARNG mail box ([NGRCSA-ARNG-Safety@ngb.army.mil](mailto:NGRCSA-ARNG-Safety@ngb.army.mil)) no later than 15 November of each year.

(8) Judging: The NGB-AVS-S Office will convene a panel to make recommendations for recipients of this award. The panel will consist of at least four safety managers/specialists and/or Aviation Safety Officers from different States.

(9) Presentation: NGB-AVS-S in coordination with State will determine the venue for award presentation.

(10) Approval authority: DARNG.

(11) Award: Trophy.

### 9-5. The ARNG State Safety Awards

a. The ARNG Stellar Award. This award recognizes States that have not experienced a Class A or B accident in general safety (aviation or ground) for more than 5 years. An 8" x 10" walnut plaque branded with a large Star will be presented to States recognizing between 5+ years of accident free experience in general safety (aviation and ground). Plaques are presented in annual increments. If States have achieved over 10 years of accident free experience; the Star is encircled with a wreath on the plaques to recognize their superior role in accident prevention.

b. ARNG Distinguished Motor Vehicle Safety Award. This award will be presented to a State that has completed 5 consecutive years without a Class A or B motor vehicle accident. Subsequent awards are based on that date. Vehicles covered under this award include AMVs (passenger cars, station wagons, trucks, ambulances, fire trucks, motorcycles), Army combat vehicles (tanks, armored personnel carriers, self-propelled weapons), and other Army vehicles (tugs, bulldozers, forklifts, construction/engineer vehicles). Nomination is not required by the State. A plaque is presented in five year increments, e.g., 5, 10, 15, etc. to recognize this achievement.

c. ARNG Distinguished Aviation Safety Award. This award is presented to a State that has completed 5 consecutive years without a Class A or B aircraft accident. Nomination is not required by the State. A plaque is presented in five year increments, e.g., 5, 10, 15, etc. to recognize this achievement.

d. The Charles A. Lindbergh Award. This award is presented to a State that has flown for 25 years without a Class A or B accident attributable to human error. This award commemorates the service of a remarkable Airman who also served as a member of the ARNG from 1924 to 1927. This award is initiated and processed by NGB-AVS-SA. Nomination is not required by the State. A plaque featuring Charles A. Lindbergh standing in front of a deHavilland DH-4 is presented in 25 year increments.

e. Recognition Procedures. The ARNG Safety and Standardization Branch has the responsibility to initiate, to verify and issue these awards.

f. Awards to States will be based on ARNG analysis of statistical data in the categories cited above.

g. Awards will be presented to the Chairman, State Safety Council or to the highest ranking State member in attendance at the Annual Safety Conference.

h. Army Accident Prevention Award of Accomplishment.

(1) The criteria for units to qualify for this award are:

(a) Completion of a major exercise without a Class A, B, or C accident. For the purpose of this award a major training exercise is considered as an operation conducted at no less than an O-6 level. Only property damage will be considered in determining Class C accidents. Class C accidents that do not meet damage costs as defined in AR 385-10 will not be considered as disqualifying. If an organization considers an accident on its record to have been unpreventable it may request an eligibility determination from NGB-AVS-S or the USACRC. Awards will not be approved for overlapping timeframes.

(b) Over 50 percent of the unit personnel must have participated in a significant training event such as a rotation at the National Training Center or Joint Readiness Training Center for a minimum two week period during a fiscal year. The completion of an Annual Training period does not, in and of itself, qualify a unit for this Award. Participation in the event must be completed in a field environment. Participation at home station or in garrison does not qualify.

(2) States may submit a memorandum of nomination through channels to NGB-AVS-S at any time. Subsequent years of eligibility may be the basis for a repeat of this award (2nd year, 3rd year, etc).

#### **9-6. Awards Authorized to be Presented by States and their Subordinate Elements**

a. Eligibility. TAG will establish safety award programs to recognize units and individuals for outstanding accident prevention efforts and acts. These awards will be presented to units and individuals within the limitations of AR 385-10 and AR 672-20. States may use locally procured awards in lieu of those described below.

(1) Certificate of Achievement in Safety. Commanders and supervisors at all levels are authorized to present a DA Form 1119-1 to individuals for specific achievements in safety. This award may be presented to unit Commanders, military or civilian supervisors, military or civilian operators of ARNG motor vehicles, operators of other mechanical equipment, and other deserving personnel. Leaders are authorized to design and use locally produced certificates or trophies for safety achievements.

(2) U.S. Army aircrew member safety award. This award is presented by commanders to aircrew members for specific periods of accident-free flying. Eligibility for this award is 500 flight hours as an aircrew member in U.S. Army aircraft without having a contributing role in a human factor related Class A, B or C aviation accident.

(3) Impact awards. Commanders are encouraged to develop and issue policies for safety impact awards to promote safety awareness through on the spot recognition of safety related actions which are above and beyond what is required of an individual or organization.

b. Procurement of awards.

(1) Certificates will be obtained through normal publications supply channels. All other awards for safety will be programmed for and procured locally.

(2) Funds for implementation of the State Safety Award Program to recognize units and individuals for outstanding accident prevention efforts and acts are provided in the Safety and Aviation Safety budgets.

(3) TAG will ensure that adequate funds are programmed for locally procured safety awards.

(4) In addition to the Army and ARNG safety awards described in this regulation, individuals may be nominated for honorary awards for outstanding safety performance, or they may receive a monetary award for a safety suggestion as described in appropriate regulations or publications. Use of locally procured items, such as plaques and mugs is authorized.

#### **9-7. Use of Promotional Items**

a. The use of incentive/promotional items can substantially contribute to accident prevention programs. AR 385-10 authorizes use of promotional items and AR 600-8-22 and AR 672-20 authorize their purchase. The use of promotional items to recognize safe performance is encouraged.

b. Promotional items for safety must be distributed for valid reasons, for actions observed, and not with such frequency that they lose meaning.

c. The SOHM must approve the purchase of these items.

d. Clearly identify all items as safety items via printing, logos, or other means.

e. Use small, inexpensive items to recognize day-to-day safe performance. These items should not exceed \$15.00 in cost. Examples are pencils, pens, gym bags, key chains, cups, T-shirts, etc. The SOHM must approve distribution scheme.

f. Use items costing less than \$50.00 to recognize significant contributions that have a positive effect on the safety of an organization. Examples are pen and pencil sets, jackets, clocks, and calculators. The SOHM 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, State Safety Offices must secure these items and establish internal controls.

h. Compliance with the above criteria will be an item of inspection during the State Safety Program Evaluation.

## **Chapter 10**

### **Occupational Safety and Health Administration (OSHA) Compliance Program**

#### **10-1. General**

The ARNG OSHA Program will conform to AR 385-10.

**10-2. Purpose**

To create a safe and healthful work environment for all personnel, military and civilian.

**10-3. Standards, Regulations, Precedence**

When Army standards, regulations, operating procedures, conflict with legal statutory requirements such as the OSH Act, or provide a lesser degree of protection than required by law, the legal standard shall apply. In cases where the Army standards are either equal to, or exceed, the legal requirements in providing workplace safety, the Army requirement will apply. In general, the order of precedence for compliance and/or development of safe operating procedures where no legal statutory requirements currently exists shall be as follows:

- a. Federal Law (e.g. OSH Act, Public Law 91-596).
- b. Executive Orders (e.g., OSH Programs for Federal Employees, Executive Order 12196).
- c. OSHA Regulations (e.g. 29 CFR 1910, 1926, 1960).
- d. DoD Regulations.
- e. Army Regulations.
- f. National Guard Regulations and Policies.
- g. Consensus Standards (e.g. American National Standards Institute (ANSI), National Fire Protection Association (NFPA), American Society for Testing and Materials, Society of Automotive Engineers, American Society of Heating, Refrigeration, and Air-conditioning Engineers, Building Codes).
- h. State Regulations.
- i. Installation Regulations or CONUSA regulations.

**10-4. OSHA ARNG Interface**

Each State Safety Office should establish a communication channel with the local OSHA Area Office. The Department of the Army policy is to resolve any issues between OSHA and States at the lowest level possible. Each State will notify the ARNG SOHM, as soon as possible, whenever an OSHA Inspection takes place and provide copies of all findings and documents.

**10-5. ARNG Employee Hazard Reporting**

- a. Procedures for employee reports of hazards will be established in accordance with AR 385-10, 29 CFR 1960.28 and 29 CFR 1960.46. Reports under these procedures will be completed on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) or equivalent form. Normally, reports will be signed; however, anonymous reports will be investigated in the same manner as other reports. Reports can be submitted directly to the SOHM, or to the appropriate tenant SOH official, or through supervisory and command channels. SOHM will ensure that DD Form 2272 (Department of Defense Safety and Occupational Health Protection Program) is posted in all industrial workplaces.
- b. Names of people submitting signed reports who request anonymity will not be revealed by the SOHM to anyone other than necessary members of his or her staff or other appropriate State level staff. When and if it becomes necessary to reveal name of submitter, complete confidentiality will be maintained.
- c. If reports that appear to involve an imminent danger situation are submitted, the inspector should:
  - (1) Notify the immediate supervisor, commander, and activity head as soon as possible.
  - (2) Provide technical advice to the supervisor or commander on the scene, who will correct the condition or cease operation and withdraw personnel from exposure.
  - (3) Notify the SOHM if the hazard cannot be immediately eliminated. If the SOHM finds that corrective action is inadequate, appropriate measures will be taken to prevent employee exposure to the hazard. The supervisor, commander, or an authorized representative of the commander will be notified immediately.
  - (4) Follow procedures as outlined in 29 CFR 1960.28.
- d. All reports will be investigated by safety or health personnel as appropriate. The originator, if known, will be notified in writing of the results of the investigation within 10 working days of receipt of the hazard report. If the 10-workday suspense cannot be met, the originator should be provided an interim response.
  - (1) If it is determined that a hazard exists, the reply will include a summary of the actions to be taken and anticipated date for corrective action. Procedures for inspections outlined above will apply, if appropriate.
  - (2) If it is determined that a hazardous condition does not exist, the reply to the employee will include the basis for that determination. This reply will encourage informal contact with SOHM if additional explanations are desired. It will also inform the individual of his or her right of appeal as outlined below. Every effort, to include

consulting with a regional Federal OSHA office and requests for technical advice from ARNG HQs, USACHPPM, USACRC, or other external agencies will be made to resolve the originator's questions or dissatisfaction.

(3) If a hazard report also involves a grievance action, the SOHM will determine if there is a need for priority action for safety or health reasons.

e. If the originator is dissatisfied with the SOHM response, the originator may appeal to the employees' supervisor or commander. The supervisor or commander will review the finding and take appropriate action. If the originator is dissatisfied with the supervisor or commander's response, the originator may appeal to NGB-AVN-S. Such appeals will be transmitted through channels to NGB-AVN-S, which will review the finding, investigate as necessary and verify the appropriateness of the installation-level response. If the report of hazard is judged unfounded, a reply to the originator rejecting his or her appeal will explain the basis for the rejection and will advise him or her of their right to appeal to the Army-designated safety and occupational health official Assistant Secretary of the Army for Installations and Environment (ASA(I&E)). Upon receipt of an appeal, this official will review the case and reply to the originator with a statement of findings. If the appeal is rejected, the reply will advise the originator of his or her right to further appeal according to 29 CFR 1960 to the DoD-designated occupational safety and health official.

f. Although personnel have the right to report hazards directly to DOL, they are encouraged to follow the review levels prescribed in this chapter. Reports received directly by DOL will be forwarded to DA for handling in accordance with these procedures.

g. Copies of reports submitted under the ARNG employee hazard reporting system will be retained at the state safety office and a Federal Record Retention Center for at least 5 years following the end of the calendar year to which they relate.

#### **10-6. Job Hazard Analysis**

Another technique developed and highly recommended by OSHA is the JHA. Procedures outlined in AR 385-10, DA Pam 385-10, and DA Pam 385-30 will be followed to complete a JHA. JHA should be completed by the employee's supervisor and the effected employee working together.

a. The JHA analyzes individual tasks to increase the knowledge of hazards in the workplace and focuses on integration of accepted safety and health principles and practices into a particular operation. It focuses on hazards before they occur and the relationship between the worker, the task, the tools, and the work environment.

b. The analysis results in a detailed written procedure that can be used for safely completing a particular job. The JHA is the process. The completed JHA form is a product of that process.

c. The analysis examines each basic step of a job to identify potential hazards and to determine the safest way to do the job.

d. The terms "job" and "task" are commonly used interchangeably to mean a specific work assignment, such as "operating a grinder," "using a pressurized water extinguisher," or "changing a flat tire." JHAs are not suitable for jobs defined too broadly (for example, "overhauling an engine") or too narrowly (for example, "positioning car jack").

e. Four basic stages in conducting a JHA are:

- (1) Selecting the job to be analyzed.
- (2) Breaking the job down into a sequence of steps, this is very similar to a task analysis.
- (3) Identifying potential hazards.
- (4) Determining preventive measures to overcome these hazards.

f. Unlike the CRM, the JHA does not consider the risk associated with the hazards identified.

g. A JHA should be done for all jobs. However, resources, time, and other practical constraints limit analyzing all jobs. For these reasons, it is usually necessary to identify which jobs have the greater need to be analyzed. Even if planned to analyze all jobs, prioritizing their order ensures that the most critical jobs are examined first. In assigning a priority for analysis of jobs, consider the following factors:

- (1) Jobs where accidents occur frequently.
- (2) Jobs where accidents occur infrequently but result in disabling injuries.
- (3) The consequences of an accident, hazardous condition, or exposure to harmful substance are potentially severe.
- (4) Newly established jobs where hazards may not be evident or anticipated.
- (5) Modified jobs where changes in job procedures may have introduced new hazards.
- (6) Infrequently performed jobs and non-routine jobs.

h. After selecting a job, the next step is to break the job into steps. A job step is defined as a segment of the operation necessary to advance the work.

i. The evaluator must take care not to make the steps too general, thereby missing specific steps and their associated hazards. On the other hand, if they are too detailed, there will be too many steps. A rule of thumb is that most jobs can be described in less than ten steps. If more steps are required, you might want to divide the job into two segments, each with its separate JHA, or combine steps where appropriate. An important point to remember is to keep the steps in their correct sequence. Any step out of order may cause the evaluator to miss potential hazards or to address hazards that do not actually exist.

j. Record each step in sequence. Note what is done rather than how it is done. Start each item with an action verb.

k. A key to a successful JHA is to involve the employees who are doing the job. Conduct a preliminary job review. Discuss with your employees the hazards they know exist in their current work and surroundings. Brainstorm with them for ideas to eliminate or control those hazards for use later in developing controls. They have a unique understanding of the job, and this knowledge is invaluable for finding hazards. Additionally, involving employees will help minimize oversights, ensure a quality analysis, and get workers to "buy in" to the solutions because they will share ownership in their safety and health program.

l. Perform a second observation of the job being evaluated. Since the basic steps have been documented, this observation should focus on potential hazards. At this stage, do not attempt to solve any problems that are detected.

m. To help identify potential hazards, the job assessor may use questions such as the following (this is not a complete list):

- (1) Can any body part get caught in or between objects?
- (2) Do tools, machines, or equipment present any hazards?
- (3) Can the worker make harmful contact with objects?
- (4) Can the worker slip, trip, or fall?
- (5) Can the worker suffer strain from lifting, pushing, or pulling?
- (6) Is the worker exposed to extreme heat or cold?
- (7) Is excessive noise or vibration a problem?
- (8) Is there a danger from falling objects?
- (9) Is lighting a problem?
- (10) Can weather conditions affect safety?
- (11) Is harmful radiation a possibility?
- (12) Can contact be made with hot, toxic, or caustic substances?
- (13) Are there dusts, fumes, mists, or vapors in the air?

#### **10-7. Voluntary Protection Program (VPP)**

TAG should initiate OSHA VPP efforts at facilities/worksites as a means of reducing accidents and injuries and strive for OSHA VPP Star recognition. OSHA VPP participation requires a significant commitment and is extremely important in strengthening the safety culture in the organization. Key elements include:

a. Management Leadership. Management commitment includes comprehensive planning that addresses safety and occupational health, allocation of necessary resources, and support of employee involvement at all levels.

b. Employee Involvement. Workers and Employees must be involved in the design and implementation of the safety and occupational health program. Employees must be involved in routine worksite inspections.

c. Worksite Analysis. Employees must be actively involved in routine work site inspections and encouraged to report unsafe working conditions. A hazard reporting and tracking system must be implemented with emphasis on closure and permanent controls. Job safety analysis must be integrated into training and actual performance for each specific task. Inspection results will be trended.

d. Hazard Prevention and Control. Once hazards and potential hazards have been identified, preventative measures must be taken to mitigate hazards quickly.

e. Health and Safety Training. Employees must be trained to understand OSHA VPP culture. Employees must complete all mandatory safety and occupational health training requirements. A system must be implemented to track all safety and occupational health training.

#### **10-8. Contracting**

Safety and Occupational Health is a critical consideration in the pre-solicitation phase of each contract. Safety will be an integral part of the design/construction of military facilities/buildings for design, development, production and fielding of Army systems and in services contracts.

a. Service and supply contract requirements. The contracting officer will insert FAR Clause 52.236-13, Accident Prevention or the clause with its Alternate I in solicitations and contracts when a contract for services to be

performed at Government facilities (see 48 CFR 37) is contemplated, and when technical representatives advise that special precautions are appropriate.

b. Contractor Responsibilities. Contractor responsibilities will be included in contracts. At a minimum, these must include:

- (1) Compliance with OSHA standards, DOD, Army, Fed, State, Local requirements.
- (2) A system to identify/correct unsafe conditions and acts related to their contract.
- (3) A system to identify unsafe conditions and acts caused by elements out of their control.
- (4) A system to report accidents, injuries and illnesses occurring on the project/job.
- (5) A system to investigate accidents and provide reports.
- (6) A written site-specific plan for implementing above which includes:
  - (a) Hazard analysis of significant hazards in the specific contract and plan for controlling same.
  - (b) Designation of contractor QC qualified personnel primarily responsible for SOH at project.
  - (c) Description of how the contractor QC safety duties will be performed, including a pre-work review of

activity, safety training for the workforce, frequent and regular checks for compliance with safety requirements, daily records of safety performance, items/areas checked, results, instructions, corrective actions.

- (7) Onsite inspection of subcontractors by prime contractor.

c. Prior to contract start, contractor will meet with contract officer/installation safety officer to discuss and develop understanding about administration of the overall safety program.

d. Contracting office, with input from Safety Office, is responsible to evaluate and ensure that contractor complies with OSHA requirements and Chapter 4, AR 385-10.

#### **10-9. System Safety**

This section applies to all Army materiel systems, facilities, and equipment, including non-developmental item (NDIs) and commercial off-the-shelf (COTS) items. The primary objective of system safety is to maximize operational readiness and mission effectiveness through accident prevention by ensuring that hazards in Army systems and facilities are identified and risks associated with hazards are properly managed.

a. COTS, NDI, and local purchases can pose potential problems concerning operational support and maintenance. These items were built to commercial standards and may introduce hazards in the military environment. The purchaser must compare the commercial application with the tactical battlefield environment. Prior to purchasing, consider the following:

- (1) Has the system been designed and built to meet applicable/any safety standards?
- (2) Have hazard analysis been performed?
- (3) What is the accident history for the system?
- (4) Are any protective equipment or actions needed during operation, maintenance, storage, or transport of the system?
- (5) Does the system contain or use any HAZMAT (including radioactive substances), have potentially hazardous emissions (for example, laser), or generate hazardous waste/materials?
- (6) Are special licenses or certificates required to own, store or use the system?
- (7) Is the system similar to previous military systems? Is there a history of accidents involving a similar system?
- (8) Is the purchase attempting to resolve problems with previous equipment?
- (9) Does it create new hazards?
- (10) Will it interfere with the operation or use of other military equipment?
- (11) Are there any interoperability/connectivity issues that cause safety hazards with the equipment?

b. Contact AMC/ATEC for assistance on potential interoperability/connectivity issues.

c. Use Ground Safety Notification System/Safety of Flight Message system for hazards identified in fielded systems.

d. The requirements of DA Pam 385-30 are mandatory and will be used together with this section, Chapter 9, AR 385-10 and DA Pam 385-30.

#### **10-10. Pedestrian and Bicycling Safety**

Pedestrian and bicycling safety shall be an integral part of the traffic safety program.

a. At a minimum, the program will include:

- (1) Separation of pedestrian and motor vehicle traffic to the maximum extent possible.
- (2) Posting regulatory speed limit signs.

(3) Construction of sidewalks, pedestrian crossings, bicycle paths, and handicap access ramps, as appropriate, in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways.

(4) Educational programs to assist leaders in the promotion of pedestrian safety.

(5) Designation of roadways, as applicable, to individuals who skate, jog, run, bicycle, and/or walk on or in close proximity to ARNG properties/facilities.

(6) Use of reflective vests or belts for individuals who skate, jog, run, bicycle, and/or walk on or in close proximity to ARNG properties/facilities.

(7) Prohibition of the wearing of portable headphones, earphones, ear or other listening devices while jogging/running, bicycling or skating/skateboarding on or in close proximity to ARNG properties/facilities.

(8) Use of approved protective headgear to be worn while using powered and non-powered scooters, skateboards, roller skates, and roller blades when on or in close proximity to ARNG properties/facilities.

b. When bicycling on roadways on or in close proximity to ARNG properties/facilities during hours of darkness or reduced visibility, bicycles will be equipped with operable head and taillights, and the bicyclist will wear a reflective upper outer garment.

c. Comply with all requirements of paragraph 11-11, AR 385-10.

## **Chapter 11**

### **Privately Owned Vehicle Accident Prevention Program**

#### **11-1. General**

POV accidents remain the number one cause of death and serious injury to our Soldiers. Readiness is greatly dependent upon personnel availability and is clearly degraded with the injury or loss of those personnel. Resolution of this problem demands aggressive leadership involving adherence to standards, dedicated use of the CRM program, and an emphasis on supervisory and individual responsibility. These disciplines, coupled with available safety tools and rolled into an executable and exercised program will serve as the basis for a Command's POV Accident Prevention Program.

#### **11-2. Policy**

Chief of Staff of the Army guidance has directed comprehensive reductions in all accidents, specifically those involving POVs. This guidance further directs Commanders of every unit to implement the "Six Point POV Program" as part of their overall Safety Program. Listed below are the elements of the Six Point POV Program that will act as the minimum standard in every command's effort in reducing POV accidents. Program elements are:

a. Command Emphasis. Leader involvement in the POV safety program must be unrelenting with visible and persistent leader participation. Use of command safety climate surveys and leader participation in safety functions reinforce the importance of safety awareness down through the chain of command. Commanders will ensure personal involvement in the POV Accident Prevention Program down to the first-line supervisor level. Use of performance modifying measures from counseling to Uniform Code of Military Justice action, given in a fair and appropriate manner to individuals displaying negative behaviors, also emphasizes Command involvement in the unit's POV Accident Prevention Program.

b. Discipline. Discipline in identifying and then acting upon personal negative behaviors is key to developing the individual responsibility most important to the POV Accident Prevention Program. Since the majority of POV accidents occur off-duty, instilling your Soldiers with the personal discipline necessary to transfer the high sense of safety awareness they display while on duty to all their off duty activities is vital.

c. CRM. All commanders must assess the effectiveness of CRM in their units. CRM must be applied to all vehicle operations, both on duty and off. The five-step CRM process is:

- (1) Identify hazards.
- (2) Assess hazards to determine risk.
- (3) Develop controls and make risk decisions.
- (4) Implement controls.
- (5) Supervise and evaluate.

