

**National Guard Supplement 1 to AR 385-10**

**Safety**

# **The Army Safety Program**

**National Guard Bureau  
Arlington, VA 22202-3231  
12 February 2015**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

NG Supplement 1 to AR 385-10  
The Army Safety Program  
12 February 2015

- Realigned entire regulation to match requirements from AR 385-10.
- Deletes redundant information copied from other sources.
- Specifies and defines safety responsibilities for the Army National Guard
- Updates safety committee, council, and conference membership and guidance
- Deletes non-duty accident definitions
- Deletes mandatory accident reporting in the Reserve Component Automated System – Safety and Occupational Health module
- Deletes excessive repetition from all applicable Army Regulations and published standards
- Updates aspects of ARNG Safety Awards program
- Updates training requirements to ensure professional education for Safety personnel
- Directs C/ARNG-AV to develop annual program guidance for assessment of State's JFHQ's implementation of the Army Safety Program.

Safety

The Army Safety Program

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By Order of the Secretaries of the Army:

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OFFICIAL:  
  
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**History.** This supplement is a major revision and supersedes NGR 385-10, dated 12 September 2008. This publication is a supplement to AR 385-10, dated 27 November 2013. This publication also delineates safety proponent relationships between the Army National Guard Directorate Aviation and Safety Division (ARNG-AV) for the ARNG Safety Program

**Summary.** This supplement further implements and prescribes the basic ARNG safety program procedures and policy guidance for establishing responsibility for administering, maintaining, and effectively managing assigned, attached, or operationally controlled functional areas and operations to/by the ARNG.

**Applicability.** This supplement applies to the ARNG/ARNGUS when not in active Federal service under a call to active duty. This supplement applies to the ARNG, the ARNG of the 54 States, Territories and the District of Columbia.

**Proponent and exception authority.** The proponent of this publication is the Chief, ARNG-AVS, Army National Guard, 111 S. George Mason Drive, Arlington, VA 22204-1373. The proponent has the authority to adjudicate and interpret this regulation consistent with controlling and parent law(s) and regulation(s). Requests for information regarding clarification, purpose or intent of the guidance contained herein, should be directed to the ARNG Readiness Center (ARNG-RC), ATTN: Chief, ARNG Safety and Standardization Branch

(C/ARNG-AVS) Army National Guard, 111 S. George Mason Drive, Arlington, VA 22204-1373.

**Internal Control Process.** This publication contains internal control provisions in accordance with (IAW) AR 11-2 and identifies key management controls that must be evaluated. Refer to appendix D.

**Supplementation.** States are authorized to supplement contents of this regulation, except statutory and DoD directed requirements. Supplemental directives will not be less stringent than guidance requirements contained herein. If supplements are issued, states will coordinate the publication through ARNG-AVS prior to approval.

**Suggested Improvements.** Users of this regulation are invited to submit comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, Army National Guard, ATTN: ARNG-AVS, 111 South George Mason Drive, Arlington, VA 22204-1373.

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



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## **Part One**

### **Army Program Management Functions**

(add) Part I of this supplement addresses specific Army National Guard Safety Program management functions necessary for sustaining all phases and operations of the Army National Guard for garrison and contingency operations. Throughout this supplement, the terms “ARNG Headquarters, ARNG HQ, ARNG or NGB is considered an Army Headquarters.

## **Chapter 1**

### **Army Safety Program**

## **Section 1**

### **Introduction**

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

(add) The primary purpose of this supplemental regulation is to establish policy guidance in addition to existing Army Regulations for activities and operations specific to the ARNG Safety Program.

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

(add) Appendix A lists additional specifics required, related publications, and referenced and prescribed forms.

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

(add) The glossary explains abbreviations and terms used throughout this supplemental regulation.

## **Section II**

### **Responsibilities**

#### **1-4. Specific Army Safety Program Responsibilities**

(add) In addition to the responsibilities in the following paragraphs, this regulation addresses specific responsibilities of select personnel in the following chapters.

aa (add). “For Safety Program purposes” The Director ARNG (DARNG) is the command authority for the Army National Guard.

(18) (add) Periodically, at intervals not to exceed 5 years, review all State Adjutant General approved Certificates Of Risk Acceptance (CORAs) and certificates of compelling reasons (CCRs) to ensure that risk assessments are current; that all exposures, risks, and mitigating actions are identified and the need for continuance; and provide endorsement to the Director of Army Safety.

al (add) . Commanders of installations and activities with an ammunition or explosives mission. Commanders of installations and activities with an ammunition or explosives mission will—

(2) (add). Ensure SOH Managers responsible for Explosive Safety Management Plans will complete the required explosives safety training IAW para 10-4.a (2).