Supervision of the execution is an important tool for the commander. Part of identifying and assessing hazards includes knowing your Soldiers and identifying negative behaviors that may translate into accidents. Taking proactive measures to modify risky behavior implements controls that can then be verified for their validity and effectiveness.

d. Standards. High, unmistakable standards must be set in place and maintained. Nothing short of 100% participation in safety related functions and standards is acceptable. Examples include ensuring 100% participation in your semi-annual POV safety inspections and never compromising on the use of seatbelts and motorcycle safety equipment.

e. Alternatives. Leaders must begin research into and implementation of alternatives to driving POVs. During drill weekends, by arranging lodging at nearby locations like armories, community facilities or other establishments, you significantly reduce the Soldier's POV accident exposure during a statistically very high accident-prone period. Encouraging carpooling and use of public transportation are other methods of limiting the Soldier's risk to POV accidents.

f. Commander's Assessment. Commanders and the Soldier's chain of command will conduct an investigation after every on/off duty POV accident involving a fatality or serious injury. Corrective actions and preventive measures will be identified and put in place. Reports and briefings will be conducted following paragraph 11-7 of this chapter.

### 11-3. Objectives

Reduce and or eliminate POV fatalities and accidents by:

- a. Increasing leadership awareness of "at risk" Soldiers and allowing them to take proactive measures to modify the negative behaviors that may translate into accidents.
- b. Increasing leadership accountability for their subordinate's actions.
- c. Increasing driver's awareness of the benefits of seat belt usage and the dangers of driving:
  - (1) While fatigued.
  - (2) While drinking or when using certain prescription medicines.
  - (3) Too fast for road and weather conditions.

### 11-4. Responsibilities

- a. TAG is responsible for supervising the POV Safety Program in the State. Ensure that all reporting and briefing requirements are completed following paragraph 11-7 of this chapter.
- b. Commanders are responsible for the POV Safety Program and ensures all reporting and briefing requirements are completed following paragraph 11-7 of this chapter.
- c. State Safety and Occupational Health Offices provide prompt dissemination of educational information and programs to Unit Safety Officers and Commanders. They will also provide information and key safety points regarding local POV accident trends. Assist Commanders and Unit Safety Officers in preparation of all reporting and briefing requirements following paragraph 11-7 of this chapter.
- d. Unit Safety Officers will execute the unit POV Safety Program. Initiate and assist the commander in preparation of all reporting and briefing requirements following paragraph 11-7 of this chapter.
- e. Supervisors will follow unit POV Safety Program and briefing requirements IAW paragraph 11-7.
- f. Multi-Media Branch (NGB-AVS-MMB). Provide videos and similar media on POV accident scenarios and countermeasures.

### 11-5. Implementation

- a. TAG will:
  - (1) Require the Senior Commander who had operational responsibility at the time of a POV accident, which resulted in a fatality or permanently disabling injury, to meet all briefing and recording requirements IAW paragraph 11-7.
  - (2) Send an After Action Report of this briefing NLT 30 days to Director, ARNG with copy furnished to NGB-AVS-SG.
- b. Commanders will:
  - (1) Assess the effectiveness of CRM in units.
  - (2) Establish Commander's policy/emphasis on POV safety.
  - (3) Establish Commander's policy on driving under the influence of alcohol, speeding violations, repeat offenders, and allowing Soldiers to drive when unlicensed untrained, fatigued, or under the influence of drugs and/or alcohol.
  - (4) Provide POV briefing at Safety Day activities, unit training, pre-holiday safety briefings, newcomer orientation briefings, long weekends, etc.
  - (5) Institute a Drivers Award Program to recognize driver excellence and establish incentives for safe driving.
  - (6) Appoint safety officers and NCOs on orders.

(7) Authorize the use of POVs for travel to and from Annual Training only by the most responsible individuals.

c. State Safety Officers will:

(1) Promptly disseminate educational programs on the prevention of motor vehicle accidents to all units.

(2) Provide all Unit Safety Officers and Commanders with information and key safety points on the most frequent fatal/local POV accident trends and countermeasures.

d. Unit Safety Officers will:

(1) Use POV educational materials to enhance awareness to all Soldiers.

(2) Conduct intermittent seatbelt/restraint system checks, motor vehicle checks on POVs.

(3) Enforce POV accident prevention program by ensuring every Soldier's vehicle is inspected at least twice a year, i.e., prior to Memorial Day and Thanksgiving. Verify that each Soldier has a valid operator's license, current vehicle insurance, current registration, and State safety inspection (if required). Educate Soldiers on the risk of speed, fatigue and use of alcohol. Conduct POV safety inspections and random roadside checks. Emphasize the use of designated drivers.

e. Supervisors will know their Soldiers, set the example and discipline as required. Know your Soldiers and identify negative behaviors that may translate into accidents. Leaders set the command climate through their actions and should continually be the example for their subordinates. Take proactive measures to modify negative behaviors by identifying and counseling "at risk" Soldiers. Soldiers should be tasked to take responsibility for their driving behavior, for their well being and the well being of others.

#### **11-6. Program Functions**

a. Operator fatigue remains a primary cause of fatalities and serious injuries on all modes of transportation. Commanders should thoroughly review and utilize the Soldier endurance program in Chapter 16.

b. Use the POV Toolbox and Leaders Guide on the Army Safety Website at <http://safety.army.mil>. This toolbox includes pre-trip checklists, POV inspection checklists, next accident assessments as well as POV quizzes and examples for Commanders to manage a POV Accident Prevention Program.

c. The POV safety objective is to provide personnel with training and guidance to reduce their risk of death or injury from POV accidents. The National Safety Council statistics continually reflect motor vehicle accidents as the number one cause of all off duty fatalities and injuries. In accordance with AR 385-10, Chapter 11, Commanders will consider measures likely to be effective against specific POV accident causes to include promotional activities, campaigns, training programs, enforcement efforts and related programs. Commanders will also emphasize safety to military and civilian personnel while traveling on pass or leave.

d. Drivers Training. Army Accident Avoidance Course identifies risky driving attitudes and behaviors, collision avoidance, effects of alcohol and drugs on driving ability, common driver errors, driving maneuvers to maintain control, benefits of occupant safety restraints and defensive driving strategies. The ARNG can provide direct influence to all assigned forces by making this training available to POV operators before they leave commanders/supervisors control thereby enhancing readiness and protecting personnel from the number one killer in the nation – POV accidents.

(1) In accordance with AR 385-10, paragraph 11-7, all ARNG personnel who possess a military driver's license shall be given a minimum of four hours of instruction in traffic safety designed to establish and reinforce a positive attitude toward driving. This training shall be provided promptly after entry into the ARNG and must be provided prior to operating any military equipment.

(2) To assist with this requirement, and support the POV Accident Prevention Program, a standardized, flexible, user-friendly, easily accessible computer program is available for all M-Day, Title 10, Title 32 Soldiers, and ARNG Federal Civilian Service Employees. This program is available 24 hours a day, 7 days a week wherever internet access is available. It is not tied directly to any particular computer or work-station. If started at work, it can be easily be continued at home or on TDY from any computer that can connect to the internet.

(3) The program meets the requirements of AR 385-10 and provides students with a Certificate of Completion. State Safety Offices can be contacted for additional information and questions concerning this course.

(4) Alternate defensive drivers training, i.e., classroom instruction, that meets the requirements of AR 385-10 is still authorized. To ensure that a complete training program evaluation, states partially using or not using the on-line AAC will be required to complete verification/documentation reports similar to those generated by the on-line AAC.

(5) Refresher Training. All personnel who possess a military driver's license shall complete refresher training every four years and immediately after any accident resulting in (1) personal injury or (2) property damage costing more than \$2,000. The on-line AAC will meet these requirements.

e. Pedestrian and bicycle safety requirements are outlined in AR 385-10, Chapter 11 and Chapter 10-10 of this regulation.

f. Drivers Award Program. Use appropriate awards to recognize safe driving behaviors, i.e., safety coins, certificates of commendation, buckle up (belt buckles), time off awards (59 minute early release) etc.

### 11-7. Reports and Reporting Requirements

a. Accident Reporting. Accurate and timely information is needed on POV accidents to focus on the right problems and develop the right solutions.

(1) All recordable POV accidents will be reported telephonically to NGB-AVS-SG. Class A and B POV accidents will be reported as soon as possible but no later than 24 hours following the incident. Class C and D POV accidents will be reported as soon as possible but no later than 15 days.

(2) All POV accident reports will be forwarded through NGB-AVS-SG to the USACRC. On-duty Class A and B accident reports will be forwarded through NGB-AVS-S to the Commander, USACRC within 90 calendar days after the accident.

(3) Class A and B off-duty and Class C and D POV accident reports will be forwarded through NGB-AVS-S via RCAS SOH to the Commander, USACRC within 30 calendar days after the accident. For purposes of this chapter, this off duty status is the period when a Soldier leaves his home of record and arrives at this duty station and the period when a Soldier leaves his duty station and returns to home of record. Note that this does not include the timeframe when a Soldier is not in any type of military performance, i.e., Soldier is killed when driving POV from his civilian job to home of record.

(4) All Class A-D POV accident reports should include:

(a) Police reports, witness statements, photographs (when available), accident cite diagrams, and other materials deemed appropriate.

(b) Type of vehicle involved, use of seatbelts/helmets, alcohol/drug use as required by AR 385-10.

(c) Date of last defensive drivers' training/accident avoidance training, and the type of drivers training completed.

(d) Commander's assessment of human factors relating to the Soldier incurring the accident to include:

1. Background information – training, experience, qualification and reputation of the individual at assigned time of the accident. This should include prior accident experience and traffic violations.

2. Additional information: Describe individual's sleep and work habits and use of alcohol and drugs. Describe individual intake of medications and possible effect on performance. Summarize individual's mental, emotional and physical health at time of accident (individual having marital problems etc.).

3. Cause-related factors. A review of the Soldier's living events in order of past 6 hours, 24 hours, and 48 hours.

b. Briefing Requirements.

(1) For every Soldier involved in a Class A on/off duty POV accident, the first line supervisor, accompanied by the first/next officer in the chain of command, is required to brief the first General Officer in the chain of command with the following minimum information:

(a) An explanation of the unit's mission, highlighting the Soldier's significant contributions to the mission.

(b) A complete and accurate account of the facts and circumstances surrounding the death of the Soldier.

(c) An explanation of potential corrective actions which will preclude similar incidents.

(2) This information will act as the basis for the AAR required for TAG report to the DARNG following paragraph 11-5a, above.

### 11-8. Motorcycle Safety Requirements

a. All ARNG personnel, regardless of duty status, must comply with DoDI 6055.4 and AR 385-10 requirements for motorcycle safety. Requirement in DoDI 6055.4 and AR 385-10 that all personnel operating a motorcycle must complete a Motorcycle Safety Foundation Course or Motorcycle Safety Foundation based approved motorcycle rider safety course.

b. ARNG personnel, regardless of duty status, are required to wear PPE when operating a motorcycle – even where not required by State law. Rider PPE includes:

(1) Department of Transportation approved helmet.

(2) Face shield or impact goggles properly attached to the helmet.

(3) Sturdy over the ankle footwear.

(4) Long sleeved shirt or jacket.

- (5) Long pants.
- (6) Full fingered gloves or mittens designed for motorcycles.
- (7) Brightly colored outer garment vest/belt/riding jacket (day) / retro-reflective upper garment (night).
- c. Leaders must reinforce the mandatory training requirements and use of PPE for all ARNG Soldiers and employees. Compliance must be required regardless of duty status.
- d. Leaders must ensure that every ARNG motorcycle operator reads, understands and acknowledges the training, licensing, registration and use of PPE requirements of DoDI 6055.4 and AR 385-10. Appendix H provides a checklist of motorcycle requirements.
- e. Also available to ARNG personnel is the Motorcycle Mentorship Program. The program's mission is to establish a community-based approach to rider education and skill development. This state of the art voluntary program reinforces positive training, supports motivation that results in enhancing performance abilities, skills and knowledge.
- f. Requirements listed above are applicable to anyone (military or non-military) operating a motorcycle on ARNG property.
- g. Motorcycle riders will carry current vehicle registration, proof of insurance, and MSF training completion certificate at all times when riding a motorcycle.

## **Chapter 12**

### **Workers Compensation Program**

#### **12-1. General**

This chapter prescribes procedures, reporting, and forms to be used in recording and reporting occupational injuries and illnesses incurred by ARNG Federal employees.

#### **12-2. Federal Employees Compensation Act (FECA) (5 USC Chapter 81)**

The purpose of the program is to prevent workplace injuries and illnesses and reduce associated costs of workers compensation claims. The Presidential goals focus attention on critical areas of safety, health, and injury case management program: All initiatives and metrics should be undertaken to achieve the safest workplace possible.

#### **12-3. Technician Injury and Illness**

Diagnosis and treatment of injury, illness, or disease sustained in performance of official duties is covered under Federal Employees Compensation Act, 5 USC Section 8101 et seq.

#### **12-4. Reporting and Recordkeeping Procedures**

OSHA recordkeeping requirements must comply with 29 CFR Part 1960, subpart I and AR 385-10. Employers must enter each recordable case on the appropriate OSHA forms within 7 calendar days of receiving information that a recordable case occurred. 29 CFR 1904, Subparts C define which cases are required to be recorded. (See DA Pam 385-40). The rule requires employers to keep three forms.

- a. OSHA Form 300, Log of Work-Related Injuries and Illnesses.
- b. OSHA Form 300A, summary of Work-Related Injuries and Illnesses. Safety Offices must post this form at the end of each calendar year from 1 Feb to 30 Apr of the year following the year covered by the form (i.e., on 1 Jan 08, post the OSHA Form 300A for the time period covering 1 Jan 07-31 Dec 07). TAG or Chief of Staff will certify the accident log annually.
- c. The DA Form 285 and or 2397 series forms as appropriate will be used in lieu of the OSHA Form 301, Injury and Illness Incident Report, for military technician injuries. The accident forms can be kept on equivalent forms, on a computer, or at a central location, provided information can be entered into the system within 7 calendar days after the injury or illness occurs and the data can be produced at the establishment when required. Be certain that the appropriate NG Technician Code is used in the personnel classification.
- d. These forms must be retained for 5 years.

#### **12-5. Responsibilities**

- a. National Guard Bureau Human Resources Office (NGB-HR) Injury Compensation Program Administrator (ICPA).
  - (1) Develops/Maintains/Manages National Guard policy for Office of Workers' Compensation Program (OWCP).

- (2) Reviews and determines impact of pending legislation, Army/Air Force regulations, Office of Personnel Management and DOL directives.
- (3) Provides technical advice, assistance to supervisors and employees.
- (4) Performs on-site regional review and analysis of OWCP
- (5) Monitors/tracks NG OWCP costs.
- (6) Verifies charge-back costs.
- (7) Assesses significant cost increase/decrease to determine deficiencies, errors or trends, in accordance with the Presidential initiatives.
- (8) Maintains lost duty time (continuation of pay) as a result of injury or illness and provides this information for review by the FECA Working Group and Safety and Occupational Health Council (SOHC).
- (9) Ensures appropriate FECA forms are properly processed and monitors timeliness of submission.
- (10) Provides FECA training to supervisors and employees.
- (11) Provides required data to FECA Working Group.
- (12) Serves as member of the FECA Working Group.
- (13) Works with the ARNG Safety Office and the Surgeon's Office to:
  - (a) Provide guidance to the States regarding reduction of lost time compensable injury/illness.
  - (b) Monitor achievement of the States in meeting lost time injury/illness goals.
  - (c) Report achievement of the States to HQDA and TAGs.
- b. TAG will:
  - (1) Issue policy to the field on the SOH Worker Compensation Program.
  - (2) Establish and appoint a FECA Working Group as required by DOD 1400-25-M, subchapter 810.3.4.6 and NGB-J1-TN, Policy, dated 15 August 2006. This working group will be chaired by a senior management official. The Chairman may appoint additional personnel that he believes will benefit the working group's mission. Membership will consist of a minimum:
    - (a) Senior Management Official (Chair).
    - (b) Human Resource Office.
    - (c) Injury Compensation Program Administrator.
    - (d) Safety Manager/Specialist.
    - (e) Occupational Health Nurse/Manager.
    - (f) Staff Judge Advocate.
    - (g) Construction and Facilities Management Officer.
    - (h) Surface Maintenance Officer.
    - (i) Aviation Facility Manager.
    - (j) Other members as appointed by the Chair.
    - (k) Any first-line supervisor who had an accident/illness on a one-time basis to discuss the incident.
  - (3) Provide sufficient funds and other resources to carry out responsibilities.
  - (4) Take responsibility for the success or failure of the program.
  - (5) Monitor actions and milestones to ensure that they are accomplished by the staff office responsible.
- c. FECA Working Group will:
  - (1) Review injury and illness statistics to identify problem areas in need of corrective or preventive interventions.
  - (2) Provide guidance to the Commander on policy and process issues that might impact installation injury control.
  - (3) Establish and monitor progress related to performance goals.
  - (4) Provide progress reports and recommendations to the Commander.
- d. Safety Personnel:
  - (1) Establish and manage a safety and occupational health program and initiatives to improve workplace safety and health and reduce occupational injuries and illnesses.
  - (2) Ensure that required safety and occupational health inspections and training are conducted by individuals qualified in safety and occupational health hazard recognition and control.
  - (3) Review accident data to identify problems areas.
  - (4) Participate in the FECA Working Group.
  - (5) Increase employee safety awareness by disseminating accident and hazard information to employees and employee representatives.
- e. Occupational Health Nurse/Occupational Health Specialist.

- (1) Develop a written protocol for early recognition, evaluation, treatment, and follow-up for employees in the Medical Surveillance Program as required by OSHA.
- (2) Develop and conduct baseline medical screening for new employees.
- (3) Assist supervisory personnel in the identification of light or restricted duty jobs.
- (4) Collaborate with the Human Resource Office (HRO) in making recommendations on the assignment of injured workers to light or restricted duty jobs.
- (5) Assist in employee training and education in all Occupational Health & Promotion Programs.
- (6) A representative from the Occupational Health Office will serve as a member of the FECA Working Group.
- (7) In coordination with HRO, provide medical guidance on case management and early return to work.
- (8) Coordinate with DOL contract nurse after 45 day period when employee is referred to DOL.
- f. Injury Compensation Regional Liaison Representative:
  - (1) Serve as consultants and technical specialists to assigned OWCP Regions.
  - (2) Ensure technicians and their dependents receive appropriate entitlements and benefits.
  - (3) Provide Program Management for OWCP / FECA.
  - (4) Provide intensive case management.
  - (5) Provide training to all ICPAs.
    - (a) Track Injury Compensation Statistics to include Presidential initiatives and goals.
    - (b) Track Reemployment / Return to Work initiatives.
- g. Director of Contracting Support:
  - (1) Ensure the integration of safety and occupational health considerations into the purchase of new equipment, i.e., ergonomic keyboards and chairs.
  - (2) Implement recommendations to reduce hazards.
  - (3) Appoint an advisory or support representative to serve on the FECA Working Group.
- h. Construction and Facilities Management Officer:
  - (1) Integrate safety and occupational health considerations into facility modifications and construction.
  - (2) Implement recommendations to eliminate or reduce risks.
  - (3) Appoint an advisory or support representative to serve on the SOHC and FECA Working Group.
- i. Logistics Office:
  - (1) Ensure integration of safety and occupational health considerations into the purchase of new equipment.
  - (2) Implement recommendations to reduce hazards.
  - (3) Consult with the SOHC and FECA Working Group to assist in the evaluation of equipment and furniture.
  - (4) Appoint an advisory or support representative to serve on the SOHC and FECA Working Group.
- j. Supervisors:
  - (1) Ensure employees:
    - (a) Follow safe work practices.
    - (b) Recognize and correct hazardous work practices.
    - (c) Recognize and report early symptoms of potential disorders.
  - (2) Routinely review areas for potential risks.
  - (3) Maintain effective schedules for facility, equipment, and tool maintenance, adjustments, and modifications.
  - (4) Develop Job Safety Analysis with employees.
  - (5) Appoint a Facility Safety Officer.
  - (6) Conduct Quarterly SOH meetings.
  - (7) Provide for monthly safety and occupational health training sessions.
  - (8) Make administrative decisions based on sound clinical advice from medical professionals.
- k. Surface Maintenance Manager: Will serve as member of the FECA working group.
- l. Aviation Facility Manager: Will serve as member of the FECA working group.
- m. Employees:
  - (1) Report injury, illnesses, and diseases immediately.
  - (2) Follow safe work practices.
  - (3) Recognize and correct hazardous work practices.
  - (4) Modify work practices as recommended.
  - (5) Notify supervisors of potential hazards in the workplace.

- (6) Recognize and report symptoms early.
- (7) Participate in the medical surveillance program.
- (8) Perform recommended conditioning activities.
- (9) Actively participate in the suggestion and near-miss programs.

## Chapter 13

### Promotional and Educational Materials

#### 13-1. General

The ARNG will use safety and occupational health posters, billboards, films, tapes, technical publications, and other safety promotional and educational material and services to create and maintain the interest in preventing accidents. These materials may inform and educate ARNG personnel, family members, and visitors on hazards and safe procedures and precautions for specific events or topics. Examples of appropriate events and topics include: Calendar events, e.g., (official holidays, National Fire Prevention); family safety, e.g., (poison prevention, home safety); targeted initiatives, e.g. (POV accident prevention); recreational activities, e.g. (boating, hunting), local hazards, e.g. (weather, roads, animals), Safe Use of Equipment and Facilities (e.g. Craft Shops, Do-Yourself Shops).

#### 13-2. Responsibilities

- a. Director, ARNG will program for certain SOH promotional and educational materials and services required in the execution of the ARNG Safety and Occupational Health Program on a nationwide basis.
- b. TAG and subordinate Commanders and supervisors will supplement and augment SOH promotional and educational materials.
- c. TAG will budget for funds to procure SOH promotional and educational materials and services that are determined to be required locally.
- d. NGB-AVS-MMB, in coordination with NGB-AVS-S, will administer the nationwide promotional and educational material requirements for the ARNG SOH program, (e.g. *Safeguard*, *SafeFlight*, Targeted National Initiatives).

#### 13-3. Procurement

- a. Purchases of SOH promotional items (e.g. ice scrapers, key rings, mugs, pens, etc.) are subject to the following:
  - (1) Promotional items must be distributed for valid reasons to support the SOH Program.
  - (2) Items must clearly display a SOH message and/or SOH logos.
  - (3) No form of gambling or lottery will be used for distribution of SOH promotional items.
  - (4) Promotional items will not contain food or drink.
  - (5) Promotional items will not be required to be recorded on property books.
- b. The State SOHM must approve these items for each organizational level. The Office of Counsel (JA) will coordinate and approve purchases of these items as required.

#### 13-4. Safety Bulletin Boards

- a. An identified stand alone safety bulletin board will be positioned in a prominent location where it will be readily observable by all personnel. Safety bulletin boards are required for the following locations:
  - (1) Each ARNG unit.
  - (2) United States Property and Fiscal Office (USP&FO).
  - (3) Combined Support Maintenance Shop (CSMS).
  - (4) Field Maintenance Shop (FMS).
  - (5) Readiness Centers.
  - (6) Army Aviation Support Facility (AASF).
  - (7) Any other areas as appropriate where employees work that is not listed above.
- b. Items required by AR 385-10 to be posted are:
  - (1) DD Form 2272, Department of Defense Safety and Occupational Health Protection Program.
  - (2) OSHA Form 300A, Summary of Work-Related Injuries and Illnesses (where appropriate).
  - (3) NRC Form 3, Notice to Employees, and Public Law 93-438, Section 206 (where applicable)
- c. Items that are highly recommended to be posted are:
  - (1) The Commander's safety policy.

- (2) The Commander's safety philosophy.
- (3) A copy of the Unit Safety SOP or Command Safety Program as appropriate.
- (4) Appointment orders for Safety personnel and/or councils.
- (5) Latest safety council minutes.
- (6) DA Form 4755, Employee Report of Alleged Unsafe or Unhealthy Working Conditions (Blank Forms).
- (7) DA Form 4753 (when applicable), Notice of Unsafe or Unhealthy Working Condition.
- (8) Safety posters.
- (9) Safety Alert Messages.
- (10) Knowledge magazine.
- d. DA Pam 385-90 requires a safety bulletin board for aviation units.
- e. Items listed above are the minimum. Additional safety information should be posted based upon the unit's mission and METL.
- f. Safety board information should be ever changing and maintained in a presentable and organized manner to facilitate interest and ease of use to the user.

## Chapter 14

### Airborne Operation Safety - Airborne Accident Prevention Program (AAPP)

#### 14-1. Purpose

This chapter requires the ARNG AAPP. It prescribes duties and responsibilities for planning, organizing, coordinating, and controlling the AAPP throughout the ARNG.

#### 14-2. Background

A review of airborne related accident reports by the ARNG Aviation and Safety Division established a requirement in NGR 385-10, for standardized AAPP within ARNG Airborne Units.

#### 14-3. AAPP Survey Administration

The annual AAPP survey (Appendix I) is a tool for the Commander to evaluate the effectiveness of the unit's AAPP.

- a. Individual airborne unit Commanders will coordinate through their higher headquarters and/or State Safety Office to schedule survey dates and, arrange for a qualified Survey Officer/NCO to perform the annual survey.
- b. Survey Officer/NCO Qualifications:
  - (1) The Survey Officer/NCO will come from a higher headquarters unit that has operations and safety oversight responsibility for the subordinate unit. This headquarters may be located within or outside the subordinate unit's state.
  - (2) The AAPP Survey Officer/NCO will be Static Line and/or military free-fall (MFF) Jumpmaster qualified with a minimum of three continuous years on jump status, as a jumpmaster. The jumpmaster will be current in accordance with the following requirements, FM 3-21.220, FM 3-05.211 or for Army Special Forces, USASOC Reg 350-2, Training - Airborne Operations.
  - (3) If a qualified Survey Officer/NCO is unavailable from State higher headquarters, the State may request assistance from NGB Safety Office (NGB-AVS-S) in providing a Survey Officer/NCO possessing the proper training/ qualifications. NGB may request assistance from an active duty proponent schoolhouse for expert input as the need arises.
- c. Survey Records/Administration:
  - (1) Use the checklist provided at the end of this chapter to conduct the AAPP survey. Some checklist items may not be relevant to all ARNG Airborne units. Units will add special emphasis items to this checklist as provided by instructions from NGB-AVS-S.
  - (2) The Survey Officer/NCO will forward one copy of the completed survey to the State Safety Office of the surveyed unit within 7 working days after the inspection.
  - (3) The State Safety Office will forward a complete copy of the AAPP survey report provided by the Survey Officer/NCO, within 10 days of receipt, to NGB-AVS-S, 111 S. George Mason Dr., Arlington, VA 22204.

**14-4. Duties and Responsibilities**

## a. National Guard Responsibilities:

(1) Chief, NGB. Provide policy for implementing AAPPs within the ARNG. This responsibility is delegated to the Director, ARNG.

(2) Director, ARNG. Serve as the approving authority for Class A airborne accidents as outlined in AR 385-10. Allocate resources to support effective ARNG AAPPs compatible with the mission of the ARNG.

(3) Chief Aviation and Safety Division. The Chief, NGB-AVS, has staff responsibilities for supervision of the ARNG AAPP.

(4) Chief, Safety and Standardization Branch. Provides implementing guidance to establish effective ARNG AAPPs within the ARNG.

(a) Establish and disseminate Airborne Safety Program guidance and accident prevention information within ARNG airborne units to support the development of countermeasures designed to eliminate/reduce risks inherent within ARNG airborne operations.

(b) Provide safety training to all designated ARNG airborne safety personnel through the use of Army safety school quotas, Parachute Orientation Mishap Prevention Orientation Course(s), Ground Mishap Prevention Orientation Courses, and Army or ARNG safety conferences and seminars.

(c) Develop and review ARNG safety directives and/or regulations to ensure the integration of adequate safety standards and timely dissemination of airborne safety guidance.

(d) Review and analyze ARNG airborne accidents to establish accident causes, formulate accident trends, and provide safety related data on material/system failures.

(e) Validate existing directives/requirements for ARNG airborne units by conducting surveys of operations in selected states. The safety visits/surveys will review airborne unit operating and training procedures and determine state compliance with established ARNG AAPP program guidance.

## b. State Responsibilities:

## (1) TAG:

(a) Establish ARNG AAPP within their respective states.

(b) Ensure that all airborne operations comply with statutory and regulatory requirements and that units conduct only Army/ARNG authorized airborne operations.

(c) Ensure ARNG airborne units within the state receive funding for jump refresher training, jumpmaster refresher training for static line and MFF and Additional Airborne Unit Training Assemblies required to maintain parachute proficiency. Plan and budget program requirements as needed.

## (2) State Safety Office:

(a) Disseminate safety directives/information to airborne unit Commanders, Airborne Commanders, jumpmasters, rigger supervisors, and Unit Safety Officers. Assist in implementing airborne accident prevention programs within the state.

(b) Assist in the procurement of airborne safety posters, films, other safety educational and promotional publications/materials, and forward to state airborne units.

(c) Assist with the airborne unit Commander to schedule AAPP survey dates and help to obtain the services of an airborne qualified officer/NCO to conduct the annual AAPP survey. Forward survey results as per paragraph 14-3c(3).

## c. Unit responsibilities:

(1) Commander, Troop Command: If the subordinate airborne unit is directly under Troop Command, appoint a qualified Safety Officer to ensure that ARNG airborne units with a table of organization and equipment higher headquarters located within another state receive battalion level safety oversight and support as listed in (2) below.

## (2) Battalion/Group/Units Above Battalion, Safety Officer will:

(a) Execute command responsibilities in accordance with AR 385-10 and this regulation. Establish and implement a Commander's AAPP for the unit.

(b) Advise subordinate unit Commanders on AAPPs and assist in the development of a unit Airborne SOP. Review airborne policies, standards, and risk assessment procedures for compliance with current Army/ARNG safety directives during early planning stages of airborne operations and training exercises.

(c) Monitor airborne accident trends and reports. Alert subordinate unit Commanders to safety related problems, or CRM issues associated with airborne operations.

(d) Report and investigate unit accidents IAW with AR 385-10. Maintain safety files and records for airborne accidents, trends, and safety reports IAW AR 25-400-2.

(e) Implement recommendations submitted by accident investigation boards, safety council and safety meetings when appropriate.

(f) Ensure subordinate airborne units maintain safety records for surveys, accident reports, safety classes/meetings, and corrective actions/recommendations for noted deficiencies IAW AR 25-400-2.

(g) Recommend safety classes to the subordinate Commander(s) for the yearly training plan based on accident trends and individual unit needs. Units may incorporate classes into pre-jump training. Promote safety awareness through the use of safety posters, airborne information files, and training aids.

(h) Plan, organize, and conduct safety council meetings IAW NGR 385-10. Serve as the recorder for the safety council. Disseminate safety council minutes to subordinate units, safety council members, and higher headquarters.

(3) Airborne Unit Commanders will:

(a) Become static line and/or MFF jumpmaster qualified and remain current while serving as the unit Commander.

(b) Execute command responsibilities in accordance with AR 385-10 and this regulation. Establish and implement a Commander's AAPP in accordance with this chapter.

(c) Ensure the unit integrates AAPP requirements into all airborne operations and training.

(d) Establish a risk assessment/force protection plan that fully considers unit capabilities, individual parachutist training/proficiency, terrain (power lines, trees, water), elevation, lighting and environmental considerations. Authorize airborne mission training/exercises only when benefits from performing the mission outweigh mission risks to personnel and equipment.

(e) Develop and implement Airborne SOP (ASOP) covering all aspects of the units' airborne missions.

(f) Formally appoint an Airborne Commander for each airborne mission. Note: Airborne Commander is the senior Commander of all Army forces engaged in a specific airborne operation or a specified individual who may be designated as the Airborne Commander. Airborne Mission Commander refers to the senior Commander of all air forces engaged in a specific airborne operation or specified individual who may be designated as the Air Mission Commander.

(g) Ensure unit personnel are proficient in parachute operations through frequency of operations and refresher training. Demonstrate support for the AAPP through active compliance with established policies, procedures, and safe operating practices.

(h) Ensure unit jumpmasters and other key personnel are familiar with, and complying with, Army/ARNG and Federal Aviation Administration requirements.

(i) Brief supporting non-airborne Commanders on principals of airborne accident prevention and how they can best assist with airborne safety.

(j) Ensure the unit maintains an updated Airborne Information Reading File consisting of all published Airborne messages from authorized agencies. Ensure that all messages are read and understood by those that they apply to, i.e. jumpmasters, riggers, etc. Maintain a complete unit library of ARs, FMs, DA Pams, Training Circulars (TCs) and other safety information for planning airborne operations.

(k) Evaluate pre-mission planning, briefings/debriefings, and after action reports for all missions. Include the Unit Safety Officer when planning all field and airborne training exercises.

(l) Monitor and track jumpmaster currency as well as the medical/physical status of unit members.

(m) Participate as a member of the Unit Safety Council.

(4) Airborne Unit Safety Officer/NCO will:

(a) Become static line and/or MFF jumpmaster qualified and remain current while serving as the Unit Safety Officer/NCO.

(b) Develop a unit safety SOP that incorporates safety directives and Commanders guidance for the unit Airborne Accident Prevention Program. Advise the Commander and supervisors on all safety related and accident prevention issues.

(c) Review the Commander's Airborne CRM Program and recommended improvements and/or changes as necessary. Monitor policies, standards, and procedures to ensure effective integration of accident prevention principles.

(d) Investigate and report unit accidents to the Commander/higher headquarters. Maintain safety files and records of airborne accidents/incident trends, surveys and safety data IAW AR 25-400-2.

(e) Conduct annual (internal) accident prevention surveys. This requirement is in addition to the (external) AAPP survey conducted by a qualified survey officer/NCO tasked from outside the unit. Review survey results to develop trends and system defects.

(f) Monitor availability of required publications for planning and conducting airborne operations.

Coordinate with unit operations, logistics/maintenance and riggers to integrate safety training into all parachute and ground training/operations.

(g) Promote safety awareness with the use of appropriate safety posters and multi-media training aids.

Maintain a safety bulletin board for the unit posted with current safety issues. Procure and distribute safety literature to unit personnel.

(h) Verify and test the accuracy and completeness of the mission pre-accident notification plan point of contact/phone numbers/actions, prior to the start of all airborne operations.

(i) Develop a yearly safety training plan with the unit Commander and Unit Safety Officer based on the needs of the unit. Plan and conduct safety classes for all unit members as needed.

(j) Plan, organize and participate in Unit Safety Council meetings. Serve as recorder for the Unit Safety Council. Publish and disseminate minutes to safety council members and forward copy to higher headquarters. Post minutes to the unit safety board for all unit members to read.

(k) Review proposed unit airborne training activities to ensure sound application of accident prevention principles/procedures. Coordinate with other safety personnel throughout the state/organization on matters of airborne safety.

(l) Coordinate with unit Commander and key personnel to devise countermeasures/corrective actions for deficiencies submitted by accident investigation boards, safety surveys, airborne safety meetings, and the safety council.

(m) Participate as a member of the Unit Safety Council.

(5) Unit Senior NCO will:

(a) Become static line and/or MFF jumpmaster qualified and remain current while serving as the Unit Senior NCO.

(b) Assist and advise the unit Commander on airborne accident prevention matters. Participate in unit safety surveys. Emphasize technical proficiency, professional operations, and support of the Commander's AAPP.

(c) Maintain liaison with unit section leaders on all airborne safety matters. Observe airborne support activities (such as rigger operations, air item maintenance, and individual airborne training) to detect and report unsafe practices or procedures.

(d) Participate as a member of the Unit Safety Council.

(6) Airborne Commanders will:

(a) Actively support the unit Commander's Airborne Accident Prevention Program. Report all airborne accidents and incidents to the Safety Officer/NCO.

(b) Ensure the development of a written airborne operation order for each airborne mission. Ensure that operation planner(s) fully consider all hazards and special conditions during the planning process.

(c) Ensure that the Drop Zone Safety Officer (DZSO)/Drop Zone Support Team Leader (DZSTL) or the DZSO/DZSTL's designated jumpmaster qualified representative physically inspects the DZ for hazards during daylight hours prior to completing mission planning. Verify DZ conditions immediately prior to the operation.

(d) Ensure that the overall jumpmaster briefs DZ support personnel, pilots, aircraft crewmembers and parachutists in accordance with appropriate regulations, FMs, TCs and the unit ASOP. The Airborne Commander ensures the overall jumpmaster includes all hazards, control measures and special conditions in the briefing.

(e) Ensure that members fully understand the requirements or special duties assigned to them in support of the operation.

(f) Ensure that personnel receive airborne equipment commensurate with the mission and operating environment, and, receive training on its use.

(g) Monitor the physical and mental well being of airborne personnel, and brief them on self-medication restrictions.

(h) Ensure that the airborne operation adequately receives medical personnel and equipment support.

(i) Conduct an airborne operation debrief with unit jumpmasters/riggers/support personnel at the completion of each airborne exercise. Ensure that the Commander receives a detailed written after action review. The AAR will be maintained on file IAW AR 25-400-2.

(j) Submit, as appropriate, a Flash Report through proper channels when an accident/incident occurs.

(7) Unit Jumpmasters will:

(a) Remain static line and/or MFF jumpmaster qualified and current while assigned to their airborne unit.

(b) Actively support the unit Commander's Airborne Accident Prevention Program by maintaining tactical and technical proficiency in airborne operations. Report all airborne accidents and incidents to the Unit Safety Officer/NCO.

(c) Participate in the airborne exercise debrief to ensure that the airborne Commander receives detailed information on each airborne operation.

(d) If assigned as the DZSO/DZSTL or the DZSO/DZSTL's jumpmaster qualified representative, physically inspects the DZ for hazards during daylight hours prior to completion of the mission planning process, and verifies planning conditions immediately prior to the operation.

(e) If assigned as the primary (overall) jumpmaster, brief aircraft support pilot and aircraft crewmembers/parachutists in accordance with appropriate regulations, FMs, TCs and unit ASOP. Include all hazards or special conditions in the briefing.

(f) Monitor the physical and mental well being of unit personnel. Inform the primary jumpmaster of participating personnel currently on medication, which will restrict parachutist activities, and of known or suspected drug and/or alcohol abuse by airborne personnel.

(8) Rigger Supervisor/Rigger (if assigned) will:

(a) Ensure that unit riggers perform all operations and maintenance tasks IAW appropriate maintenance technical manuals. Promptly report material and/or publication deficiencies through Quality Deficiency Report, Equipment Improvement Reports, or DA Form 2028 as appropriate.

(b) Develop a written SOP for key aspects of section duties and responsibilities. Include malfunction procedures with a written briefing outlining responsibilities for non-rigger personnel performing duties as malfunction officer/NCO. Produce a Malfunctions Investigation Kit IAW AR 59-4.

(c) Ensure that the rigger section is on the appropriate mailing list for receipt of critical rigger operations, maintenance and safety information. Maintain an up to date library of technical manuals (TMs), FMs, Maintenance Work Orders (MWOs) and safety messages.

(d) Coordinate with the Unit Safety Officer. Ensure that rigger operations areas receive required surveys for safety hazards and proper use of protective equipment. Forward to the Unit Safety Officer/NCO copies of all in house surveys, inspections, and accident/incident reports completed by rigger personnel.

(e) Support both parachute issue and drop zone operations.

(f) Assist in the development of a packing list of safety kit bag items within the ASOP.

(g) Participate as a member of the Unit Safety Council.

(9) Unit Medical NCO will:

(a) Ensure that the medical portion of the ASOP is thorough and accurate.

(b) Ensure that the medical portion of the unit ASOP addresses the following (as a minimum):

1. Mandatory items within the DZ medical kit.

2. Military MOSs and/or civilian with military equivalent training certifications authorized to render medical treatment and life support.

3. Protocol and guidelines for the treatment of illnesses and injuries, to include emergency treatment and medication administration. (The State Surgeon should approve these guidelines.)

(c) Assist the Unit Safety Officer/NCO in ensuring the unit pre-accident plan is current with route maps and phone number of local hospitals for each airborne operation.

(d) Serve as a participating member on the Unit Safety Council.

(10) Unit Administrative NCO will:

(a) Maintain DA Form 1306 and DA Form 1307 IAW applicable pay directives and regulations.

(b) Inform the Readiness NCO/Commander of those jumpers who are nearing their time limitations on jump pay and jump/jumpmaster currency.

(11) Individual Parachutist will:

(a) Actively support the Commander's AAPP. Immediately report personnel injuries, physical hazards or unsafe acts and damage to unit equipment to the unit Commander, Safety Officer/NCO, or other key personnel. Make on-the-spot corrections of unsafe conditions when appropriate.

(b) Read and comply with unit SOPs and Commanders AAPP guidance. Attend scheduled safety classes/training.

(c) Comply with sound principles and safe practices during all operations regardless of mission urgency.

(d) Maintain physical and mental fitness. Inform the proper authority of activities and medical treatment that may restrict/limit individual parachutists' abilities.

## Chapter 15 Tactical Safety

### 15-1. General

This chapter establishes the requirements for safety support during contingency and tactical operations. Unless specified, the provisions of this regulation apply to both peacetime training operations and operations in a combat theater. The tactical safety program is intended to reduce losses of manpower and equipment thus conserving combat power. This chapter applies to all ARNG operations and personnel participating in tactical operations. Commanders and leaders will ensure that Soldiers wear/use all personal protective equipment such as seat belts, ear plugs, eye safety devices and other protective restraints/gear as appropriate.

### 15-2. Responsibilities

#### a. TAG.

(1) Will ensure that a Safety Officer is appointed at all levels of command down to company/separate detachment. At command levels below division/separate brigade, this will be an additional duty officer. Additionally, a NCO will be appointed to assist the safety officer. At division/separate brigade and higher levels, this will be a full time duty officer. At the Joint Force Headquarters the safety professional will normally serve as the State Safety Officer. In the event, the Safety Officer is unavailable, an officer in the rank of captain or above may be appointed with the primary duty of safety.

(2) Will ensure that all tactical operations/training exercise participants are aware that in the event of an accident the senior officer present will take charge, oversee evacuation of the injured and secure the accident site.

(3) Publish instructions for ensuring a comprehensive and effective safety program for all personnel. Ensure that practices and procedures that minimize accident risk are incorporated in regulations, directives, SOPs, special orders, training plans; and operational plans and SOPs are developed for all operations entailing risk of death serious injury, or property loss.

(4) Provide accident investigation teams as appropriate and as established by AR 385-10 and this regulation.

(5) Ensure that the senior commander has conducted a risk analyses for all operations. When time permits, a full risk analyses are conducted for all operations. When time does not permit a full risk analysis to be conducted, a partial or hasty risk analysis will be conducted. The analysis will identify hazards associated with a particular operation, and determine the hazards that could adversely impact completion of the mission. Commanders will consider the risk involved and develop controls to an acceptable level if possible. A safety annex will be developed for all operations and address the safety CRM process, and safety management specific issues. Accident countermeasures should be integrated throughout the order.

#### b. Safety Officers.

(1) Serve as the commanders' primary advisor and exercise staff supervision within the command for all matters concerning safety/accident prevention.

(2) Provide assistance to subordinate units as appropriate.

(3) Publish instructions for ensuring a comprehensive and effective safety program.

(4) Prepare reports of Accident Experience, to include safety lessons learned and After-Action Reports.

(5) Establish an accident investigation program to investigate fatalities, high dollar accidents and other special incident categories IAW AR 385-10.

(6) Coordinate all safety actions with higher and lower headquarters safety officers.

(7) Coordinate all public affairs safety activities.

(8) Conduct risk analyses for all operations and develop proposed controls to reduce risks, if possible, to an acceptable level.

(9) Observe operations to detect and correct unsafe practices.

(10) Conduct/supervise inspections of facilities and equipment to ensure that safe conditions and all known hazards are publicized and addressed using the CRM Process.

(11) Maintain organizational accident records.

(12) Develop and manage a hazard reporting system.

(13) Develop SOP annex to outline the procedures used to manage the Commanders Accident Prevention Programs and safety related topics.

(14) Ensure unit SOP covers *all* aspects of the unit's mission and integrates safety practices.

(15) Ensure unit maintains current safety reference library for all aspects of unit operations.

(16) Establish and monitor programs for training unit personnel in:

- (a) HAZCOM.
- (b) Hazardous materials handling.
- (c) Operational hazard reporting system.
- (d) Hazard abatement program.
- (e) Hearing conservation program.

(17) Conduct Safety Councils in order to discuss the command safety climate and identify/resolve CRM issues; maintain and publish minutes to safety council meetings.

- (18) Maintain unit safety plans.

### 15-3. Prevention of Motor Vehicle Accidents

- a. Commanders at all levels will ensure that procedures are prescribed for the safe operation of AMVs, combat vehicles, and material handling equipment (IAW AR 385-10).
- b. All drivers and passengers, operating motor vehicles equipped with seat belts, will wear them at all times.
- c. All vehicles will comply with both State and local laws.
- d. Smoking is not permitted within 50 feet of any vehicle being refueled.
- e. The number of Soldiers authorized in a military vehicle will be limited to the number allowed by the applicable vehicle 10 manual.
- f. Drivers and passengers will ensure that safe and proper procedures are used when mounting and dismounting vehicles.
- g. Commanders and leaders will ensure that before, during and after operations, Preventive Maintenance Checks and Services are performed.
- h. Chock blocks will be used by all vehicles when parked on an incline or whenever or wherever maintenance is being performed.
- i. No Soldiers will be allowed to ride on or in the cargo compartment of a motor vehicle transporting explosives, fuel or other hazardous materials.
- j. Vehicles transporting hazardous cargo (ammunition, explosives, fuel, yellow-III radioactive label) are required to have the proper placards.
- k. Fire extinguishers will be mounted on required AMV equipment as part of the basic load.
- l. Drivers of Army emergency vehicles will comply with all local traffic laws and ordinances governing operating speeds of such vehicles and traffic control devices on public roads. Use of sirens and rotating of flashing lights on public roads will also be governed by local laws and ordinances.