(3) (add) Ensure SOH Managers responsible for Explosives Safety Management Plans will conduct an annual review and documented validation of deviations to explosives safety standards, and then provide a copy of the review and mitigating actions to the ARNG-AVS branch at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil).

#### **1-5. General Army Safety Program Responsibilities**

##### **d. (add) Safety Director (officer) and Safety Staff at all levels.**

(add) The Chief, Aviation and Safety Division (C/ARNG-AV) is the ARNG Safety Director.

(4) Implement the ARNG Headquarters (ARNG HQ) Safety and Occupational Health (SOH) Program as established by the DARNG.

(5) Coordinate with the Headquarters, Department of the Army (HQDA) Staff, National Guard Bureau (NGB) Staff, The Adjutants General (TAG) of the United States, Territories, and District of Columbia, and other agencies as necessary on matters pertaining to ARNG accident prevention and occupational illnesses.

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- (6) Appoint ARNG HQ Safety Staff personnel to support the ARNG safety organizational structure according to AR 385-10.
- (7) Brief safety program status to the DARNG on a semi-annual basis at a minimum.
- (8) Identify resources necessary to achieve safety compliance throughout the ARNG IAW statutory and regulatory standards.

**e. (add) Chief, Safety and Standardization Branch (C/ARNG-AVS).** C/ARNG-AVS will–

- (1) Manage and execute the ARNG Safety and Occupational Health (SOH) Program as directed by C/ARNG-AV IAW applicable statutes, standards, and this supplement.
- (2) Develop and implement policy, regulations, directives, and training doctrine to integrate SOH management system concepts and Risk Management (RM) techniques, and ensure adequate provisions for safety and safe physical standards are incorporated into ARNG SOH Programs.
- (3) Identify funding requirements and request resources to support ARNG SOH Programs.
- (4) Ensure career development and continuing education opportunities for ARNG-AVS personnel, ARNG SOH Managers (SOHM), and other designated SOH/Aviation Safety personnel.
- (5) Provide control measures for effective ARNG Accident Prevention Programs.
- (6) Review applicable ARNG safety regulations, safety council charters, and safety plans for currency at least every two years or as needed.
- (7) Establish requirements and provide training for ARNG Certified Accident Investigators (ACAI).

**f. (add) Chief, ARNG Multi Media Center (C/ ARNG-AVS-M).** C/ARNG-AVS-M will–

- (1) Provide audio/visual graphic and video production products, resident, and computer based distance learning products, and training support actions related to ARNG Safety programs.
- (2) Establish and maintain a program to assist ARNG-AVS, State ASOs, SOHMs, and other safety professionals in procuring safety awards, promotional and educational safety materials, and accident investigation equipment related to ARNG Safety Programs.
- (3) Develop, produce, and distribute risk mitigation and safety program initiative media.

**g. (add) State Safety and Occupational Health Manager (SOHM).** SOHM will–

- (1). Serve as principle advisor to TAG or Commander's advisor in all Safety and Occupational Health matters, and to collaborate with appropriate offices to ensure that all applicable safety programs, functional areas, and systems are operating as required IAW AR 385-10 and this supplement.
- (2). Manage the State ARNG SOH Program for TAG by developing, planning, organizing, and executing safety programs as directed in AR 385 series directives and this supplement.
- (3). Conduct and document an annual self-assessment/evaluation of their State SOH Program according to AR 385-10, paragraph 2-10(a), Table 1-1, and ARNG assessment checklists. A comprehensive briefing will be provided to TAG or designated leadership on the annual status of applicable 26 state safety program elements. As a minimum, the following core safety functional areas will be addressed:
  - (a) Program Management
  - (b) Training and Promotion
  - (c) Inspection/assessments
  - (d) Mishap Investigation reporting and analysis
  - (e) Hazard analysis and countermeasures
- (4). Serve as the Executive Secretary of the State Safety Council.
- (5). Promote and use safety awareness material annually in an effort to reduce accidents, utilizing safety awareness programs offered through the Army or ARNG Multi Media Center.
- (6). Ensure that all safety and health violations/deviations/CORAs that involve real property are immediately communicated to the Construction and Facilities Management Officer for prompt correction.
- (7). Manage the State Explosives Safety Management Program IAW AR 385-64.
- (8). Manage the State Range Safety Program IAW AR 385-63.

**h. (add) State Occupational Health Nurse (SOHN).** SOHN will–

- (1). Serve as TAG advisor in all Occupational Health matters in conjunction with Industrial Hygiene (IH) personnel, and to collaborate with appropriate offices to ensure that all applicable programs, functional areas, and systems are operating as required IAW AR 40-5, AR 385-10 and this supplement.