### 15-4. Tactical Vehicle Safety Operations

Safety vehicle operations will comply with AR 385-10 and additionally,

- a. Drivers training, for operators of tactical vehicles, will be tailored to teach specific driver's skills needed for vehicles operation in a field environment IAW AR 600-55. At a minimum this will include:
  - (1) Pulling and backing trailers.
  - (2) Principles of night vision.
  - (3) Vehicle fording and stream crossing.
  - (4) Vehicle recovery operations.
  - (5) Methods for safety negotiating difficult terrain such as hills and muddy areas in four wheel drive.
  - (6) Ground guides procedures, techniques and signals.
  - (7) Night operations.
  - (8) Personnel required to operate a motor vehicle while wearing Night Vision Devices will be trained and tested in the use and operation of such devices. This training will be conducted IAW TC 21-305-2 and recorded in the individual's drivers training records.
  - (9) Permanent mounting of cloth or any device over the headlights of tactical vehicles are prohibited. Temporary covers may be used if removed prior to driving on public roads or on military roads frequently accessed by POVs.
  - (10) Ground guides will always be used when:
    - (a) Moving vehicles through any area where troops are assembled.
    - (b) Backing a vehicle.
    - (c) Whenever the driver's visibility is so poor that he/she is required to reduce the vehicle speed in order to safely continue.
- b. Drivers of vehicles equipped with radio antennas will be given special instruction on the hazards of fire or electrocution from antennas contacting overhead electric power lines. Antennas for all vehicles, both tracked and

wheeled, will be tied down to a height considered safe for highway or cross-country travel to avoid contact with power lines; antennas should be no more than 13 feet and no less than 8 feet off the ground. The end of antennas will be blunted with an antenna tip assembly and tied down to a level above the heads of pedestrians.

### 15-5. Convoy Operations

- a. ARNG convoy operations will comply with safety provisions outlined in AR 385-10, FM 55-30 (Chapter 5), and FM 4-01.45.
- b. High-speed highways may be used when all vehicles in the convey can safely maintain a speed at least equivalent to the posted minimum speed, or 40-mph if not posted.
- c. Radio whip antennas should be tied down to not less than 7 feet and no more than 10 feet from the ground with antenna tips covered by protective ball when operated outside the training area or near aircraft.

### 15-6. Safe Movement of Personnel

- a. Safe Movement of Personnel will comply with AR 385-10, paragraph 11-5. Additionally, personnel are to be transported in passenger vehicles such as sedans, station wagons or buses. When such vehicles are not available, cargo vehicles may be used under the following provisions:
  - (1) When more than one person (in addition to the driver) is transported in a cargo truck, there must be adequate fixed seating. Occupants will be seated when the vehicle is in motion.
  - (2) Personnel may be transported without fixed seats for short distances on post provided each passenger remains seated wholly within the body and the body is equipped with stakes or sideboards. Canvas tops will be in place with sides rolled down when cargo space is used for passengers.
  - (3) Whenever a dump truck is used to transport personnel, positive locking devices will be restricted to the designated seating capacity.
- b. The number of passengers transported in buses or converted cargo vehicles in "over-the-road" service will be restricted to the designated seating capacity.
- c. Riding on loads or partial loads of non-hazardous material will be permitted only when it would be dangerous to ride in the cab or front seat, or when guard or servicing personnel are involved. Personnel will ride on loads only when:
  - (1) Loads are adequately secured.
  - (2) Riders are provided with enough room to keep their bodies entirely within the top and sides of vehicles and loads.
  - (3) Appropriate safety devices are attached to the vehicle to provide safe carrying. (Examples are hanging steps on the rear of garbage trucks or a spanner board that permits seating all personnel).
- d. Before starting the engine, drivers transporting passengers in cargo trucks must place the vehicle in the first gear, or park if automatic, and set the handbrake, then:
  - (1) Walk to the rear of the truck to ensure that the tailgate, safety device or safety strap is in place and that all passengers are seated. (After stopping, the driver will walk to the rear of the vehicle and release the safety device or lower the tailgate before permitting passengers to dismount.)
  - (2) Warn personnel not to jump from cargo beds and, after dismounting, to move away from traveled portions of the roadway.
  - (3) Refuse to move a motor vehicle in which anyone is in an unsafe position. (An unsafe position could be standing; attempting to ride between the cab and body; hanging on sides; running boards or fenders; sitting on tailgates; or sides of the truck; or extending arms or legs).
- e. Drivers will not back any type of vehicle before first checking for clearance and giving warning. Ground guides are required when wheeled vehicles are backed. Ground guides must be in view of the driver at all times. Drivers and ground guides will follow procedures outlined in AR 385-10 and FM 21-305.
- f. During convoy operations, transporting personnel to and from annual training sites in the M939 series vehicles is not recommended.
- g. Awareness is the first step in creating improvement.
- h. The senior occupant of a vehicle is responsible for the safe operation of the vehicle, to include:
  - (1) Complying with local traffic laws and posted speed limits.
  - (2) Not exceeding the authorized seating capacity of the vehicle.
  - (3) Insuring all vehicle occupants wear available restraint devices.
  - (4) Assisting the driver in such vehicle operations as backing and alerting the driver to hidden obstacles and hazards.

i. Heavy winter clothing and field gear worn or carried by drivers and passengers reduce the number of persons that can safely ride in a vehicle cab or drive compartment (Commanders should be guided accordingly). Use TB 9-639, for guidance on troop carrying capacities of vehicles.

j. Personnel will not be transported in engineer dump trucks unless approved positive antidumping devices are installed, and a means to ease boarding and off-loading is provided.

### **15-7. Head Protection**

Kevlar Helmet, Combat Vehicle Crewmember or Flight Helmet as appropriate, shall be worn by all ARNG operators and occupants of Army Tactical Vehicles in the field. Company, battery, or troop commanders will have the authority to prescribe the headgear required in Army Tactical Vehicles when not in a field environment.

### **15-8. Ground Guides**

In addition to the ground guide requirements specified in AR 385-10, FMs, TMs and SOPs, ground guides will be used for all front-end loader refuse-type vehicles in housing areas. Each vehicle will have an audible backup alarm and a sign warning of backing and stopping.

### **15-9. Tactical Water Safety Operations**

The procedures outlined below are applicable to individuals or leader training. During collective or advanced training, Commanders will not accept unnecessary risk that may result in the loss of life. Follow guidelines in TC 21-21 for water survival training.

### **15-10. Vehicle Swimming/Fording Operations**

a. During training, when tracked vehicles are involved in amphibious crossing of large bodies of water (e.g. lakes or wide rivers) use a rescue boat with two qualified lifeguards (American Red Cross Senior Certificate or equivalent). When swimming in bodies of water that are muddy or when the depth of water is such that the bottom cannot be seen, consider including in the local SOP that three certified (Professional Association of Diving Instructors or National Association of Underwater Instructors) divers be provided instead of the two lifeguards. Equipment boats with life-ring rope (3/8" or 1/2") and boat hook position downstream from the crossing site.

b. Make an on-site physical reconnaissance before amphibious operations to determine suitable entrances and exits, maximum allowable water current velocity of the operation, stream bed conditions and depths for vehicle swimming/fording procedures. Evaluate vehicle characteristics/ limitations for entering/leaving the water, degree of embankment slope, and speed of vehicle for safety considerations. Additional procedures relating to amphibious operations are as follows:

- (1) Ensure that entrance and exit lanes are properly marked with flags, engineer tape, poles, or luminous markers. Use easily identifiable floating objects to mark crossing lanes.
- (2) Set up stringent controls for crossings during periods of reduced visibility, including blackout conditions, to prevent over concentration of vehicles at entrances and exits. Supply directional lights on the shore to prevent driver disorientation. Have emergency lighting such as a tank spotlight or position enough vehicles with headlights beamed on the water surface for contingencies.
- (3) Select an assembly area to check equipment and conduct pre-crossing checks before any vehicle enters the water.
- (4) Designate a crossing control officer with basic qualifications in local SOP to aid the commander in the orderly movement of vehicles. Each crossing unit will keep contact with the control officer.
- (5) Brief all personnel on emergency evacuation procedures and proper weight distribution. Rehearse these procedures before entry into the water until all individuals are thoroughly skilled.
- (6) Supply all personnel with personal floatation devices pre-checked for serviceability by vehicle commanders before the operation. Personnel will wear personal floatation devices at all times while the vehicle is underway in the water. Inflatable personal floatation devices will not be inflated while personnel are inside the vehicle.
- (7) Ensure that personnel do not wear web gear, load bearing equipment (LBE) or overshoes while the vehicle is in the water.
- (8) Attach tow cable across the top of vehicles. Attach a rope strong enough to raise the tow cable in case the vehicle submerges, and at least 50 percent longer than the maximum water depth. Attach a suitable lightweight-floating device (capable of raising the rope to the water surface) to the free end of the rope to serve as a buoy marker of a sunken vehicle.

(9) Position qualified personnel and adequate equipment near the crossing site to assist in recovering stalled or sunken vehicles.

(10) If a vehicle is completely immobilized and not sinking, place the controls in neutral, climb out from the vehicle and await rescue. The crew should immediately evacuate a sinking vehicle.

(11) If a vehicle is to swim a body of water during an exercise, "predip" if not more than 72 hours before the exercise. If any maintenance/repair procedure is performed on any portion of the vehicle which provides floatation/water tight integrity, repeat the predip.

### 15-11. Personnel Stream Crossings

The following procedures apply during training for personnel crossing streams where the current or depth of stream presents a possible drowning hazard:

- a. Identify the weak and the non-swimmers before the training. Weak and non-swimmers should be placed between strong swimmers for the water crossing.
- b. Select a strong swimmer as the lead person to cross the body of water.
- c. Place a cross-stream safety line of buoyant (3/8" or 1/2") material downstream and anchored if necessary due to width or current of stream.
- d. Position a rescue boat equipped with life ring, safety line, and boat hook and manned by two qualified lifeguards or strong swimmers (capable of saving possible drowning victims) downstream from the crossing site.
- e. Limit non-buoyant loads to be carried on the person during crossing to 25 pounds and sling over only one shoulder during the actual crossing. Push or pull heavier loads across on lines and buoyant material.

### 15-12. Environmental Hazards

a. General. DA policy is to conserve the fighting strength by controlling preventable disease and injury through command-oriented occupational, environmental, and personal protection programs. All personnel are responsible for maintaining their own health and fitness.

(1) Preventable personnel losses from heat, cold, disease, or other environmental factors are important. History has repeatedly shown that non-battle losses have played a significant role in the outcome of military operations.

(2) Guidance herein is applicable to all Army operations. While mission requirements will dictate unit policies, commanders must evaluate the effects of environmental hazards on their ability to complete the mission.

b. High Altitude. Acute mountain sickness may produce significant numbers of casualties for troops who are suddenly placed in a high altitude environment. Thorough medical screening (AR 40-501) and acclimatization to altitude best achieve prevention. A detailed discussion on high altitude is found in TB MED 288.

c. Hot Weather. TB MED 507 contains a comprehensive discussion of heat casualty prevention. The wet bulb globe temperature (WBGT) index and the wet globe thermometer are the best means of evaluating the degree of heat stress imposed by all environments. Commanders and medical personnel should utilize at least one of these indexes during all operations in heat, and especially for acclimatizing the troops. The following actions, if emphasized by the commander, will greatly reduce the risk of heat injury:

(1) Acclimatization to heat. Acclimatization is acquired by working in hot environments for gradually increasing periods of time on a daily basis over a period of 1 to 2 weeks.

(2) Water intake. Adequate water intake is the single most important factor in avoidance of heat injury. Water drinking policies will be developed and enforced, particularly during times of increased physical stress. Excessive water intake can cause other health problems and should be avoided.

(3) A checklist is provided in Appendix J to assist in complying with heat injury prevention procedures."

d. Cold Weather. Careful prior planning and adequate training of commanders and individual Soldiers are essential to minimize cold injury casualties. TB MED 508 describes the types of cold injuries and proper preventive measures. All personnel should know how to use the Wind Chill Chart in Figures 3-4 and 3-5, TB MED 508.

(1) Unit Commanders and NCOs should be offered an annual orientation to cold injury prevention by medical personnel.

(2) A checklist is provided in Appendix J to assist in complying with cold injury prevention procedures.

### 15-13. Bivouac Areas

a. General. Many accidents occur in bivouac areas (especially at night) and most are due to violation of existing standards and complacency. Commanders must enforce discipline in bivouac areas to minimize accidents.

b. Site Selection. Bivouac areas should be selected based on their suitability. The site should be evaluated for concealment from observation, protection from the elements, dispersion, and suitability for tents. If sleeping areas

are not protected from vehicle traffic by natural barriers, procedures to protect sleeping personnel must be established. A checklist is provided in Appendix J.

c. Camouflage. Every year Soldiers suffer head and other injuries from camouflage poles that fail. Commanders must ensure that personnel wear head protection (Kevlar) when setting up camouflage or are under camouflage systems during strong winds. Buttons, LBE, and other items worn by personnel can easily become entangled in camouflage netting. Personnel on top of vehicles or equipment who become entangled may fall resulting in serious injury or death. Personnel should ground any equipment that presents a hazard while erecting or striking camouflage systems.

d. Field Sanitation. Sanitation is one of the most cost-effective means available to the military for preventing disease and improving the Soldier's well being in a training environment. FM 21-10 governs sanitation and field hygiene and field sanitation teams. A checklist is provided in Appendix J to assist in maintaining proper sanitation; it is by no means all-inclusive.

e. Generators. All Army generators present a risk of fire or electrocution. Failure to follow required procedures unnecessarily escalates those risks. Generators must be operated only by trained and licensed personnel, and monitored by supervisors and leaders.

f. Field Mess Operations. Mess operations should be managed IAW FM 10-23. Soldiers should be properly trained and licensed to operate M2 burner unit IAW TM 10-7360-240-13&P, immersion heaters and be able to distinguish between the different heaters currently in the Army's inventory (IAW TM 5-4540-202-12&P and TM 10-4500-200-13). The TMs contain both preheating and lighting instructions. Rations should be covered to keep the dirt out and protected from the weather before, during and after unloading. Supervisors and leaders should ensure that proper procedures are followed when using mess kit line for cleaning and sanitizing pots, pans, serving utensils, and field-kitchen components. Soldiers must follow established sanitation standards in the area of dishwashing, waste disposal, inspection, storage, and handling, insect and rodent control, water purity, and sanitation in other areas of field operations listed in FM 21-10, TB Med 577, and TB Med 530.

(1) Fire extinguishers must be readily accessible and personnel must be trained in their use.

(2) Soldiers and leaders should ensure that equipment is properly grounded which presents a hazard while erecting or striking camouflage netting.

(3) Flammables must be stored IAW AR 385-63, TM 38-410 and 29 CFR 1910.106. The subject regulations provide the guidance for proper storage of flammables.

## **Chapter 16**

### **Fatigue Management**

#### **16-1. General**

Commanders will ensure that Soldiers recognize the dynamics of fatigue. Fatigue can affect the unit's ability to accomplish the mission safely. Commanders will ensure that rest plans are included as part of the operations plan.

#### **16-2. Fatigue Management/IDT Lodging**

a. Commanders have had the authority to provide lodging for Soldiers in an IDT status since the FY 00 National Defense Authorization Act (NDAA) was signed 8 Oct 1999. There are statutes and regulations that allow for IDT Lodging:

(1) 37 USC 404(i), Secretary (Agency) may provide lodging when government housing is not available.

(2) DoDI 1225.9, paragraph 6.5, Secretary (Agency) concerned may pay service charge plus other expenses for lodging with funds approved for Operations and Maintenance using the government charge card.

b. Since its inception, Lodging In Kind, as it is referred to in the NDAA, has been applied sporadically by Commanders and the ARNG for Soldiers attending Battle Assemblies who commute more than 50 miles. Soldiers perform strenuous training during Battle Assemblies which induces fatigue. Factoring in commute time often produces a 12-14 hour day and increases the potential for a fatigue-induced accident.

c. Although no additional funds are provided for Fatigue Management/IDT Lodging, commanders are encouraged to determine if commercial lodging is necessary and pay for this lodging using their operating funds.

#### **16-3. Countermeasures for Fatigue**

a. Fatigue is a factor contributing to injury; mental weariness can cause apathy and lead to neglect of acts vital to survival. The human body must have sleep to function properly.

(1) The effects of fatigue will influence situations where a high degree of skill is necessary, and where there is little margin for error.

(2) Accumulated sleep loss will produce fatigue that can result in decreased coordination, narrow attention span, and acceptance of a lower standard of performance.

b. Commanders will designate a sleeping area away from vehicle traffic. The designated area should be free from excessive heat, cold, noise, vibrations, and other disturbances to the greatest extent possible.

c. Commanders will develop a sleep schedule during tactical operations.

d. Commanders will ensure that Soldiers know they are expected to take advantage of rest periods.

e. Leaders will set the "example".

f. Commanders will become familiar with the symptoms of fatigue and plan rest periods into all training exercises.

**16-4. Symptoms/Results of Fatigue**

Refer to Table 16-1 for symptoms and results of fatigue.

**Table 16-1  
Symptoms and Results of Fatigue**

Symptoms of Fatigue	Results of Fatigue
Physical exhaustion	Increased effort to carry out work assignments
Increased reliance on coffee	Unawareness of errors
Tenseness of body muscles: stiff neck; tremors	Error accumulation
Vague headaches	Forgetfulness
Frequent sighing	Inability to concentrate
Uncertainty	Difficulty following instructions
Lack of group interest, boredom, loss of motivation	Deterioration of judgment
Loss of appetite	Acceptance of unnecessary risks
Decrease in personal hygiene	Lower performance standards
Social withdrawal, resentment towards others	Tendency towards carelessness
Diminished attention span	Confusion
Vague visual or auditory disturbances, vague chest pains, difficulty breathing	Tendency to doze

**16-5. Safe Driving Operations**

a. Drivers will not be assigned to drive an AMV for more than 10 continuous hours, nor will the duty period exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest.

b. If more than 10 hours are needed to complete the operation, a qualified assistant driver must be assigned to each vehicle for the entire time.

**Chapter 17  
Range Safety**

**17-1. Purpose**

The goals of the Range Safety Program are to ensure safe, realistic live-fire training while protecting neighboring civilian and military populations and property. If met, these goals will enable ARNG personnel to train as they fight and protect those who live and work in the vicinity of ARNG ranges and training areas.

**17-2. Policy**

Specific policy and guidance related to programmatic responsibilities and procedural requirements for routine operation of outdoor and indoor firing ranges are contained in the following NGRs:

a. NGR 385-15, Policy and Responsibilities for Inspection, Evaluation and Operation of Army National Guard Indoor Firing Ranges.

b. NGR 385-63, Army National Guard Range Safety Program, Policy, and Standards.

## **Chapter 18**

### **Explosive Safety**

#### **18-1. Purpose**

The goals of the Explosive Safety Program are to ensure that Ammunition and Explosives are safely and properly used, stored, handled and/or maintained.

#### **18-2. Policy**

Specific policy and guidance related to programmatic responsibilities, and procedural requirements for routine operations of the ammunition and explosive safety are contained in NGR 385-64. This regulation implements the Army Ammunition and Explosive (AE) Safety Program (AR 385-10) IAW DoD and DA Ammunition and Explosive Safety Standards (DoD 6055.9-STD and DA Pam 385-64). Information provided in NGR 385-64 includes:

- a. Force protection guidance for Commanders with an AE mission.
- b. AE safety controls to protect military and civilian Army employees, the public, and the environment. It applies the standards in DA Pam 385-64.
- c. Identifying procedures for transporting AE over the public highway.
- d. Validating-AR 385-10 requirement for major Army commands to develop and maintain a reliable and verifiable Explosives Safety Program.
- e. Accomplishing the DA Pam 385-64 requirement for a “written” AE Safety Program.
- f. A framework for the States to build upon as they complete and document implementation of the ARNG Explosive Safety Program at the department, installation, facility, organization, and unit levels.

#### **18-3. Applicability**

This regulation applies to all of the ARNG, those assigned, attached, operationally-controlled or contracted with by the ARNG, their guests and any tenant activity (including other military units, civil authorities, and contractors) that store and/or uses AE.

**Appendix A  
References****Section I  
Required Publications****AR 385-10**

Army Safety Program (Cited in paragraphs 1-1d, 1-4b, 2-11a, 2-12a, 2-14e, 2-15a, 2-15i, 3-1a, 3-3a, 3-3b(1), 4-1, 5-2a, 5-4i, 5-7, 6-1, 6-2, 6-2a, b & d, 6-3a, 6-4a, 6-5b, 6-7c, 6-7e(2), 6-8a & b, 6-9, 6-11, 6-12a, 6-13, 8-3j, 8-3r, 8-3aa, 8-3ab, 9-3, 9-5h(1)(a), 9-6a, 9-7a, 10-1, 10-8d, 10-9d, 10-10c, 11-6c, 11-6d(1), (3) & (4), 11-7a(4)(b), 11-8a & d, 12-4, 14-4a(2), 14-4c(2)(a) & (d), 14-4c(3)(b), 15-2a(4), 15-2b(5), 15-3a, 15-4, 15-5a, 15-6a & e, 15-8, 18-2, 18-2d, F-1c, F-2c, F-4b & e, F-9e & m, F-14a, G, I-6, I-21, J-4k.)

**Section II  
Related Publications****ANSI Z16.4-1977**

American National Standard for Uniform Recordkeeping for Occupational Injuries and Illnesses

**AR 15-6**

Procedures For Investigating Officers and Boards of Officers

**AR 25-50**

Preparing and Managing Correspondence

**AR 25-400-2**

The Army Records Information Management System (ARIMS)

**AR 40-3**

Medical, Dental, and Veterinary Care

**AR 40-5**

Preventive Medicine

**AR 40-501**

Standards of Medical Fitness

**AR 59-4**

Joint Airdrop Inspection Records, Malfunction Investigations, and Activity Reporting

**AR 190-45**

Law Enforcement Reporting

**AR 385-63**

Range Safety

**AR 420-1**

Army Facilities Management

**AR 600-8-22**

Military Awards

**AR 600-34**

Fatal Training/Operational Accident Presentations to the Next of Kin

**AR 600-55**

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

**AR 638-2**

Care and Disposition of Remains and Disposition of Personal Effects

**AR 672-20**

Incentive Awards

**CFR 29-1910**

Occupational Safety and Health Standards

**CFR 29 Part 1960**

Department of Labor Regulations on Federal Employee Occupational Safety and Health Programs

**DA Pam 385-10**

Army Safety Program

**DA Pam 385-30**

Mishap Risk Management

**DA Pam 385-40**

Army Accident Investigation and Reporting

**DA Pam 385-90**

Army Aviation Accident Prevention Program

**DOD 1400-25-M**

Department Of Defense Civilian Personnel Manual (CPM)

**DOD 6055.9 STD**

Ammunition and Explosives Safety Standards

**DoDI 1225.9**

Billeting for Reserve Component Members

**DoDI 6050.05**

DoD Hazardous Material (HAZCOM) Program

**DODI 6055.05**

Industrial Hygiene and Occupational Health

**DODI 6055.1**

Department of Defense Occupational Safety and Health (OSH) Program

**DoDI 6055.4**

DoD Traffic Safety Program

**EO 12196**

Occupational Safety and Health Programs for Federal Employees

**FM 3-0**

Operations

**FM 3-05.211**

Special Forces Military Free-Fall Operations

**FM 3-21.220**

Static Line Parachuting Techniques and Training

**FM 4-01.45**

Multi-Service Tactics, Techniques, and Procedures for Tactical Convoy Operations

**FM 5-19**

Composite Risk Management

**FM 10-23**

Basic Doctrine for Army Field Feeding and Class I Operations Management

**FM 10-67-1**

Concepts and Equipment of Petroleum Operations

**FM 21-10**

Field Hygiene and Sanitation

**FM 21-305**

Manual for the Wheeled Vehicle Driver

**FM 55-30**

Army Motor Transport Units and Operations (Incl C-1)

**NGR 385-15**

Policy and Responsibilities for Inspection, Evaluation and Operation of Army National Guard Indoor Firing Ranges

**NGR 385-63**

Army National Guard Range Safety Program, Policy, and Standards

**NGR 385-64**

Army National Guard Ammunition and Explosives Safety Standards

**OSHA 2254**

Training Requirements in OSHA Standards and Training Guidelines

**PL 91-596**

Occupational Safety and Health Act (OSHA) of 1970)

**TC 21-21**

Water Survival Training

**TC 21-305-2**

Training Program for Night Vision Goggle Driving Operations

**TB 9-639**

Passenger-Carrying Capacity of Tactical and Administrative Vehicles Commonly Used to Transport Personnel

**TB MED 288**

Medical Problems of Man at High Terrestrial Elevations

**TB MED 507**

Heat Stress Control and Heat Casualty Management

**TB MED 508**

Prevention and Management of Cold-Weather Injuries

**TB MED 530**

Food Service Sanitation

**TB Med 577**

Sanitary Control and Surveillance of Field Water Supplies

**TM 5-4540-202-12&P**

Immersion Water Heater

**TM 10-4500-200-13**

Heaters, Space: Radiant Type, Portable (Type I, Model M1941, Solid Fuel) FSN 4520-257-4877 (Type II, Model M1941, Liquid Fuel) FSN 4520-927-4214 (Yukon Model M1950, Solid or Liquid Fuel) FSN 4520-287-3353  
Heaters, Immersion: Liquid Fuel Fired, for Corrugated Cans, (All Makes and Models) FSN 4540-266-6835 (Preway Model 447-2EX) FSN 4540-453-9146 for Tank Trailer, (All Makes and Models) FSN 4540-266-6834

**TM 10-7360-204-13&P**

Range Outfit Field Gasoline, Model M59 Burner Unit, Gasoline Models M2 and M2A

**TM 38-410**

Storage and Handling of Hazardous Materials

**Section III**

**Prescribed Forms**

This section contains no entries

**Section IV**

**Referenced Forms**

**DA Form 285**

U.S. Army Accident Report

**DA Form 285-AB-R**

U.S. Army Abbreviated Ground Accident Report (AGAR)

**DA Form 1306**

Statement of Jump and Loading Manifest

**DA Form 1307**

Individual Jump Record

**DA Form 1379**

U.S. Army Reserve Components Unit Record of Reserve Training

**DA Form 2397-AB-R**

Abbreviated Aviation Accident Report (AAAR) For All Class C, D, E, F, Combat A and B, and All Aircraft Ground

**DA Form 2397-1-R**

Technical Report of U.S. Army Aircraft Accident Part II - Summary

**DA Form 2397-3-R**

Technical Report of U.S. Army Aircraft Accident (Part IV - Narrative)

**DA Form 4753**

Notice of Unsafe or Unhealthful Working Condition

**DA Form 4755**

Employee Report of Alleged Unsafe or Unhealthful Working Conditions

**DA Form 5984-E**

Operator's Permit Record. (Available from ULLS.)

**DA Form 7305R**

Telephonic Notification of Aviation Accident/Incident

**DA Form 7306R**

Worksheet for Telephonic Notification of Ground Accident

**DA Form 7566**

Composite Risk Management Worksheet

**DA Form 7632**

Certificate of Risk Acceptance

**DD Form 2272**

Department of Defense Safety and Occupational Health Protection Program.

**NRC Form 3**

Notice to Employees

**OF 346**

U.S. Government Motor Vehicle Operator's Identification Card

**OSHA Form 300**

Log of Work-Related Injuries and Illnesses

**OSHA Form 300A**

Summary of Work-Related Injuries and Illnesses

**OSHA Form 301**

Injury and Illness Incident Report

## NOTES:

1. DoD Directives, Instructions, and Manuals, and military standards (MIL STDs) can be obtained from the U.S. Department of Commerce, National Information Service, 5285 Port Royal Road, Springfield, VA 22161 using DD Form 1425 (Specifications and Standards Requisition). (703 487-4600)
2. National Institute for Occupational Safety and Health and National Bureau of Standards Handbooks can be obtained from the Superintendent of Documents, Government Printing Office, WASH DC 20402.
3. National Fire Prevention Association publications can be obtained from the National Fire Prevention Association, Batterymarch Park, Quincy, NH 02269.
4. U. S. Public Health Service publications can be obtained from the Interagency Program Retail Food Protection Branch, Food and Drug Administration, 200 C Street, SW, WASH DC 20204.
5. U.S. Army Environmental Hygiene Agency publications can be obtained from Commander, USAEHA, ATTN: HSHB-A, Aberdeen Proving Ground, MD 21010-5422.
6. U.S. Environmental Protection Agency publications can be obtained from the National Technical Information Service, Port Royal Road, Springfield, VA 22161.

7. American National Standards Institute publications can be obtained from the American National Standards Institute Incorporated, 1430 Broadway, New York, NY 10018.
8. Unless otherwise noted, all other publications and blank forms are available through normal publications channels.

## **Appendix B**

### **Recommended Equipment and Software for SOH Office**

State of the art internet-capable computer system running current industry- standard software

GSA Vehicle  
Cell Phone  
Data fax modem  
Laser Printer  
Laptop computer  
Safety management software  
OSHA CD  
HMC&M/HM/Reg Scan  
Explosimeter  
Meter, Air Velocity  
Combustible Gas Detector  
Tester Ground Loop  
Calibrator, Sound  
Meter, Sound Level  
Meter, Photronic Light  
Thermoanemometer, Alnor  
Noise Dosimeter Kit (3 ea. & cal)  
Monitor, CO (Personal)  
Air Pump, ALPHA 1  
Calibrator, Mass Flow Kit  
Pump, Air, Sensidyne  
Sampler, Air High Volume  
Indoor Environment Monitor Metrosonics  
Multigas-gas Monitor Gas Tech GX-94  
Indicator, Combustible Gas  
Meter, Sound Level, Quest  
Octave Filter Set, Quest  
M23 Colormetric Tube Kit  
POW-R-Safe Tool Tester  
Laminator  
Overhead Projector  
Monitor/VCR  
Digital camera  
Digital camcorder  
Accident Investigation Kit  
Publications  
Safety Videos assorted  
Book, Chemical List-BLR Vol. I-III  
Book, Confined Space JJ Keller  
Book, Compliance Audits Keller  
Book, OSHA 1926, Merrit VOL 1-3  
National Fire Codes, NFPA  
Industrial Safety Report, Keller  
Risk Management Manual, Merrit VOL 1-3  
NEC Handbook  
Encyclopedia of Safety and Occupational Health

Right to Know Handbook BLR  
 How to Conduct Safety and Health Audits, BLR  
 How to Meet OSHA’s Safety and Health Guidelines, BLR  
 Supervisors Safety Meeting Handbook  
 Right to Know Compliance Manual JJ Keller  
 Chemical Labeling JJ Keller  
 Chemical Regulatory Cross REF JJ Keller  
 49 CFR Set  
 29 CFR Set  
 OSHA Facilities Marking Manual JJ Keller  
 Training and Record Keeping Manual JJ Keller  
 Life Safety Code Handbook (NFPA) Lathrop  
 Safety Performance System Bureau of Business Practice

**Appendix C**

**ARNG SOHM, SOHS, Safety Officer and Additional Duty Safety Certification and Training**

**C-1. SOHM/SOHS**

a. Completion of the Ground Safety Officer Course with a certifying additional skill identifier of 6Q is highly recommended prior to selection of the SOHM/SOHS positions, but required within 12 months of assignment. Incumbents who completed certification as an “ARNG Specialist in Safety and Occupational Health” will not be “grandfathered”, and are highly encouraged to acquire the 6Q ASI.

b. In addition to Ground Safety Officer Course, the following courses are required for full-time SOHM and SOHS. Full-time SOHM/SOHS are encouraged to continue their safety education after attaining core curriculum by completing eight Continuing Education Units every two years in safety related areas to maintain competency.

COURSE TITLE	CODE	SCHOOL	DAYS	REQUIRED WITHIN
RCAS SOH	O	NGB	4	6 Months
Range Safety Level II	O	TRADOC/NGB	5	2 years
Design Review	R	USCHPPM/NGB	5	2 years
Budget	R	NGB	3	2 years
Recommended = R                  Only = O				

c. On completion of all requirements for certification, the SOHM/SOHS will be eligible to attend the one-week ASP examination workshop on safety fundamentals to prepare for and take the Board of Certified Safety Professionals Safety Fundamentals Examination. Within one year SOHM/SOHS who pass the ASP exam will be eligible for the CSP workshop (one-week) to prepare for and take the CSP examination. Resources at the ARNG State level should be used to support this academia.

**C-2. Battalion, Brigade, Division Safety Officers.** Completion of the Ground Safety Officer Course with a certifying additional skill identifier of 6Q is required within 12 months of assignment. Individuals assigned to these safety position within the ARNG, must attend RCAS SOH Training within 6 months of assignment.

**C-3. Company and below Unit Level Safety Officers.**

Completion of the Ground Safety Officer Course with a certifying additional skill identifier of 6Q is recommended within 12 months of assignment. At a minimum, the following courses are required for individuals serving as ADSOs at Company and below unit level Safety Officers.

COURSE TITLE	CODE	SCHOOL	DAYS	REQUIRED WITHIN
Additional Duty Safety Course	O	USACRC	Web-based	90 days
Composite Risk Management Basic Course	O	USACRC	Web-based	90 days
Army Accident Avoidance Training	O	USACRC	Web-based	90 days

RCAS Safety & Occupational Health	O	NGB Sponsored	4	6 Months
O = Only Web-based training from USACRC is found at the following web site: <a href="https://safetylms.army.mil">https://safetylms.army.mil</a>				

**Appendix D**  
**Serious Incident Information Sheet**

**From: Reporting Command**  
**Subject: SIR Number XXXXXX – (6 Digit)**

<b>1</b>	<b>Category</b>	Enter 1 or 2
<b>2</b>	<b>Type of Incident</b>	/Murder/Suicide/Vehicle
<b>3</b>	<b>Date/time of incident</b>	2114000 Sep 07
<b>4</b>	<b>Location</b>	Include State
<b>5</b>	<b>Other information</b>	
<b>a</b>	<b>Racial</b>	Yes or no
<b>b</b>	<b>Trainee involvement</b>	Yes or no
<b>6</b>	<b>Personnel involved</b>	
<b>a</b>	<b>Subject</b>	
<b>(1)</b>	<b>Name</b>	Self-explanatory
<b>(2)</b>	<b>Pay Grade / Rank</b>	Rank or Grade (SGT E-5)
<b>(3)</b>	<b>SSN</b>	Self-explanatory
<b>(4)</b>	<b>Race</b>	(See AR 680-29)
<b>(5)</b>	<b>Sex</b>	Self-explanatory
<b>(6)</b>	<b>Age</b>	Self-explanatory
<b>(7)</b>	<b>Position</b>	If military, MOS/duty assignment/if civilian, title,
<b>(8)</b>	<b>Security Clearance</b>	Self-explanatory
<b>(9)</b>	<b>Unit/Station of Assignment</b>	Self-explanatory
<b>(10)</b>	<b>Duty Status</b>	On duty / off duty / non duty
<b>(a)</b>	<b>On duty/off duty/non-duty</b>	As Applicable
<b>(b)</b>	<b>Type of duty status</b>	ADSW/AGR/M-day/Traditional M-day
<b>(11)</b>	<b>Last Deployed</b>	Records do not indicate Soldier has not deployed.
	<b>Note: List additional subjects or victims as 6b, 6c, etc.</b>	
<b>7</b>	<b>Summary of Incident</b>	Brief Narrative – who, what, where, why, when, how
<b>8</b>	<b>Remarks / Next of Kin Notified</b>	Include police/CID report #s if applicable
<b>a</b>	<b>Vehicle Make &amp; Model</b>	
<b>(b)</b>	<b>Cause</b>	
<b>(c)</b>	<b>Seat Belt/Helmet/PPE Used</b>	
<b>(d)</b>	<b>Licensed to Operate Vehicle</b>	
<b>(e)</b>	<b>Completed Defensive Driving/Accident Avoidance</b>	Yes / No / Date if known
<b>(f)</b>	<b>Completed Motorcycle Safety Foundation (if applicable)</b>	Yes / No / Unknown / Not applicable
<b>(g)</b>	<b>Alcohol/Drugs Involved</b>	Yes / No / Unknown
<b>(h)</b>	<b>Speed at Time of Incident</b>	Yes / No / Unknown / Not applicable
<b>9</b>	<b>Publicity</b>	Local newspaper / TV and media attention
<b>10</b>	<b>Commander Reporting</b>	Self Explanatory
<b>11</b>	<b>Point of Contact</b>	Self Explanatory
<b>12</b>	<b>Downgrading Instructions</b>	FOUO protective markings may be removed (date)

**Appendix E  
Additional Accident Investigation Report Information**

**E-1. The application of the CRM 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. Information may be prepared on plain 8 x 11 white paper and attached to the report; however each data element must reference the respective block of the DA Form 2397 or DA 285 series.

a. For aviation accidents, use paragraph 4, analysis, part IV, narrative, technical report of aviation accident (DA Form 2397-3-R) and Block 15, DA Form 2397-AB-R), to document answers to questions below. This requirement does not apply to Class E or Foreign Object Damage incidents.

b. For ground accidents, use section E, analysis, for the DA Form 285, and Block 40, for DA Form 285-AB-R, to document answers to questions below.

**E-2. On-duty Class A-D Army accidents.**

a. At what level was the mission/training conducted ( brigade,  battalion,  company,  battery,  platoon,  squad,  team,  crew,  other specify,  NA \_\_\_\_\_)?

b. Who approved the mission/training \_\_\_\_\_?

c. Was CRM performed?  Yes  No

d. Who performed (rank/position) \_\_\_\_\_?

e. Who accepted risks (rank/position) \_\_\_\_\_?

f. What was the level of residual risk after the controls were applied? (select one:  low  moderate  high  extremely high)

g. How was the CRM process communicated? (select one or more:  order  worksheet  verbal brief  other specify \_\_\_\_\_  not communicated.)

h. Was the accident event identified/considered during CRM process  Yes  No?

i. If yes, what was the level of the identified risk (select one:  low  moderate  high  extremely high)?

j. If yes, control measure(s) applied  Yes  No?

k. If yes, who was responsible for implementing control(s) (rank/position \_\_\_\_\_)?

l. If yes, was the potential for the accident event accepted as residual risk  Yes  No?

m. Who was in charge during the mission/training (rank/position \_\_\_\_\_)?

n. Who was the senior leader present during the mission/training (rank/position \_\_\_\_\_)?

**E-3. For off duty accidents, in Block 40 of the DA Form 285-AB-R, add a brief description of the events leading up to the accident to the accident synopsis and respond to the following questions:**

a. Was the Soldier on leave or pass  Yes  No? if yes,

(1) How long was the Soldier on leave or pass when the accident occurred? \_\_\_\_\_

(2) Did the accident occur when going to the leave/pass destination or returning from his leave/pass destination  Yes  No?

b. Was the Soldier deployed within the 365 days prior to the accident  Yes  No? if yes,

c. When did the Soldier return from the deployment? \_\_\_\_\_

d. How long was the deployment? \_\_\_\_\_

e. Prior to the accident event, was there leader-Soldier contact  Yes  No? if yes,

(1) What level of leadership? \_\_\_\_\_

(2) What type contact? ( briefing,  trip planning,  counseling,  vehicle inspection,  other specify \_\_\_\_\_)

f. Did the Soldier have a history of risky behavior such as recurring traffic violations, extreme sports or hobbies, violent acts, other dysfunctional events  Yes  No? if yes, please comment.

g. Was the Soldier alerted for deployment  Yes  No?

h. Were there other factors such as abrupt changes to training rotation or assignments that might have encouraged celebratory bingeing behavior  Yes  No? (That is, grabbing as much "fun" as possible because uncertainties in training or unexpected changes in assignments gave the Soldier little stability to plan when he might have another chance

for off duty pleasures.) if so, please comment.

- i. Did the Soldier receive any installation or local hazard orientation including traffic, off limits areas or activities, weather extremes, and the like  Yes  No? if yes, approximately when? \_\_\_\_\_
- j. Was the Soldier driving a POV in the accident event  Yes  No? if yes,
- k. Had the Soldier completed the mandatory 4 hours of classroom instruction designed to establish and reinforce a positive attitude toward driving  Yes  No? if yes,
- l. Approximately when? where? \_\_\_\_\_
- m. Was the Soldier licensed to drive the vehicle  Yes  No? if yes, date licensed? \_\_\_\_\_
- n. Was the Soldier operating a motorcycle in the accident event  Yes  No? if yes,
  - (1) Did the Soldier complete required motorcycle safety foundation, or equivalent, operator training  Yes  No? if yes, when? where? \_\_\_\_\_
  - (2) Was the Soldier wearing a DOT approved motorcycle helmet  Yes  No?
  - (3) Was the Soldier wearing other required high visibility and personal protective equipment  Yes  No? if yes, state what types. \_\_\_\_\_
  - (4) Was the Soldier licensed to operate the motorcycle  Yes  No? if yes, date licensed?

**Appendix F  
Privately Owned Vehicle Checklist**

ITEM	WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECK OFF	
<b>Tires</b>	Condition	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least one mm of tread over entire traction surface. (Using a penny, place it in the tire tread with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)	Front	Rear
	<b>NOTE: No mixing of radial tires and bias tires.</b>			
	Spare Tire	Spare tire (inflated), jack, lug wrench	Pass	Fail
<b>Lights</b>	Head Lights	Both high and low beams operational, cracked, condensation, secured	Left	Right
	Tail Lights	Lenses intact, tail light working when turned on (red)	Left	Right
	Brake Lights	Lenses intact, brake light working when brake is applied (red)	Left	Right
	Turn Signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front Left	Rear Right
	Backup Lights	Lenses intact, left and right backup lights work (white light)	Left	Right

**Privately Owned Vehicle Checklist (Cont)**

<b>ITEM</b>	<b>WHAT TO CHECK</b>	<b>LOOK FOR KNOWN DEFICIENCIES</b>	<b>CHECK OFF</b>	
	Four-way Flashers	Lenses intact, left and right turn signals flash/blink at the same time	Front Left	Rear Right
	License Plate Light	Lenses intact, does light stay on	Pass	Fail
<b>Windshields/Windows/Wipers</b>				
	Windshield	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Rear Window	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Windows	Windows go up and down, scratched or tinted to the degree that impairs vision	Pass	Fail
	Window Controls	Check handles, push electric buttons	Front	Rear
	Windshield Wipers	Both wipers are installed on vehicle, windshield wipers, work blades show signs of wear	Pass	Fail
<b>Mirror</b>				
	Mirror Outside	Missing, cracked	Left	Right
	Mirror Inside	Missing, cracked	Pass	Fail
<b>Bumpers</b>				
	Bumper Front	Missing, loose, broken	Pass	Fail
	Bumper Rear	Missing, loose, broken, bent in any way to cause a hazard	Pass	Fail
<b>Brakes</b>				
	Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on	Pass	Fail
	Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot to brake, gently press gas pedal, ensure brake holds vehicle	Pass	Fail
<b>Interior</b>				
	Horn	Does it work	Pass	Fail
	Defroster Front	Ensure hot air blows out above the dash	Pass	Fail
	Defroster Back	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass	Fail

**Privately Owned Vehicle Checklist (Cont)**

ITEM	WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECK OFF	
	Emergency Equipment	OPTIONAL; First aid kit, warning triangle, flashlight, fire extinguisher, blanker, flares, shovel, chains, tools, etc. (Check host nation laws for any additional equipment)	Pass	Fail
	Heater	Ensure heater works	Pass	Fail
<b>Seatbelts</b>	Seatbelts Front/Rear (including shoulder harness during inspection, may have a center seatbelt).	Missing, frayed, does not snap	Front	Rear
<b>License/Decals/Insurance</b>	State Drivers License	Expired, missing	Pass	Fail
	Installation Decal	Missing, needs replacing	Pass	Fail
	License Plate (License plates match windshield decal (if required))	Expired, check sticker/decal to ensure plate is current	Pass	Fail
	Insurance	Does the operator have valid insurance	Pass	Fail
<b>Under The Hood</b>	<b>Fluids</b>			
	Brake	Filled to appropriate level	Pass	Fail
	Windshield Washer	Windshield washer fluid	Pass	Fail
	Battery	Check the color indicator on the battery	Pass	Fail
	Power Steering	Filled to appropriate level	Pass	Fail
	<b>Hoses</b>	Cuts, cracks, leaks bulges, chaffing, deterioration	Pass	Fail
	<b>Battery</b>	Terminals, clean and tight, held down securely	Pass	Fail

## **Appendix G**

### **State Safety and Occupational Health Program Evaluation Checklist**

*NOTE: This criteria will be used by NGB-AVS-S to evaluate staff and State program efforts. Field organizations may use or modify as appropriate.*

#### **G-1. General.**

- a. Has TAG established a Safety and Occupational Health Program, providing for the supervision and direction of the program?
- b. Does TAG ensure that training/funding requirements are resourced as directed in AR 385 series directives and this regulation?
- c. Does TAG direct Commanders to integrate safety information into SOPs, training plans and literature?
- d. Does TAG appoint Accident Investigation Boards as required by AR 385-10 and this regulation?

#### **G-2. ARNG Safety and Occupational Health Program Structure and Activities**

- a. Have State Safety and Occupational Health Offices been established with Joint Force Headquarters, Table of Distribution and Allowances?
- b. Does the SOHM have direct reporting responsibility to the commander and designation as a member of the special staff?
- c. Is the State Safety and Occupational Health Office staffed and configured in accordance with currently approved manpower staffing models and AR 385-10?
- d. Are personnel selected for safety manager/specialist, maintaining position qualifications required for NGB Certification?
- e. Have additional duty safety personnel been appointed by Commanders to perform required safety and accident prevention functions when units not staffed with qualified full-time personnel?
- f. Does TAG require Commanders or supervisors responsible for RAC 1 and 2 deficiencies, or serious accidents, to brief circumstances causing the deficiency or accident?
- g. Have annual workplace inspections been conducted by ARNG personnel who have received formal training in workplace hazard recognition?
- h. Does State Safety Council meet quarterly?
- i. Has TAG directed that Safety and Occupational Health Councils be appointed at multi-unit facilities or where a high hazard area exists?
- j. Have procedures been established for staffing recommendations to or through the Commander appropriate safety actions?
- k. Is the State using RCAS-SOH in their safety program?

#### **G-3. Safety Training**

- a. Does the State conduct an Annual State Safety Conference?
- b. Does each State conduct an Annual Safety Day?
- c. Has the Safety Manager/Specialist been NGB certified within time period specified in Appendix C?