- (2). Provides day-to-day functional management of the State Occupational Health Program and work in cooperation with the State Safety and Occupational Health Manager.
- (3). The SOHN will meet all requirements of Part 1960, Title 29, Code of Federal Regulations (29 CFR 1960 and 29 CFR 1910).
- (4). Provide day-to-day functional management of the following programs:
  - (a) Medical Surveillance
  - (b) Respiratory Protection
  - (c) Hearing Conservation
  - (d) Vision Protection
  - (e) Hazard Communication (HAZCOM)
  - (f) Industrial Hygiene
  - (g) Radiation Surveillance Program, which is a subset of the Radiation Safety Program
  - (h) Ergonomics
  - (i) Other programs as required IAW AR 40-5

#### **1-6. Policy and procedures**

- b.* The following principles will be effectively integrated into all Army plans, programs, decision processes, operations, and activities:
- (3) Encourage employees to report workplace hazards and ensure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his or her rights to report unsafe or unhealthful conditions.
    - (a) (add) ARNG members will comply with AR 20-1, paragraph 1-13 concerning reprisal protection procedures for reporting unsafe conditions or workplace practices.

#### **1-7 Safety advancement**

1. (add) Safety Bulletin Boards: 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:
  - (a) Each ARNG unit.
  - (b) United States Property and Fiscal Office (USP&FO).
  - (c) Combined Support Maintenance Shop (CSMS).
  - (d) Field Maintenance Shop (FMS).
  - (e) Readiness Centers.
  - (f) Army Aviation Support Facility (AASF).
  - (g) Any other areas as appropriate where employees work that is not listed above.
2. Items required by AR 385-10 to be posted are:
  - (a) DD Form 2272, Department of Defense Safety and Occupational Health Protection Program.
  - (b) OSHA Form 300A, Summary of Work-Related Injuries and Illnesses (where appropriate).
  - (c) NRC Form 3, Notice to Employees, and Public Law 93-438, Section 206 (where applicable)
3. Items that are highly recommended to be posted are:
  - (a) The Commander's safety policy.
  - (b) The Commander's safety philosophy.
  - (c) A copy of the Unit Safety SOP or Command Safety Program as appropriate.
  - (d) Appointment orders for Safety personnel and/or councils.
  - (e) Latest safety council minutes.
  - (f) DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions (Blank Forms).
  - (g) DA Form 4753 (when applicable), Notice of Unsafe or Unhealthful Working Condition.
  - (h) Safety posters.
  - (i) Safety Alert Messages. (SOUM/GPA/SOF)
  - (j) Knowledge magazine.
4. Items listed above are the minimum. Additional safety information should be posted based upon the unit's mission and METL. 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. DA Pam 385-90 requires a safety bulletin board for aviation units & listed items needed.

### **1-9. Conflict resolution**

a. (add) All applicable Army Regulations and legal standards take precedence over this supplement. If conflict exists between this Supplement and other applicable standards, the more stringent standard will apply. For the purpose of the ARNG:

c. (add) TAG is the Installation Commander. Training Site Commanders are not Installation Commanders. State Adjutant General is the only Installation Approval authority when required by all applicable standards. The TAG can delegate his Approval Authority but no lower than the Assistant AG-Army (A TAG-Army).

d. (add) T32 Dual Status Technicians are considered Department of Army Civilians unless in a military pay status.

## **Chapter 2**

### **Strategic Planning, Safety Program Structure, Safety Program Evaluation, Councils, and Committees**

#### **Section I**

##### **Strategic Goals and Strategic Planning**

#### **2-1. Safety program planning**

(add) Each State safety office will develop strategic goals and strategic plans aligned with ARNG Strategic Plans, State mission and develop a business plan to execute the strategic plan according to DA Pam 385-10. Strategic planning will include ARAP, planning for accidents and incidents.

#### **Section II**

##### **Army Safety Management System**

#### **2-3. Introduction**

(add) Each State safety office will develop organizational goals and objectives to align with ARNG goals and objectives, State mission and develop a plan to execute according to AR 385-10.

#### **2-5. Safety Office Organizational Structure**

a. (add) The ARNG HQ and the State Safety Office will be staffed to administer the ARNG/Army Safety Program Management based upon the organizational mission, goals, and objectives.

#### **2-7. Safety and Occupational Health career field**

c (19). (add) The ARNG functional Chief Representative (FCR) and principle advisor for CP-12 management matters is the ARNG Senior Safety 0018 SOH civilian. The ARNG Senior Safety 0018 SOH civilian is the principle advisor for the Senior Safety CP-12 FCR at the USACR/Safety Center.

d. (add) ARNG Title 32 0018 Technicians will meet Career Program 12 (CP-12) Level I requirements outlined in AR 385-10 and paragraph 10 Training requirements of this supplement.

(1) ARNG CP-12 Certification package request will be forwarded to the ARNG Senior Safety 0018 at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil).

#### **Section III**

##### **Safety Program Evaluation**

#### **2-10. Program audit and evaluations**

d. (add) C/ARNG-AV will develop and implement a method to conduct evaluations of State Occupational Safety and Health program integration and effectiveness IAW ARs 385-10, DA Pam 385-10, DA PAMs 385-63 and DA PAM 385-64. These evaluations will:

(1). Be conducted annually at the installation level, provide a phased installation/ARNG-HQ level assistance review and a phased ARNG-HQ formal on-site evaluation to be conducted tri-annually.

(2). Be qualitative and quantifiable in nature, identifying program efficiencies and deficiencies and provide states with action plans to develop program success.

(3). Provide leaders an overall assessment of ARNG State Safety Program effectiveness.

## **Section IV**

### **Safety Committees and Councils**

#### **2-23. ARNG Safety and Occupational Health Committee**

e. (add) The ARNG Safety and Occupational Health Committee (ARNG-SOHC) provides recommendations to the Director ARNG based on their collective expertise and interfaces with other functional advisory committees/councils within the National Guard.

(1) The objectives of the ARNG-SOHC are to;

(a) Encourage and promote command awareness and participation in ARNG safety programs.

(b) Function as a clearinghouse for methods of proactive planning and solutions to safety concerns that impact the readiness of the ARNG.

(c) Make inquiries and provide recommendations on safety issues.

(d) Provide career development and training on the latest technologies to ARNG Safety Professionals.

(2) The Director, ARNG based upon the recommendation of the ARNG-SOHC, appoints an ARNG State Adjutant General as the Committee Chairman. The ARNG HQ Chief, Ground Safety Section (Safety and Occupational Health Manager) is designated the ARNG-SOHC Executive Secretary.

(3) Council membership, responsibilities, meetings, and recording requirements are defined within the ARNG-SOHC Charter. The C/ARNG-AVS is responsible to review the charter for currency every two years, or as needed. Specific requirements are listed in appendix E.

#### **(add) ARNG Regional Safety Council**

f. The ARNG Regional Safety Council (ARNG-RSC) serves as an advisory group to the ARNG Safety and Standardization Branch. Regional Safety Councils are divided into the Western, Northern, and South East areas. ARNG-RSC members provide recommendations and share best practices based on collective expertise and interface with other functional advisory committees/councils throughout the National Guard.

(1) The objectives of the ARNG-RSC are to;

(a) Encourage and promote State Safety awareness and participation in ARNG safety programs.

(b) Make inquiries and provide recommendations on safety issues.

(c) Share information, resources, training and expertise with other States.

(d) Mentor State Safety Professionals.

(e) Provide career development and training to the State Safety Professionals.

(2) The ARNG-RSC Chairperson is responsible to review the charter for currency every two years, or as needed. Specific requirements are listed in appendix E.

#### **(add) State Safety and Occupational Health Councils**

g. The State Safety and Occupational Health Council provides recommendations to TAG based on their collective expertise and interfaces with other functional advisory committees/councils.

(1) The objectives of the State-SOHC are to;

(a) Encourage and promote command awareness and participation in state safety programs.

(b) Review accident metrics, occupational illness and prevention program reports of the command or activity.

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

(d) Review deviations, CORAs, hazard logs, RAC's, and mitigation plans of the command or activity.

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

(f) Make inquiries and provide recommendations on safety issues.

(2) The State Safety and Occupational Health Manager is responsible to develop and distribute meeting minutes. Specific requirements are listed in appendix E.

#### **(add) State Explosives Safety Council**

h. The State Explosives Safety Council (SESC) provides Explosives Safety Management Program (ESMP) Managers a voice in formulating ARNG explosives safety policy, standards, procedures, and guidance. The council may provide input and recommendations to changes in the ARNG and State explosives safety policy and program management and execution as outlined in applicable regulations,

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supplements, and DA Pamphlets. The SESC (if applicable) may be combined and addressed in conjunction with other safety councils addressing ground SOH issues. Specific requirements are listed in appendix E.