#### **G-4. ARNG Ground Accident and Aviation Reporting, Investigating, and Recordkeeping**

- a. Have all accidents been reported to the immediate chain of command?
- b. Are Accident Investigation Boards appointed per AR 385-10, with membership appropriate for the board?
- c. Is environmental damage to military property totaling \$2,000 or more investigated and reported on DA Form 285 or 285 AB-R.
- d. Are injuries resulting in lost workday cases investigated and reported on DA Form 285 or 285-AB-R?
- e. Does the State Safety and Occupational Health Office maintain accident reports IAW AR 385-10 and AR 25-400-2?

#### **G-5. Army Readiness Assessment Program**

- a. Has TAG encouraged Battalion Commanders to enroll in the Army Readiness Assessment Program?
- b. Are all Battalion Commanders enrolled in Army Readiness Assessment Program to determine the safety posture of the unit?
- c. Is the information from Army Readiness Assessment Program used to improve safety program?

**G-6. Federal Employees Compensation Act (FECA)**

- a. Are appropriate forms used to maintain log of injuries and illnesses. There are two required forms:
  - (1.) OSHA Form 300 is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use this form to record specific details about what happened and how it happened.
  - (2.) OSHA Form 300A is a summary showing the totals for the year in each category. At the end of the year, post the Form 300A on the unit's safety bulletin board, providing both Soldier and public awareness of the injuries and illnesses occurring in that workplace.
- b. Has TAG established a FECA Working Group that includes appropriate representatives within the State?
- c. Does the FECA working group review compensation claims and forms?
- d. Do Safety Personnel evaluate the top five injuries or illnesses reported by nature, cause, and anatomical location?
- e. Do Safety personnel investigate accidents with or for the supervisor for job-related injuries and illnesses?

**G-7. ARNG HAZCOM Program**

- a. Has TAG published and maintained a written HAZCOM Policy in accordance with DoDI 6050.5?
- b. Have employee training programs been established for all personnel working with hazardous chemicals or waste?
- c. Does the USPFO notify the appropriate OPR when new chemicals are introduced into the workplace and provide the OPR with a copy of the material safety data sheet (MSDS) for these chemicals?
- d. Is local training for HAZCOM Standard documented?
- e. Are MSDS maintained for all chemical substances at their respective worksites?
- f. Are employees informed of emergency procedures to be followed if exposed to hazardous chemicals due to a spill or emergency?

**G-8. ARNG Composite Risk Management Program**

- a. Has TAG published written CRM procedures and distributed them to each unit?
- b. Has training in CRM been completed for all personnel?
- c. Has a DA Form 7566 been completed for all operations IAW DA Pam 385-30 and FM 5-19?

**G-9. ARNG Aviation Accident Prevention**

- a. Does the Commander review unit safety CRM assessments that consider the units size, mission, personnel training requirements, type aircraft assigned, available support facilities and geographical location prior to establishing aviation accident prevention directives?
- b. Are safety programs fully supported with funding and resources?
- c. Are Unit Safety Surveys conducted semi-annually for facilities and full-time ARNG Operations? Annually for ARNG aviation units?
- d. Are quarterly Safety Council meetings conducted by the units?
- e. Have minimum subjects listed in AR 385-10 been addressed in Unit SOPs?
- f. Has the facility/unit established an Aircrew Information Reading File?
- g. Has a Pre-accident Notification Plan been developed in coordination with the facility?
- h. Has ALSE been included in the SOP?
- i. Does the ALSE Officer/Technician participate as a member of the Command Safety Council?
- j. Does the Flight Surgeon, if assigned, provide education to crewmembers on aeromedical aspects of flight?
- k. Are SOPs and policy letters reviewed annually for current operating procedures and policies?
- l. Is monthly/quarterly safety training conducted and documented.
- m. Does the Commander's aviation accident prevention guidance contain provisions for safety education IAW AR 385-10, DA Pam 385-90, and Chapter 13 of this regulation?

**G-10. Promotional and Educational Materials**

- a. Has TAG budgeted funds to procure safety and occupational health promotional and educational materials?
- b. Do all units within the state receive safety educational materials from USACRC.

**G-11. Accident Prevention Awards Program**

- a. Has TAG established a safety awards program?

- b. Has TAG ensured adequate funding for locally procured safety awards.

**G-12. Ammunition and Explosives Safety**

- a. Has the State SOHM reviewed all explosive site plans, requests for certificates of risk acceptance? NOTE: waivers, and exemptions are now superseded?
- b. Has the State SOHM conducted a safety survey of ammunition storage sites in conjunction with DDESB survey teams?
- c. Are site plans for ammunition storage submitted to NGB-AVS-SG?
- d. Are certificates of risk acceptance, DA Form 7632, for ammunition and explosives storage areas reviewed prior to the expiration date and during documented inventory?

**G-13. Firing Ranges**

- a. Have ranges not meeting one or more of the requirements specified in AR 385-63 obtained a range safety waiver?
- b. Have safety acceptance inspections been completed on newly constructed, modified, or overhauled outdoor ranges before use?
- c. Are annual inspections conducted?
- d. Are indoor firing ranges operated and maintained as outlined in NGR 385-15?

**G-14. Ground Safety Programs**

- a. Has the State written programs or procedures within their regulations for appropriate ground safety programs listed in AR 385-10 and Chapter 8 of NGR 385-10?
- b. Have Safety and Occupational Health Managers been assigned funding to execute their programs?
- c. Have additional duty personnel received training as required in this regulation?
- d. Has the installation developed an emergency action plan to cover those actions employers and employees must take to ensure employee safety from fire and other emergencies, such as flood, tornado, etc?
- e. Does the State have a motor vehicle accident prevention program?
- f. Does the State have a POV safety program?
- g. Does the State have a motorcycle safety program?

**G-15. Annual Workplace Inspections**

- a. Are funds identified at the local level to correct safety and occupational violations?
- b. Are records maintained on the status of each abatement program for State programs in the State Safety Office?

**G-16. Airborne/Other Special Purpose INFIL/EXFIL Techniques AAPP**

- a. Has the State, as appropriate, established and implemented an ARNG AAPP?
- b. Are airborne units within the State receiving funding for refresher training and Additional Airborne Unit Training Assemblies required to maintain proficiency?
- c. Does the airborne unit Commander coordinate with the State Safety Office to schedule ARNG Airborne Accident Prevention Program Survey dates/Survey Personnel?
- d. Are trained safety personnel assigned to each airborne unit?

**Appendix H**

**Motorcycle Safety Checklist**

This checklist incorporates the motorcycle safety requirements as outlined in DoDI 6055.4 and AR 385-10. A yes answer is required for each question for a ARNG Soldier to operate a motorcycle on or off duty. A yes answer is required ARNG civilians on duty who operate a motorcycle on or off an installation. A yes answer is required for any operating a motorcycle on an ARNG installation.

**H-1. Licensing**

\_\_\_\_\_ Are Operators of Government-owned and privately owned motorcycles (both street and off-highway versions) on Army/ARNG installations must be appropriately licensed to operate on public highways except where not required by the applicable SOFA or local laws?

\_\_\_\_\_ Has a valid OF Form 346 or DA Form 5984E (Operator's Permit Record) fulfill the licensing requirement for operators of tactical motorcycles?

\_\_\_\_\_ Where state or local laws applicable to the installation require special licenses to operate privately owned motorcycles, motorized bicycles (mopeds), motor scooters, or all-terrain vehicles (ATVs), such license requirements, at a minimum, shall be required for operation of those vehicles on Army installations.

\_\_\_\_\_ Minibikes, pocket bikes, and similar vehicles do not meet Federal highway safety standards and therefore will not be operated on installation roads. These vehicles may be operated in designated areas (off-installation roads) as designated by the installation commander.

\_\_\_\_\_ Do motorcycle riders who operate motorcycles on or off post comply with the skills training, licensing, and permit requirements of their state, host nation, or SOFA?

## **H-2. Motorcycle Training**

\_\_\_\_\_ Prior to operation of any motorcycle, ARNG personnel will successfully complete a Motorcycle Safety Foundation (MSF) or MSF-based approved motorcycle rider safety course? Commanders are not authorized to waive or defer the training.

\_\_\_\_\_ Anyone who operates a motorcycle on an Army installation, to include Government-owned motorcycles, shall successfully complete a MSF-based rider safety course, or present documentation of previous attendance.

\_\_\_\_\_ The Army standard motorcycle rider's course is an MSF-based Basic Rider Course (BRC). Commanders may offer the Experienced Rider Course (ERC) in addition to the BRC, but not in lieu of the BRC. The ERC is designed to provide additional highway safety skills for experienced motorcycle riders. It is highly encouraged that both courses be offered to ensure adequate training for both new and experienced riders. The ERC builds upon and provides additional skills taught in BRC or gained through previous experience. Anyone who has documentation of prior completion of the ERC will be in compliance with the Army standard for motorcycle training and will not be required to attend the BRC.

\_\_\_\_\_ Operators will not be required to repeat BRC training when relocating to a new assignment. This does not restrict commanders from requiring additional motorcycle safety training specific to that location.

\_\_\_\_\_ Licensed motorcycle operators who have not yet completed the requirements of paragraph G-2, may operate their motorcycle to travel to the rider course training site. When the training is offered on an Army installation, the licensed operator may enter the installation for the sole purpose of attending the course. The rider will have documentation in their possession to show the date of the course.

\_\_\_\_\_ Have personnel who operate privately owned ATVs or motorcycles off-road should complete appropriate operator safety training?

## **H-3. Motorcycle Vehicle Equipment**

\_\_\_\_\_ When operated on any DOD installation, in both on- and off-road modes, all Government-owned or privately owned motorcycles, mopeds, motor scooters, and ATVs (when equipped) must have headlights turned on at all times, except where prohibited by military mission, the SOFAs, or local laws.

\_\_\_\_\_ Motorcycles shall be equipped with both a left-hand and right-hand rear view mirror mounted on the handlebar or fairing. (Note that Government-owned off-road motorcycles on tactical missions or training are exempt from this requirement.)

## **H-4. Motorcycle Personal Protective Equipment**

The following PPE is mandatory for the following personnel while operating or riding as a passenger on a motorcycle, moped, or ATV: all ARNG military personnel regardless of duty status even where not required by State law; all Army civilian personnel in a duty status, on or off a DOD installation; all personnel in or on a DoD-owned motorcycle; and all persons at any time on an Army installation.

\_\_\_\_\_ Are helmets, certified to meet DOT standards, must be properly fastened under the chin? Outside CONUS riders may wear host nation helmets if the helmet meets or exceeds U.S. DOT standards.

\_\_\_\_\_ Are impact or shatter resistant goggles, wraparound glasses, or full-face shield properly attached to the helmet must meet or exceed ANSI Safety Code Z87.1, for impact and shatter resistance? A windshield alone is not proper eye protection.

\_\_\_\_\_ Sturdy footwear, leather boots or over the ankle shoes must be worn.

\_\_\_\_\_ A long sleeved shirt or jacket, long trousers, and full fingered gloves or mittens designed for use on a motorcycle must be worn.

\_\_\_\_\_ For on-road operations, a brightly colored, outer upper garment during the day and a reflective upper garment during the night. Military uniforms do not meet this criterion. The outer garment shall be clearly visible

and not covered. Items may be worn on top of the outer garment, but they must meet the same visibility requirements of the outer upper garment.

\_\_\_\_\_ During off-road operations, operators and riders must use additional PPE, such as knee and shin guards and padded full fingered gloves.

\_\_\_\_\_ Do Installation commanders ensure motorcycle operators, when entering the installation, are properly licensed, have successfully completed a motorcycle rider course, and are wearing the required personal motorcycle safety equipment?

**H-5. Tactical motorcycle and all-terrain vehicle operations**

\_\_\_\_\_ For tactical motorcycle operations, the wearing of PPE will be based on the commander’s composite risk assessment of mission requirements.

\_\_\_\_\_ Prior to tactical motorcycle and ATV operations, operators will be trained on the tactical operations and on the controls that have been implemented to mitigate hazards. Curriculum and proficiency training for tactical motorcycles and Government furnished (tactical and non-tactical) ATVs will be tailored to satisfy specific mission objectives. In addition to the above training, governmental motorcycle operators will have completed the training required in paragraph G-2. Government ATV operators will complete the Specialty Vehicle Institute of America based course.

I \_\_\_\_\_ have read and understand the above requirements to ride a motorcycle as a ARNG Soldier, ARNG civilian, or individual as applicable to my status as a motorcycle rider.

\_\_\_\_\_  
Motorcycle Rider Signature

\_\_\_\_\_  
Company Commander Signature

**Appendix I  
AAPP Airborne Unit Safety Checklist**

**Use (Y) for yes, (N) for no and (N/A) for not applicable when answering items in the following checklist. No responses require a mandatory comment on the AAPP Survey Report.**

**I-1. Unit Statistics and Operational Analysis**

1. Have all previous Airborne Accident Prevention Program survey deficiencies been corrected?
2. Is the ratio of qualified and current Jumpmasters to Parachutists in each airborne unit less than 1:10 for LRSD, 1:14 for LRSC units and 1:14 for SF units?
3. Are key personnel (i.e. Commander, Operations Officer/XO, CSM/SGM/1SG, Team Sergeants, and Safety Officer/NCO) jumpmaster qualified and current?
4. Are jumpmasters and unit leadership aware of the jump experience and currency levels of assigned personnel?
5. Does the unit leadership ensure that newly Basic Airborne Course graduates are placed on hazardous duty orders and receive new jumper training to familiarize them with the unit ASOP?
6. Does the unit maintain a database of all jumpmasters within the unit and, does the database show the date and duty positions performed (i.e. AC, primary jumpmaster, jumpmaster (JM), DZSO, Safety, departure airfield control officer (DACO), etc)?
7. Unit Jumpmasters:
  - a. What is the number of qualified jumpmasters in the unit? \_\_\_\_\_
  - b. What is the number of current jumpmasters in the unit? \_\_\_\_\_
  - c. Total number of out of currency jumpmasters in the unit. \_\_\_\_\_
  - (a – b = c)
  - d. What is the Commanders training plan to correct this deficiency?
8. Are malfunction NCOs, qualified riggers or for SF, jumpmasters trained by the supporting rigger facility OIC/NCOIC?
9. How many tactical airborne operations has the unit conducted this year? \_\_\_\_\_ Last year? \_\_\_\_\_
10. How many administrative airborne operations has the unit conducted this year? \_\_\_\_\_ Last year? \_\_\_\_\_

11. Airborne Refresher Training:
  - a. Does the unit conduct airborne refresher training?
  - b. Does the unit have a roster of who is authorized to conduct the training?
  - c. How is the training documented and maintained?
12. Jumpmaster Refresher Training:
  - a. Does the unit conduct jumpmaster refresher training?
  - b. Does the unit have a roster of who is authorized to conduct the training?
  - c. How is the training documented and maintained?
13. Does the unit operate a rigger facility? If yes, complete section 4 of this checklist.

NOTES/COMMENTS:

### **I-2. Airborne Unit Operations**

1. Does the Commander effectively employ risk reduction/management procedures to preclude unacceptable risks to personnel and equipment during airborne operations?
2. Does the command have a policy letter stating who is authorized to sign the CRM work sheet depending on the level of residual risk?
3. Are Airborne Commanders appointed for each airborne mission?
4. Is there a method established to ensure that airborne personnel maintain jump currency?
5. Do unit files contain the following records and reports?
  - a. Does the unit have a jump log custodian on additional duty orders?
  - b. Current DA Form 1307 for each individual authorized to receive parachute pay?
  - c. Are DA Forms 1306 maintained in a historical binder/file for the current year?
  - d. Are jumpers physicals current and approved for static line and/or MFF operations?
  - e. AAR's of previous airborne operations?
6. Does the unit ASOP address the following areas? (some areas may not apply)
  - a. Non-military rotary and fixed wing operations?
  - b. Night operations, including the use of night vision devices?
  - c. Tactical airborne operations?
  - d. Administrative airborne operations?
  - e. Sustained Airborne Training (SAT)?
  - f. Equipment rigging?
  - g. Parachute malfunction reporting procedures?
  - h. Specific duties of key personnel? (DACO, DZSO, AC, Riggers, etc)
  - i. Risk assessment and management guidance?

NOTES/COMMENTS:

### **I-3. Unit Airborne Safety Management**

1. Does the Commander have a formal, written AAPP?
2. Commanders responsibilities:
  - a. Is the Commander jumpmaster qualified and current?
  - b. Are all personnel aware of the Commander 's safety policy to include the Commanders AAPP, and are they actively implementing it?
  - c. Is the Commander involved in the unit AAPP and is he present during meetings?
  - d. Is the designated Unit Safety Officer/NCO assigned in the S3, or have access to the S3 during the planning phase of all operations?
  - e. Is the Unit Safety Officer/NCO part of the Commander's special staff and does the Safety Officer/NCO have direct access to the Commander on all matters pertaining to all safety issues?
  - f. Has the designated Unit Safety Officer/NCO attended the Parachute Orientation Mishap Prevention Orientation Course or similar safety course to qualify as being trained in unit safety management?
  - g. Does the unit Commander encourage unit jumpmasters to attend Parachute Orientation Mishap Prevention Orientation Course?
3. Designated Unit Safety Officer/NCO responsibilities:
  - a. Is the Safety Officer/NCO jumpmaster qualified and current?

- b. Does the Unit Safety Officer/NCO observe parachute and ground operations to detect and correct unsafe conditions/practices?
  - c. Does the Unit Safety Officer/NCO maintain a file of past surveys, hazard reports, AAR's, AAPP meeting minutes and other related issues for review by unit members?
  - d. Are these files reviewed to verify that countermeasures are being implemented and having a positive effect on the units safety program?
  - e. Does the Unit Safety Officer/NCO review annually the unit Safety SOP and ASOP to ensure currency with Army/NGB/state requirements?
  - f. Does the designated Unit Safety Officer/NCO gather and disseminate safety messages, literature, videos, posters, etc.
  - g. Does the Unit Safety Officer/NCO have a separate Airborne reading file?
  - h. Does the Unit Safety Officer/NCO test and verify the accuracy of the pre-accident plan?
4. Has higher HQ conducted airborne accident prevention surveys at least annually?
  5. Have these surveys and hazard reports resulted in identification of system defects?
  6. Have countermeasures been established to correct these system defects?
  7. Safety Councils:
    - a. Is a Unit Safety Council established?
    - b. Does the Commander or full time AO preside over safety council meetings, and does the designated Unit Safety Officer/NCO act as the recorder?
    - c. Are key section personnel on orders as members of the Unit Safety Council ?
    - d. Are council member's recommendations recorded and a course of action implemented with a completion date?
    - e. Are safety concerns from airborne operation after action reports reviewed and discussed by council members?
    - f. Does the safety council refer deficiencies that cannot be corrected to higher headquarters?
    - g. Does the Commander review and approve the safety council minutes?
  8. Airborne Hazard Reports (AHR) / Flash Reports:
    - a. Are AHR/Flash Reports readily available and properly used?
    - b. Are AHR/Flash Reports sent through proper channels?
    - c. Are AHR/Flash Reports used to identify inadequacies and develop countermeasures?
  9. Medical:
 

Does the ASOP address the following medical items?

    - a. Mandatory items within the DZ medical kit.
    - b. Military MOSs and/or civilian MET certifications authorized to render medical treatment and life support.
    - c. Protocol and guidelines for the treatment of illnesses and injuries, to include emergency treatment and medication administration. Has the State Surgeon approved these guidelines?

NOTES/COMMENTS:

#### **I-4 Airborne Rigger Facilities**

1. Shop Layout:
  - a. Is the shop layout IAW the appropriate regulations?
  - b. Is there proper separation between all activities?
  - c. Are there proper barriers between unserviceable and serviceable equipment?
  - d. Does the facility have adequate parachute shake out areas?
2. Maintenance Operations:
  - a. Are maintenance operations IAW the appropriate regulations?
  - b. Are all items stored out of direct sunlight?
  - c. Is the facility well lighted?
  - d. Is the condition of the pack tables and packing tools serviceable?
  - e. Are work spaces (floor and tables) free of debris, grease and oils?
  - f. Are parachutes properly shaken-out IAW shop SOP?
  - g. Does the shop have an adequate parachute-drying tower?
  - h. Are all sewing machines in a serviceable condition?
  - i. Are all MWOs complied with and a system in place to track what equipment has received those MWOs?

- j. Is all maintenance conducted IAW applicable TMs, USAQMCS and ATCOM messages?
- 3. Personnel:
  - a. Are all personnel properly assigned IAW AR 750-32?
  - b. Are rigger personnel assigned to Modified Table of Organizational Equipment/Table of Distribution and Allowances positions?
  - c. Do all rigger personnel maintain jump and packing proficiency?
  - d. Are rigger pack in-process inspectors E-5 or above?
- 4. Administrative and Logistical:
  - a. Does the rigging facility follow the appropriate TM's and FM's?
  - b. Are TM's and FM's current and available for every type of parachute system packed and maintained by the facility?
  - c. Have changes to the manuals and other publications been posted?
  - d. Are all logs pertaining to parachute packing and maintenance kept properly?
  - e. Are hand receipts filled out properly and show a current status of all air items stored at the facility?
  - f. Is there a log for all reported parachute malfunctions?
  - g. Does the rigger supervisor maintain a safety message file for SOUMs, MWOs, etc?
- 5. Safety:
  - a. Are all phases of the operations accomplished in a safe and professional manner?
  - b. Are there any conditions within the facility or present with assigned personnel that would indicate a less than safe working condition?
  - c. Is physical security apparent throughout the shop?