### **2-26 (add). ARNG Safety Conferences**

b. (add) ARNG Annual Safety Conference. ARNG-AVS will conduct an annual Safety Conference for all States and ARNG leaders. This conference provides a consolidated forum to conduct training for senior officials, coordinate safety initiatives through regional and national committees, provide and solicit program updates to leaders, and promote command awareness, participation in enhancing workplace environments and mitigating hazards to meet PL 91-596, Title 29 CFR, Army, and ARNG safety program requirements. ARNG Safety conferences also address current safety trends, countermeasures and other pertinent safety related and emphasizes integration of Risk Management into all ARNG functions and operations and highlights the effects of indiscipline into the SOH culture.

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

## **Chapter 3**

### **Accident Investigation and Reporting**

#### **3-1. Introduction**

(add) In addition to requirements in AR 385-10, this supplement provides specific guidance regarding notification, reporting, recording, investigating and recordkeeping of ARNG accidents.

#### **3-2. Policy**

(add) All accidents, incidents, injuries or occupational illnesses, regardless of how minor, are reportable to the immediate chain of command. Commanders will ensure all accidents are classified, reported (to include notification as specified in AR 385-10 and this supplement), recorded and investigated IAW procedures established in AR 385-10, DA Pam 385-40, and this supplement.

#### **(add) 3-3a. ARNG accident**

An ARNG accident is defined as an unplanned event or a series of events, which results in one or more of the following:

- a. Occupational illness to ARNG military members or ARNG technicians.
- b. Injury to on-duty ARNG technicians (military and competitive).
- c. Injury to ARNG military members, on or off duty.
- d. Damage to ARNG property.
- e. Damage to public or private property and/or injury or illness to non-ARNG personnel caused by ARNG operations (the ARNG had a causal or contributing role in the accident).
- f. An ARNG accident includes activity by personnel on and off duty, while on orders (with the exception of State Active Duty (SAD)) resulting in damage or destruction of ARNG property or personnel injury/death.

NOTE: See AR 385-10, paragraph 3-7 for occurrences that do not constitute an Army/ARNG accident.

#### **3-4. Accident and Incident classes –**

c.(2). (add) Lost workdays are dependent upon the total of lost days associated with the accident injury while the Soldier is on orders. Lost workdays are calculated until the Soldier is either off orders or is available for duty.

h. (add) ARNG Class R accident/incident in which-

(1) Reporting is unique to the ARNG and provides emphasis on overall end strength and readiness program requirements. Non-duty & SAD losses are not recordable or reportable to the Department of the Army IAW AR 385-10.

(2) A Non-duty ARNG Class R Accidental Fatality is defined as:

The loss of a member of the ARNG who is not on Title 10 or 32 orders for duty or performing associated military duty related tasks. This class is reported and tracked at the State and ARNG HQ levels.

(3) An On-duty ARNG Class R Accident/Incident is defined as:

Property damage that does not meet Class E dollar cost threshold outlined in AR 385-10. On-duty Class R accidents/incidents may be tracked at the State level.

### **3-5. What to Report**

#### *a. Injuries and occupational illnesses.*

(2) (add) Injuries or occupational illnesses involving ARNG Title 32 Technicians will be investigated and reported IAW AR 385-10, DA Pam 385-40, the US Army Combat Readiness/Safety Center, use and preparation guides, this Supplement, and other US Army Combat Readiness/Safety Center, developed tools for accident investigation and reporting (see <https://safety.army.mil>). This requirement is in addition to reporting requirements established by Department of Labor (DOL) via the OSHA 300 Log.

(10) (add) Accidental fatal injuries to non-duty ARNG personnel while not on orders, or performing military duty related tasks will be investigated, reported and classified within ARNG as Class R accidents per paragraph 3-4h of this Supplement.

#### *b. Damage to Army property.*

(1) (Add) Damage to any ARNG equipment or property will be considered as an on duty accident (with exception of GSA vehicles, when used in an off duty status).

### **3-7. Non-reportable events**

w. (add) ARNG events while in a SAD orders status (with exception to Class R fatality reporting).

### **3-8. Initial notification and reporting of Army accidents**

a. (add) ARNG individuals who become aware of Class A, B, or C accidents will notify:

(1) (a) (add) The Facility Commander - aviation related accidents.

(b) Mission Support Commander – ground related accidents.

(c) The State Army Aviation Officer - for aviation related accidents.

(d) The State Aviation Safety Officer - for aviation related accidents.

(e) The SOHM - for aviation, ground, and class R accidents.

(f) TAG.

(2)(f) (add) ARNG Watch Arlington, VA DSN 327-9350/9352, commercial (703) 607-9350/9352 email ARNG Watch [ng.ncr.ngb-arng.mbx.arngwatch@mail.mil](mailto:ng.ncr.ngb-arng.mbx.arngwatch@mail.mil).

(g) For Class A, B, C (air or ground) use information collected on DA