NOTES/COMMENTS:

**I-5. Static Line Airborne Operation Checklist**

Note: UNSAT areas require explanation

	SAT	UNSAT	N/A
1. Unit Area Preparation and Support			
a. Uniform Rigging of Equipment			
b. Door Bundles			
c. Possess an Approved DZ Survey (DTD w/in 5 Years)			
d. Possess a Signed Airborne Operations Order			
e. Possess a Signed Risk Assessment for the Operation			
2. Pre-Jump Training			
a. Five Points of Performance			
b. Parachute Malfunctions			
c. Towed Parachutist			
d. Entanglements			
e. Emergency Landings			
f. PLF's			
g. Mock Door			
3. Departure Airfield			
a. Air Items and Expendables			
b. Air Force Coordination			
c. Aircraft Rigging and Inspection			
d. Jumpmaster personnel inspection (JMPI)			
e. Troop Safety Briefing (Aircraft Emergency Procedures and Hazards on the DZ)			
f. Aircraft Loading Procedures (Example: Reverse stick order, correct side of A/C)			
g. Unit Meets Station Time			
h. Overall Organization and Control			

4. Actions in the Aircraft (Each JM will be evaluated)			
a. Time Warnings			
b. Hand and Arm Signal/Jump Commands			
c. Door and Outside Air Checks			
d. Identify DZ Markings (If Required)			
e. Control of Static Lines and Jumper Exit Timing			
f. Unsafe Acts			

NOTES/COMMENTS:

**I-6. MFF Airborne Operation Checklist**

Note: UNSAT areas require explanation

	SAT	UNSAT	N/A
1. Responsibilities of the Airborne Commander			
a. Appoint a Jumpmaster, Assistant Jumpmaster, and an Oxygen Safety.			
b. Ensure all jumpers are MFF qualified and have current AF Form 702 or AF Form 1274 and high-altitude low-opening (HALO) physical IAW AR 40-501.			
c. Ensure that all jumpers have made a MFF jump in the last 180-day period or received refresher training.			
2. Duties of the MFF Jumpmaster per FM 3-05.211 and unit ASOP.			
a. Be a qualified MFF Jumpmaster and have served as the Jumpmaster/Assistant Jumpmaster on the same type of HALO jump within the past 180 days.			
b. Conduct MFF Sustained Airborne Training IAW FM 3-05.211 no more than 24 hours prior to operations.			
c. Obtain weather and pre-plot release point based on this data, to include proper ARR setting.			
d. Conduct MACOM Briefing and manifest call (DA Form 1306)			
e. Attend the aircrew briefing and inspects the aircraft IAW FM 3-05.211.			
f. Obtain altimeter setting and calculates proper ARR setting.			
g. Supervise issue of air items.			
h. Conduct JMPI IAW FM 3-05.211 and unit ASOP			
i. Ensure all oxygen equipment is in place and functional. One (1) O2 bottle per ten (10) jumpers.			
j. Issue time warnings and jump commands IAW FM 3-05.211 and unit ASOP.			
k. Identify release point (if JMD), maintains control of the aircraft and jumpers during exit.			
3. Duties and responsibilities of the Assistant Jumpmaster IAW FM 3-05.211 and Unit ASOP.			
a. Assist the Jumpmaster in all aspects of the operation.			
b. Recompute weather data during ascent and check pre-plot of release point, advise Jumpmaster of any changes.			
4. Loading Procedures			
a. Aircraft Inspection			
b. Troop Safety Briefing			
c. JM/Aircrew Briefing			
d. Unit Meets Station Time			
5. Actions in the Aircraft			

a. Time Warnings			
b. Jump Commands			

NOTES/COMMENTS:

**I-7. Drop Zone Operation Checklist**

Note: NO responses require explanation

1. Type of Airdrop:      MFF      GMRS      CARP      VIRS      BLIND      WDI
2. Is the DZSO/DZSTL a qualified and current jumpmaster for personnel drops?
3. Is the jumpmaster trained and qualified to conduct personnel drops under GMRS procedures?
4. Does the DZSO/DZSTL have a signed copy of the Airborne Operations Order, CRM worksheet and a current copy of the DZ Survey on hand?
5. Has the DZSO/DZSTL conducted a complete inspection of the drop zone for hazards that include, but not limited to, water – 4 feet deep by 40 feet wide, power lines more than 50 volts and trees higher than 35 feet?
6. Do the identified hazards have control measures in place? i.e., Rescue boats, power lines turned off and/or tree recovery teams available (See FM 3-21.220, Appendix D).
7. Did the DZSO/DZSTL conduct PIBAL operations?
8. Did the DZSO/DZSTL use the  $D = K \times A \times V$  formula in determining the amount of drift for equipment and/or jumpers during GMRS drops?
9. Did DZSO/DZSTL inform the aircrew of the Mean Effective Wind at jump altitude for CARP operations?
10. Does the DZSO/DZSTL utilize 2 or more wind meters when the drop zone is longer than 2,100 meters or over 20 seconds of exit time?
11. Did the DZSO/DZSTL set up the DZ with correct markings for the type of drop and for day or night operations?
12. Are the DZ markings correctly spaced and aligned?
13. Is the correct PI used for personnel, CDS, heavy equipment, night?
14. Does the DZSO/DZSTL have communications with Range Control?
15. Does the DZSO/DZSTL have communications with the aircraft for MFF, CARP and VIRS operations?
16. Does the DZSO/DZSTL have communications with the medical team, DACO, malfunction NCO and the assistant DZSO/ADZSTL?
17. Did the DZSO/DZSTL have complete control of the drop zone while conducting airborne operations?

NOTES/COMMENTS:

**I-8. Airborne Operation Report (Example)**

AIRBORNE OPERATION REPORT

1. On \_\_\_\_\_ an airborne operation was conducted  
by \_\_\_\_\_ and was observed by \_\_\_\_\_.

A report of the observation made is attached. (Observers written statement, attach sheet if necessary)

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2. The following information is provided:

Number/Type of Aircraft:

Drop Zone:

Type Airborne Operation:

NAME	RANK	UNIT
Airborne Commander:		

JM:

SAFETY:

DZSO/DZSTL:

**I-9. AAPP Survey Report (Example)**

Unit/Directorate Heading Conducting AAPP  
 Address of Unit/Directorate  
 City, State and Zip Code

Airborne Unit Designation	Date
---------------------------	------

MEMORANDUM THRU The Adjutant General, State of unit being surveyed with address

FOR Commander, of the unit being surveyed with address

SUBJECT: Airborne Accident Prevention Program Survey

1. IAW NGR 385-10, Chapter 14, an Airborne Accident Prevention Program Survey was conducted for the (Specify Unit) during the period (Dates).
2. The surveying Officer/NCO was (Rank/Name) from (Specify unit and state).
3. The survey consisted of key personnel interviews, a review of unit safety files, personnel records, and unit operations after action reports. The administrative review was followed by an inspection visit to the rigger facilities and associated airborne operation areas. The following observations and deficiencies were noted.
4. Operational Analysis:
  - a. Observations.
    - (1) Both good and bad observations should be noted here.
    - (2) Make reference to AR's and FM's when describing the deficiencies.
  - b. Deficiencies and Recommended Actions. Ensure the recommendations are IAW Army regulations and doctrine.

## 5. Airborne Safety Management:

## a. Observations.

- (1) Both good and bad observations should be noted here.
- (2) Make reference to AR's and FM's when describing the deficiencies.

b. Deficiencies and Recommended Actions. Ensure the recommendations are IAW Army regulations and doctrine.

## 6. Operations and Training:

## a. Observations.

- (1) Both good and bad observations should be noted here.
- (2) Make reference to AR's and FM's when describing the deficiencies.

b. Deficiencies and Recommended Actions. Ensure the recommendations are IAW Army regulations and doctrine.

## 7. Rigger Facility:

## a. Observations.

- (1) Both good and bad observations should be noted here.
- (2) Make reference to AR's and FM's when describing the deficiencies.

b. Deficiencies and Recommended Actions. Ensure the recommendations are IAW Army regulations and doctrine.

## 8. Overall Comments: Include next recommended AAPP survey date.

Surveying Officer/NCO  
Signature Block

## Appendix J Tactical Safety Checklist

This checklist is not all inclusive. It is a starting point to trigger the thought process of an operation. Check off the block as they apply.

### J-1. Accident Response:

## a. Initial Actions:

- Notify emergency services (if not already notified).
- Rescue personnel (first aid, shelter, evacuate, etc.).
- Neutralize hazards (fire, hazardous spills, composites, etc.).
- Secure site (local police, MP, unit guards, pass control system).
- Notify coroner of fatalities (off military reservation).
- Secure information/evidence (order determined by situation).

- Identify witnesses and separate if possible.
  - Locate logbook, maps, PPC, etc. In wreckage and secure.
  - Secure recording devices (FDR, CVR, VRS cassette, etc.).
  - Remove and secure classified equipment.
  - Secure ALSE (and/or other protective equipment).
  - Record cockpit condition.
  - Construct wreckage diagram.
  - Document scene (photograph & record in ledger).
  - Preserve perishable evidence.
  - Determine initial accident classification.
  - Provide initial summary to public affairs officer if required.
  - Mark and inventory all wreckage.
  - Supervise recovery operations.
- b. Advise Commander:
- Initial accident classification.
  - Medical tests for Class A, B, & C aviation (as directed by CDR).
  - Recovery requirements.
  - Request official WX observation at time of mishap (if a factor).
  - Notify higher (as per pre-accident plan).
  - Secure records, evidence, and documents in rear.
  - Additional assets required.
- c. Before Board Arrives:
- Appoint point of contact (usually battalion/squadron safety officer).
  - Reserve lodging (hotel, BOQ, etc. at convenient location).
  - Acquire transportation (military or rental).
  - Provide office space (adequate, private, and secure).
  - Provide administrative assistant (if possible).
  - Identify board members (as applicable):
  - President.
  - Recorder (Aviation Safety Officer).
  - Flight surgeon.
  - Maintenance officer.
  - Technical inspector.
  - Senior instructor pilot.
  - Weather officer (if WX a factor).
- d. After Board Arrives:
- Brief board members on all information available.
  - Relinquish all evidence to board recorder.
  - Relinquish ALSE to board recorder (if applicable).
  - Obtain board orders.
  - Obtain ECOD.
  - Provide unit sops as required.

### **J-2. Heat Injury Prevention:**

- Monitor wet bulb globe temperature (WBGT).
- Notify subordinates of changes in heat category.
- Ensure personnel are properly trained in heat-injury subjects.
- Allow new personnel to acclimate (at least 14 days).
- Perform the heaviest work in the coolest part of the day.
- Wear loose-fitting clothing.
- Use sunscreen on exposed skin (at least SPF 15).
- Avoid prolonged exposure to sun.
- Ensure adequate water intake (one small cup every 15-20 minutes).
- Continue to monitor personnel for symptoms of heat injury.

**J-3. Cold Injury Prevention:**

- Monitor wind chill index.
- Notify subordinates of changes in wind chill factor.
- Ensure personnel are trained for cold-weather operations.
- Identify & monitor personnel with previous cold injuries.
- Adjust clothing as necessary (avoid perspiring).
- Minimize exposed skin to subzero temperatures.
- Take frequent short breaks in warm dry shelters to allow the body to warm up.
- Ensure adequate water and food intake.
- Continue to monitor personnel for symptoms of cold injury.
- Eat warm, high-calorie foods like hot pasta dishes.

**J-4. Field Sanitation:**

- Train all personnel on field sanitation procedures.
- Test drinking water for safety (treat if necessary).
- Have personnel wash hands after latrine use & before eating.
- Properly wash eating/mess utensils and mess kits.
- Remove and properly dispose of waste materials.
- Educate personnel on dangers from wildlife.
- Have personnel bathe and change uniforms regularly.
- Have hand-washing devices available for personnel.
- Proper location for latrines (at least 100 yards from food).
- Clean latrines daily.
- Use insecticides as necessary.

**J-5. Sling load Operations:**

- Coordination completed between ground and aviation units.
- PZ/LZ suitable for sling load operations (80-100m clearance).
- All loads properly rigged.
- Aircraft performance planning for load/conditions completed.
- All loads inspected by qualified personnel (e.g., Pathfinder).
- PZ/LZ properly marked for day and night operations.
- Ground personnel have proper protective equipment.
- Static discharge wand used to ground helicopter.
- All personnel are trained on emergency procedures.

**J-6. Radiation Protection:**

- LRSO and alternate appointed on orders.
- LRSO and alternate trained IAW AR 385-10.
- Adequate written unit radiation protection program.
- Personnel informed of radiation hazards.
- Personnel have required PCE.
- Track individually controlled items.
- Current inventory of radiation hazard devices.
- Radiation detection devices available to LRSO for monitoring.
- Ensure calibration of monitoring devices.
- Monitor radioactive materials upon receipt.
- Monitor vehicles that transport radioactive materials.
- Ensure personnel who load vehicles are trained IAW DOT.
- Ensure adherence to film badge program.
- Ensure medical exposure records are maintained.
- Properly store radioactive materials.
- Adequate training for personnel who use radioactive devices.

- Established procedures for responding to an incident.

**J-7. Camouflage:**

- Radar-scattering screens do not contact transmitter antennas.
- Avoid large configurations (may collapse under strong winds).
- Personnel wear Kevlar/gloves when erecting/striking systems.
- Systems are properly stored and secured when transported.

**J-8. Petroleum, Oil, and Lubricants:**

- Train all personnel on POL hazards including:
  - Distinguish between flammable and combustible materials.
  - Recognize the vapor explosion potential of POL products.
  - Hazards caused by static electricity.
  - First aid and injuries from POL products.
  - How to correctly remove POL soaked clothing.
  - Associated fire hazards.
  - Full containers are not as dangerous as partially full containers.
- Enforce safety standards such as:
  - No ignition sources within 50 feet of POL operations.
  - Grounding and bonding when transferring flammable liquids.
  - No flame-producing devices near POL operations.
  - Flame and spark arrestors on all equipment.
  - Prohibiting POL personnel from wearing nylon clothing.
- Control vapor formation by:
  - Prevent and clean up spills.
  - Use drip pans and catch basins.
  - Checking for leaks in fuel, oil, and exhaust lines.
  - Inspecting hoses and nozzles for serviceability.
  - Keeping containers of flammable liquids closed.
  - Using only approved cleaning solvents.
- Ensure "NO SMOKING" signs are posted as necessary.
- Enforce no smoking regulations.
- Eliminate sources of ignition near POL operations.
- Empty safety cans daily.
- Monitor extension cord use (overloaded circuits).
- Enforce grounding and bonding where applicable.
- Check for proper grounding of equipment.
- Deadline any vehicle with a fuel leak.
- Follow refueling safety procedures including:
  - Fire guard in position with at least a 10C-rated fire extinguisher;
  - Shut down vehicle being refueled and ground and bond;
  - No smoking within 50 feet of refueling (signs posted);
  - Vehicle refueled with the correct type of fuel; and
  - Refueling personnel wear protective clothing and equipment.
- Hot work permit for welding/cutting/brazing operations.
- No open-lock devices on refueling nozzles.
- Required fire extinguishers available and serviceable.
- Aviation refueling conducted by the book.
- Review MSDS for POL hazards.
- Load and unload fuel tanks/cars by the book.
- Proper sampling of POL sources for contamination.
- Have showers or water available for emergency dousing.

**J-9. Rappelling:**

- All personnel involved are properly trained.
- Thorough aircrew briefing has been completed.
- Safety and serviceability checks completed on all equipment.
- No rucksacks over 50 pounds.
- Personnel wear helmet (Kevlar) and gloves when rappelling.
- Prohibit rope cutting except in emergency (confirm clear).
- All personnel clear on the concept of the operation.
- Leaders are enforcing standards.
- Rappel master controls sequence of events for rappels.
- Night vision device available for rappel master (if required).

**J-10. Heaters:**

- Written standards for heater operation are clear and practical.
- Only trained and licensed personnel operate heaters.
- All personnel trained in fire response procedures.
- Only approved heaters are used.
- No damaged/defective heaters are used.
- Heaters are operated in accordance with operator's manual.
- Only approved fuels are used in heaters.
- Stove pipes are properly installed and secured.
- All combustible material within 4 feet of heater removed.
- No leaks in fuel lines or cans.
- Fuel cans located as far away from heater as possible.
- Refuel heaters IAW operator's manual.
- Overflow hoses run to the outside of tent/structure.
- Appropriate chemical fire extinguishers available.
- Hot heaters are allowed to cool before relighting.
- Face clear of heater combustion chamber when relighting.
- Heaters are operated within safe margins (not maximum).
- Adequate ventilation for non-vented heaters.
- Fuel and oil spills cleaned up immediately.
- Fuel storage IAW FM 10-67-1 (away from tent).
- No heating or cooking devices in mobilflex tents.
- Fireguards posted when heaters are used during rest hours.
- M2 type burners are never lit inside tents/structures.
- Halt M2 type burner operation if pressure reaches 25 psi.

**J-11. Forward Arming and Refueling Points:****a. Safety Equipment:**

- Fire extinguisher for pump unit and each refueling nozzle.
- Fire extinguishers are proper type and serviceable.
- Sufficient water available for emergency dousing.
- POL handlers are wearing proper protective clothing.
- Only explosion proof flashlights are used near POL operations.
- Signs posted (NO SMOKING, EMERGENCY SHUTOFF, etc.).
- No ignition sources allowed within 50 feet of refueling points.
- Pumps, separators, and nozzles properly grounded.
- Grounding rods properly employed (depth, condition, etc.).

**b. Nozzles And Hoses:**

- Each nozzle has serviceable grounding wire attached.
- Open and closed nozzles available at each refueling point.
- Nozzle dust covers are attached, serviceable, and utilized.
- Hoses tested at normal operating pressure (nozzle closed).

- Refueling points allow required distance between aircraft.
- Hoses are serviceable (no nicks, cuts, blisters, etc.).
- Nozzle screens are clean.
- Hoses configured in a curved pattern.
- c. Aircraft Control And Equipment:
  - Refueling points are clearly marked.
  - ATC or pathfinder controls aircraft (if feasible).
  - Two-way radio communications with aircraft (if feasible).
  - Lighting system for night operations.
- d. Site Preparation:
  - FARP site will accommodate expected aircraft traffic.
  - Site has be policed to reduce the risk of Foreign Object Damage to aircraft.
  - Layout ensures proper spacing between refueling points.
  - Site and equipment are properly camouflaged.
  - Vehicles use same paths to reduce signature.
  - Vehicles positioned for rapid departure.
  - FARP decoys properly employed (if applicable).
  - Vehicles and equipment properly dispersed.
  - Natural concealment is maximized (terrain, vegetation, etc.).
  - Existing structures are utilized (if applicable).
- e. Before-Refueling Operations:
  - Sufficient personnel are available (fireguard, pump, nozzles).
  - Fuel samples from each source and nozzle.
  - Entire system checked for leaks and proper operation.
- f. Site Operation:
  - Established communications system for aircraft control.
  - Passengers on board aircraft have received proper briefings.
  - Properly trained ground guides are used for aircraft.
  - Nonessential personnel exit aircraft prior to refueling.
  - Fire extinguisher positioned near fuel port during refueling.
  - Nonessential radio traffic prohibited during refueling.
  - Armed aircraft properly "safed" prior to refueling.
  - Aircraft properly grounded before refueling.
  - Nozzle bonded to aircraft before opening refueling port.
  - Dust cap replaced on nozzle after refueling.
  - Nozzles are placed on hanger (grounding rod) after use.
  - Nozzles are grounded to grounding rod when not in use.
  - Correct procedures are followed for the type of system used.
  - Refueling personnel know emergency fire/rescue procedures.
  - Refueling personnel know emergency spill procedures.
  - Personnel are familiar with refueling SOP (SOP is available).
  - FARP reconstitution and recovery procedures in unit SOP.

**J-12. Parachuting:**

- DZ reconnaissance completed and obstacles marked.
- Parachute landing falls reviewed.
- Emergency landing procedures reviewed.
- Adequate cross loading plan used.
- Aircraft crash drills have been conducted.
- Personnel have corrective lenses (if required).
- Helmets (Kevlar) worn by parachuting personnel.
- Parachuting personnel are not overloaded with equipment.
- All personnel are properly trained on correct procedures.
- Training adequately covered emergency procedures.

- Training included special environments (desert, arctic, etc.).
- Supervisory personnel are qualified (i.e., jumpmaster).
- Emphasis on 5-points of performance for night jumps.
- Red lights utilized for night jumps (at least 30 minutes before).
- Night HALO jumps rehearsed in daylight (if practical).
- Experienced "buddy" assigned to inexperienced jumpers.
- Door bundles used for extra equipment and ammunition.

### **J-13. Vehicle Swimming/Fording:**

- a. Before Water Crossing:
  - Adequate risk assessment completed.
  - Onsite reconnaissance completed.
  - Rescue boat, divers, etc., are ready to respond if needed.
  - Emergency/rescue equipment is on hand and serviceable.
  - Rescue boat is positioned downstream from crossing site.
  - Entry and exit points are properly marked.
  - Emergency lighting is available if needed (limited visibility).
  - Designated area for equipment and pre-crossing checks.
  - Qualified crossing control officer designated.
  - All personnel trained on emergency procedures.
  - All personnel wearing PFD while engaged in water operations.
  - Personnel in vehicles remove LBE during swimming operation.
  - No vehicles pre-dipped more than 72 hours before crossing.
- b. Prior To Entering Water:
  - Check hull drain plugs.
  - Select adequate entry point.
  - Enter water head-on with transmission in low range.
  - Accelerate to raise front.
  - Ensure personnel are wearing approved PFD.
- c. Actions in Water:
  - Use low transmission range.
  - Steer using pivot levers.
  - Cross perpendicular in slow streams, diagonal in fast streams.
  - Avoid obstacles and debris.
  - If vehicle stalls and is NOT sinking:
    - Stay in or on top of vehicle with PFD correctly worn.
    - Await rescue (do not attempt to swim to shore).
    - Execute emergency evacuation if vehicle starts to sink.
- d. Exiting Procedures:
  - Select suitable exit point (free of obstacles, debris, etc.).
  - Exit slowly in low range.
  - Use pivot steer until clear.
  - Climb banks in low range.

### **J-14. Bivouac/Assembly Areas:**

- a. Site Selection:
  - Site free of hazards (debris, rocks, poisonous plants, etc.).
  - Area surveyed for utilities (high-voltage lines, water/gas lines).
  - Tent areas segregated (barrier) from parking areas.
  - Vehicles do not present a hazard to mess and sleeping areas.
  - Parking areas do not present a carbon monoxide hazard.
  - POL storage areas located away from troop billet areas.
  - Ammunition/explosive storage areas IAW regulations.
- b. Sleeping Areas:

- Sleeping areas designated and protected from vehicle traffic.
- No personnel sleep in vehicle with engine running.
- Personnel do not sleep in unsafe locations (near roads, etc.).
- Assembly area guards posted and briefed on vehicle rules.
- Ground guides used for vehicle movements in assembly area.
- Personnel do not sleep under or beside vehicles.

**J-15. Generators:**

- Only properly licensed personnel operate generators.
- Generator sets are properly grounded.
- Personnel wear ear protection in vicinity of running generators.
- Fuel cans are stored at least 50 feet from generators.
- Spilled oil/fuel around generators cleaned up (fire hazard).
- Fire/safety rules enforced in/near flammable storage areas.
- "NO SMOKING" signs posted as required.
- Power distribution components are properly maintained/used.
- Only "explosion proof" flashlights in flammable storage areas.
- Containers ground and bonded to transfer flammable liquids.
- Flammable storage areas are properly vented.
- Flammable storage is limited to 1-day usage at work areas.
- Proper disposal of hazardous and flammable materials.
- Proper number and type of fire extinguishers available.
- Restricted access to POL storage areas.
- Quantities of flammable liquids within limits.
- Unit SOP adequately addresses generator operations.
- Approved containers used for flammable/combustible liquids.
- Spill barrier constructed around POL storage areas.
- No incompatible materials stored together.
- All personnel trained in emergency spill procedures.

**J-16. Rail Loading and Unloading:**

- a. Before Loading:
  - Qualified officer in charge (OIC) designated.
  - OIC ensures all vehicles are inspected prior to loading.
  - Loading teams have been properly trained.
  - Ensure personnel wear appropriate protective equipment.
  - Combat Lifesaver with updated aid bag, C-collar, Backboard, and suitable evacuation vehicle.
  - Remove debris from channels so chain anchors move freely.
  - Position chains for loading configuration.
  - Fully extend turnbuckles; position between channels facing center.
- b. While Loading and Unloading:
  - Vehicle drivers are properly licensed.
  - Personnel mount/dismount only when vehicle is stopped.
  - No personnel ride on moving vehicles.
  - Properly trained ground guides used to load/unload vehicles.
  - Tank turrets in aft travel lock with controls safety wired.
  - Antennas are removed or tied down as appropriate.
- c. After Loading:
  - Windshields/windows are protected from damage (covered).
  - Inspect tie downs/connector links for damage/serviceability.
  - Inspect chains for over tightening, kinks, and twists.
  - Check for equal chain tension on vehicles.
  - Lubricate exposed turnbuckle threads and jam nuts.
  - Ensure load attachment hooks and chains are secured.

- Secure unused chains and equipment to railcar.
- d. After Unloading:
  - Secure all tie down components on railcar.

**J-17. Ground Guides:**

- All personnel are trained in correct ground guide procedures.
- Ground guides are used during limited visibility.
- Drivers keep ground guides in view at all times (when used).
- Ground guides never walk backwards or get between vehicles.
- Backing vehicle with restricted visibility requires ground guide(s).
- Ground guides should be used in congested areas.
- Ground guides are properly equipped (vests, flashlights, etc.).

**J-18. Spill Response:**

- a. Stop The Source:
  - Attempt to close valves.
  - Plug leaks if possible.
  - Rite containers.
- b. Contain The Spill:
  - Construct dam to stop flow.
  - Divert flow to protect drains & other sensitive areas.
  - Construct makeshift barrier to contain spill.
- c. Notify Emergency Services (As Required):
  - Fire Department.
  - Ambulance.
  - Military Police.
  - DECAM.
- d. Determine Spill Classification:
  - Small is less than 100 US gallons.
  - Large is greater than 100 US gallons.
  - Identify the hazardous material.
  - Determine if it is a reportable quantity (IAW 40 CFR 117).
- e. Notify Unit Commander.

**J-19. Range Operations:**

- Risk assessment completed.
- OIC and RSO(s) appointed on orders as necessary.
- OIC and RSO(s) certified by Range Control (RC).
- RSO(s) have no other additional duties on range.
- RSO(s) are knowledgeable on weapon systems.
- Before occupation of range, OIC ensures:
  - TMs for weapon systems to be fired are available.
  - Radio & telephone communication is established with RC.
  - All personnel have current range briefing.
  - All vehicle operators are trained on emergency procedures.
  - Medical personnel are on site and briefed.
  - All range flags, markers, and lights are in place.
  - Emergency cards (phone #s/medevac) are in all vehicles.
- Before individual firing points are occupied:
  - Check firing points for hazards and serviceability.
  - Check area for indigenous hazards (snakes, spiders, etc.).
  - Mark physical hazards (ditches, razor wire, etc.).
- Before commencement of firing, OIC is present and ensures:
  - Adequate number of RSOs are present and briefed.

- Permission to fire has been received from RC.
- No personnel are forward of the firing line.
- Check radio communications with RC hourly.
- All safety standards are rigorously enforced.
- All affected personnel have proper PPE.
- A "Cease Fire" will be implemented if:
  - Communication with RC is lost;
  - A weapon or ammunition malfunction occurs;
  - Any safety violation, accident, or incident occurs;
  - A fire is started;
  - Targets cannot be acquired due to poor visibility;
  - Any round impacts outside of range limits; or
  - RC calls a "cease fire".
- After completion of firing, OIC and RSO(s) ensure:
  - All weapons are clear of ammunition.
  - All excess ammunition is properly turned in.
  - No ammunition is abandoned on the range facility.
  - RC has cleared the unit for departure from the range facility.
  - All required paperwork has been completed.

#### **J-20. AMMUNITION STORAGE AND HANDLING:**

- Remove packing material from firing points ASAP.
- Munitions handlers have all required PPE.
- Munitions handlers are trained on hazards and safe handling procedures.
- Personnel around palletized loads have steel-toed boots.
- Only munitions to be fired are removed from original packing.
- Protect munitions from elements (covered, on pallet, etc.).
- No smoking/spark-producing items within 50 ft of munitions.
- Adequate number and type of fire extinguishers available.
- Unserviceable munitions stored separately from serviceable.
- WP/PWP munitions stored base down at all times.
- Water immersion available at all sites with WP/PWP.

#### **J-21. Radiological Accident Response:**

- No personnel downwind of damaged device(s).
- Notify local Radiation Protection Office.
- Secure area (cordon off with engineer tape, Chemical lights, post guards, etc.).
- LRSO wearing PPE double bags/wraps damaged device(s).
- Mark device(s) with "Radioactive Waste" and "Do Not Open".
- Make list of personnel who may have been exposed.
- Evacuate device.
- Investigate accident IAW AR 385-10.

### **Appendix K Management Control Evaluation Checklist**

#### **K-1. Function**

The function covered by this checklist is the inspection, evaluation, and operation of the ARNG Safety Program.

#### **K-2. Purpose**

The purpose of this checklist is to assist commanders, managers, and supervisors in evaluating the key management controls outlined below. It is *not* intended to cover *all* controls.

**K-3. Instruction**

Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers which indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

**K-4. Test questions**

Minimum internal control standards are contained in Appendix G. At a minimum one question per section needs to be evaluated. These items should be evaluated IAW with the State 5-year management control plan.

**K-5. Comments**

Help make this a better test for evaluating management controls. Submit comments to NGB-AVS-S (NGR 385-10), ARNG Readiness Center, 111 South George Mason Drive, Arlington, VA 22204-1382.

**Glossary**

**Section I**  
**Abbreviations**

**AAC**  
Accident Avoidance Course

**AAPP**  
Airborne Accident Prevention Program

**AAR**  
after action review

**ADSO**  
Additional Duty Safety Officer

**ADSW**  
Active Duty for Special Work

**AE**  
Ammunition and Explosive

**AGR**  
Active Guard Reserve

**AHR**  
Airborne Hazard Reports

**AITs**  
Advanced Information Technology System

**ALSE**  
Aviation Life Support Equipment

**AMV**  
Army Motor Vehicle

**ANSI**  
American National Standards Institute

**AR**  
Army Regulation

**ARNG**  
Army National Guard

**ASOP**  
Airborne Standard Operating Procedures

**AT**  
Annual Training

**CARP**  
computed air release point

**CECOM**

Communications and Electronics Command

**CFR**

Code of Federal Regulations

**COTS**

commercial off-the-shelf

**CRM**

Composite Risk Management

**CSC**

Commanders Safety Course

**DA**

Department of the Army

**DACO**

departure airfield control officer

**DoD**

Department of Defense

**DOL**

Department of Labor

**DZSO**

Drop Zone Safety Officer

**DZSTL**

Drop Zone Support Team Leader

**FECA**

Federal Employees Compensation Act

**FM**

Field Manual

**GMRS**

ground marked relief system

**HALO**

high-altitude low-opening

**HAZCOM**

Hazard Communication

**HMIS**

Hazardous Material Information System

**HQDA**

Headquarters, Department of the Army

**HRO**

Human Resource Office

**IAW**

In Accordance With

**ICPA**

Injury Compensation Program Administrator

**IDT**

Inactive Duty for Training

**IDV**

Integrated Data Viewer

**IH**

Industrial Hygiene

**JHA**

job hazard analysis

**JM**

jumpmaster

**JMPI**

jumpmaster personnel inspection

**LBE**

load bearing equipment

**LCMC**

Life Cycle Management Command

**LRSO**

Local Radiation Protection Officers

**MFF**

military free fall

**MOS**

Military Occupational Specialty

**MSDS**

Material Safety Data Sheet

**MWO**

Maintenance Work Order

**NCO**

Noncommissioned Officer

**NDAA**

National Defense Authorization Act

**NDIs**

non-developmental item

**NFPA**

National Fire Protection Association

**NGB**

National Guard Bureau

**NOK**

next of kin

**OHN**

Occupational Health Nurse

**OHS**

Occupational Health Specialist

**OPR**

Office of Primary Responsibility

**OSHA**

Occupational Safety and Health Administration

**OSH**

Occupational Safety and Health

**OWCP**

Office of Workers Compensation Program

**Pam**

Pamphlet

**PCS**

permanent change of station

**POL**

Petroleum, Oils, and Lubricants

**POV**

privately owned vehicle

**PPE**

Personal Protective Equipment

**RAC**

Risk Assessment Code

**RCAS**

Reserve Component Automation System

**SIR**

Serious Incident Reports

**SOH**

Safety and Occupational Health

**SOHC**

Safety and Occupational Health Council

**SOHM**

Safety and Occupational Health Manager

**SOHS**

Safety and Occupational Health Specialist

**SOP**

Standard Operating Procedure

**SOUM**

Safety of Use Messages

**TAG**

The Adjutant General

**TC**

Training Circular

**TDY**

temporary duty

**TM**

Training Manual

**TRADOC**

Training and Doctrine Command

**USACHPPM**

U.S. Army Center for Health Promotion and Preventive Medicine

**USACRC**

United States Army Combat Readiness/Safety Center

**USPFO**

United States Property and Fiscal Office

**VIRS**

verbally initiated release system

**VPP**

Voluntary Protection Program

**WDI**

wind drift indicator

**Section II**

**Terms**

**Accident and injury rates**

ARNG Injury and accident rates are computed in accordance with AR 385-10.

**Accident classification**

ARNG ground and aviation accidents are classified in accordance with AR 385-10.

**Accident cost**

ARNG accidents are classified according to AR 385-10.

**ARNG accident**

An unplanned event or a series of events which results in one or more of the following:

- a. Damage to ARNG property.
- b. Injury to ARNG military members, on or off duty.
- c. Injury to on-duty ARNG technicians (military and competitive) or ARNG contractor personnel.
- d. Occupational illness to ARNG military members, ARNG technicians, or ARNG contractor personnel.
- e. Injury or illness to non-ARNG personnel or damage to non-ARNG property as a result of ARNG operations.

NOTE: See AR 385-10, paragraph 3-7 for occurrences that do not constitute an Army/ARNG accident.

**ARNG combat vehicle accident**

a. An accident involving the operation of combat vehicles or equipment; such as tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and similar equipment being operated as such at the time of the accident. Included are -

- (1) Collisions with objects, pedestrians, or other vehicles.
- (2) Personnel injury or property damage due to cargo shifting in a moving vehicle.
- (3) Personnel injury in moving vehicles or by falling from moving vehicles.
- (4) Towing or pushing accidents.
- (5) Other injury or property damage as described in the term "ARNG accident."

b. The following accidents, although reportable and recordable, are not considered ARNG combat vehicle accidents. They are reportable as other type accidents:

- (1) Personnel injuries that occur while loading, unloading, or mounting, dismounting a combat vehicle which is not moving.
- (2) Death, injury, or property damage occurring solely from repair or service work.
- (3) Collision with an ARNG motor vehicle, which will be considered an AMV accident regardless of the vehicle deemed most responsible for the collision.
- (4) Damage to a parked combat vehicle, unless it is damaged by another combat vehicle.
- (5) Damage to a combat vehicle resulting solely from natural phenomena.
- (6) Damage to a combat vehicle being handled as a commodity and not being operated under its own power.
- (7) Damage to a combat vehicle caused by objects thrown or propelled into it.
- (8) Damage to a combat vehicle by fire when no combat vehicle accident occurred.
- (9) Malfunction or failure of component parts as cited in AR 385-10.

**ARNG Army motor vehicle (AMV)**

a. A motor vehicle -

- (1) That is owned, leased (includes GSA vehicles that are under full operational control of the ARNG) or that is on hand receipt or like document, or rented by the ARNG for official business.
- (2) That is primarily designed for over-the-road operations.
- (3) Whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles. The following are not considered ARNG motor vehicles for the purpose of this definition:

(a) Motor vehicle equipment designed primarily for off-the-highway operations; such as tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. These vehicles are termed combat vehicles or other ARNG vehicles.

(b) Privately owned motor vehicle.

(c) Vehicles on hand receipt to, and operated by, non-ARNG persons or non-ARNG agencies and activities, such as the U.S. Postal Service or the American Red Cross.

b. On DA Form 285, those accidents involving motor vehicles operated but not owned by the ARNG (that is, those vehicles rented/leased by the ARNG for official business) will be classified as ARNG-operated vehicles.

**ARNG motor vehicle accident**

a. An accident involving the operation of an ARNG motor vehicle being operated as such at the time of the accident. Included are:

- (1) Collisions with other vehicles, objects, or pedestrians.
- (2) Personnel injury or property damage due to cargo shifting in a moving vehicle.
- (3) Personnel injury in moving vehicles or by falling from vehicles.
- (4) Towing or pushing accidents.
- (5) Other injury and property damage as described in the term "ARNG accident".

b. The following accidents, although reportable and recordable, are not considered ARNG motor vehicle accidents. They are reportable as other type accidents:

- (1) Personnel injuries that occur while loading or unloading, or mounting or dismounting a motor vehicle which is not moving.
- (2) Death, injury, or property damage occurring solely from repair or service work; for example, vehicle falling off a jack or hoist, a tire explosion while inflating, or a finger cut off by a fan belt.
- (3) Damage to a properly parked ARNG vehicle unless it is damaged by another ARNG/Army vehicle.
- (4) Cargo directly damaged by weather.
- (5) Damage to an ARNG motor vehicle resulting solely from natural phenomena. (act of God).
- (6) Damage to an ARNG motor vehicle being handled as a commodity and not being operated under its own power.
- (7) Damage to an ARNG motor vehicle caused by object thrown or propelled into it.
- (8) Damage to an ARNG motor vehicle by fire when no ARNG motor vehicle accident occurred.
- (9) Malfunction or failure of component parts as cited in AR 385-10.

**Army National Guard Personnel**

This phrase includes, for purposes of this regulation Army National Guard Personnel are:

- a. Federal civilians employed by the Department of Defense.
- b. Active Guard Reserves (AGRs) who are in either a Title 10 or a Title 32 status.
- c. Federal Technicians.
- d. Military members who are not AGRs (i.e., do not perform 180 days of continuous active service).
- e. State employees whose salaries and benefits are reimbursed by the National Guard Bureau through the Master Cooperative Agreement.
- f. Contractors who work for the Army National Guard.

**Condition**

The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning and execution.

**Control**

Action taken to eliminate hazards or reduce their risk.

**Duty status determination**

The following explanation of terms are for accident reporting purposes only. They have no relation to compensability or line-of-duty determination. NOTE: Judgment may be required in some cases that do not fit the definition set forth below. paragraph A2.7 of ANSI Standard Z16.4-1977 may be used to assist in this determination.

a. On duty. ARNG personnel are on duty when they are:

- (1) Physically present at any location where they perform their officially assigned work. On duty also includes those normal activities that occur during workdays on or off military installations; for example, lunch or coffee breaks, and all activities aboard vessels.
- (2) Being transported by Army or commercial conveyance to perform officially assigned work.
- (3) In a travel status because of temporary duty or a permanent change of station, but only during periods for which reimbursable expenses are authorized.
- (4) Participating in mandatory sports or physical training activities.

b. Off duty. Not in an on-duty status, whether on or off Army/ARNG installations. Traveling from their home of record to military duty location and back to home of record.

- c. Non-duty. Member of the ARNG, but not on orders for duty or performing any military duty related tasks.

### **Fire accident**

- a. A fire, or an explosion followed by fire, incident to an ARNG operation or activity which results in:
  - (1) The loss or damage to ARNG or non-ARNG property (including timber or grasslands (AR 420-1)).
  - (2) Injury.
  - (3) Occupational illness.
- b. Proven cases of arson, incendiary fire, or dissident actions are excluded. Also excluded are fires resulting from properly fired ordnance in range impact areas. A fire resulting from a marine accident or an aircraft accident will be termed a marine accident or an aircraft accident.

### **First aid**

This is a one-time treatment for minor scratches, cuts, burns, and similar injuries that do not ordinarily require medical attention, plus any follow-up visits for observation. Such one-time treatment and follow-up visits will be considered first aid, even if provided by a physician. Multiple applications of first aid do not represent medical treatment. It is the nature of the treatment, not how many times it is applied, as to whether it qualifies as first aid or medical treatment. Treatment may include:

- a. Using a nonprescription medication at nonprescription strength.
- b. Cleaning, flushing, or soaking wounds on the surface of the skin
- c. Using hot or cold therapy.
- d. Using any temporary immobilization devices while transporting a victim.
- e. Draining fluid from a blister.
- f. Removing foreign bodies from the eye using only irrigation or a cotton swab.
- g. Using finger guards.
- h. Massaging (though physical and chiropractic therapy are defined as medical treatment).
- i. Drinking fluids for relief of heat stress.

NOTE: ANSI standard Z16.4-1977 may be used in determining first aid cases.

### **Injury**

Traumatic bodily harm such as a cut, fracture, amputation, burn, poisoning, stress or strain caused by a single or short exposure to an external force, toxic substance, or physical agent resulting in one or more of the following:

- a. Fatality, regardless of the time between injury and death.
- b. A lost workday case.
- c. A nonfatal case without lost workdays.
- d. Permanent total disability or permanent partial disability.

### **Lost workday case**

Lost workday cases are subdivided into the following two categories:

- a. Cases involving days away from work. There are cases in which an accident results in ARNG military members, technicians or contractor personnel missing one or more workdays. Days away from work are those workdays (consecutive or not) on which these personnel would have worked but could not because of injury or occupational illness. Excluded are days that these personnel would not have worked even though able to work, and the day of the injury or onset of occupational illness. Rearrangement of work schedules is not authorized to eliminate the requirement for reporting days away from work cases.
- b. Cases involving days of restricted work activity. There are cases where ARNG military members, technicians, or contractor personnel may not have lost a workday, but because of an injury or occupational illness, the individual:
  - (1) Was assigned to another job on a temporary basis, or:
  - (2) Worked at a permanent job less than full-time, or:
  - (3) Worked at a permanently assigned job but could not perform all duties normally connected with it.

NOTE: Personnel must be present at their assigned duty station and performing duties in a restricted capacity as defined above to qualify as a restricted work activity case.

**Marine accident**

An ARNG marine accident that results in injury, collision, grounding, fire, or explosion that occurs to, or on board, or as a result of, the operation of any ARNG vessel or service craft. Or, involves diving or swimming operations resulting in injury or illness to person(s), or damage to a vessel, cargo, or other property.

a. The term includes:

- (1) Accidents occurring while loading or off-loading or receiving services at dockside.
- (2) Damage to aircraft handled as a commodity on board.
- (3) Accidents occurring up to the high water mark during amphibious or onshore warfare training operation.

(4) Damage and all injuries to ARNG personnel occurring on board, whether or not job related. On DA Form 285, these accidents will be shown as marine diving, marine underway, or marine not underway, as appropriate.

b. The term does not include accidents which are reportable under other major categories prescribed in this regulation; for example, aircraft accident, missile, explosive, or chemical accident.

**Non-duty**

Non-duty is defined as one who is a member of the ARNG but is not on orders for duty or performing military duty related tasks. Non-duty losses are not recordable IAW AR 385-10. A Class R accident is defined as a non-duty loss/accident, near misses, State Active Duty, etc. The creation of a Class R accident is unique to the ARNG and expands trending ability and provides emphasis on program requirements. States are required to enter non-duty losses in RCAS SOH. Other incidents not required by AR 385-10 may be entered at the State's discretion.

**Nonfatal cases without lost workdays**

Cases, other than lost workday cases, where ARNG military members, technicians or contractor personnel, because of an injury or occupational illness:

- a. Were permanently transferred to another job or terminated, or:
- b. Required medical treatment greater than first aid or:
- c. Lost consciousness, or:
- d. Were diagnosed as having an occupational illness that did not result in a fatality or lost workday case. This includes new diagnosed occupational illnesses detected on routine physical examinations.

**Observation and diagnostic procedure**

Hospitalization or restriction from assigned work activities for observation or diagnosis is not a lost workday case or a nonfatal case without lost workdays, if:

- a. No treatment or medication is given for the suspected injury or occupational illness, and:
- b. Competent medical authority determines the individual could have returned to his or her normal job without impairment or disability. This classification also applies when an individual is temporarily restricted from regularly assigned duties to preclude exceeding time-weighted exposure limits. ANSI standards Z16-4-1977 may be obtained from the Sales Department, American National Standards Institute, 1430 Broadway, New York, NY 10018.

**Occupational illness**

Any abnormal physical condition or disorder, other than one resulting from an injury caused by exposure to the occupational environment and resulting in any of the following:

- a. Fatality, regardless of the length of the illness while on duty and employed by the Army.
- b. A lost workday case.
- c. A nonfatal case without lost workdays.
- d. Permanent total disability or permanent partial disability.

**Occupational injury**

Any on-duty injury to ARNG personnel caused by events or conditions in the occupational environment that requires more than first aid treatment.

**On-post and off-post accidents**

Accidents or aircraft mishaps occurring within the confines of Army or ARNG-owned, leased, or DoD-controlled real estate are considered on-post accidents; all others are considered off-post.

**Other ARNG vehicle accident**

An accident involving damage or personnel injury during the operation of other ARNG vehicles; such as tugs, bulldozers, forklifts, road graders, and agricultural-type wheeled tractors.

**Permanent disabilities**

a. Permanent total disability. Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful employment.

NOTE: The loss, or the loss of use, of both hands, feet, eyes, or any combination thereof as a result of a single accident is considered permanent total disability.

b. Permanent partial disability. Any injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss of permanent impairment of any part of the body. Exceptions are listed in AR 385-10, Glossary; Section 2/Terms.

NOTE: Hearing loss cases meeting the criteria for reporting in the Army Occupational Health Report (per AR 40-5) are permanent partial disabilities for the purpose of this regulation.

**Personnel classifications**

The following classifications are used in reporting ARNG accidents. Personnel classifications are selected on the basis of the status the individuals are in at the time of the accident.

a. ARNG technicians, federal civil service personnel and military employed under 32 USC 709.

b. Inactive Duty Training (IDT). Those individuals who are:

(1) Traveling directly to or from authorized training or performing authorized training as a member of the ARNG, consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties prescribed activities of the organization in which they are assigned, not to include periods of State active duty.

(2) Reserve Officer Training Corps cadets performing professional enrichment training while under ARNG supervision and directed by competent orders, regardless of the training site. Also included are cadets involved in rifle and pistol marksmanship training under ARNG supervision on any firing range.

c. Annual Training (AT). ARNG members and Reserve Officer Training Corps cadets, while under ARNG supervision and directed by competent orders, who are performing annual training under 32 USC 503. Training may be for one consecutive period or in increments of one or more days depending on mission requirements.

d. Active Duty for Special Work (ADSW). Those members of the ARNG who are under competent orders, performing short term special missions, with or without pay, for periods of less than 179 days.

e. Active Duty Guard/Reserve (AGR). Those individuals serving on AGR under any of several ARNG programs (for example, Army Full Time Manning, AGR-C, Full Time Recruiting Force, SIDPERS, DAS-3, etc.).

f. Active Duty for Training. Those individuals who are under competent orders performing tours of training duty under Title 10 for periods of 1-179 days. These tours of duty provide for return to non-duty status when the period of active duty is completed.

g. ARNG Contractor. A contractor employed in an ARNG activity or operation, or on an ARNG installation, including employees and technical representatives, which are performing work under Federal contract. An accident is not reported if such an employee is on the contractor's premises working on material for the ARNG. When reporting ARNG contractor accidents, indicate Army contractor on DA Form 285 (block 17).

h. Other. This category includes all persons not specifically covered in paragraphs a through g above, as follows:

- (1) Employees of other Federal agencies.
- (2) Other U.S. civilians.
- (3) Off-duty ARNG technicians.
- (4) Visitors and contractor employees injured on the installation in non-duty activities.
- (5) Federally reimbursed State employees.

**Personnel injury, Other**

Injury to personnel not covered by any other accident type.

**Privately owned motor vehicle (POV) accident**

A traffic accident, regardless of the operator, that does not involve ARNG motor vehicles but result in:

- a. A fatality or lost workday case injury to ARNG military members.

- b. Injury to ARNG technicians or contractor personnel in a compensable status.
- c. Damage to ARNG property of \$1000 or greater.

**Property damage**

Includes real property (facilities or real estate), equipment or material where there is a cost to repair or replace.

**Property damage, Other**

Property damage not covered by another accident type.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries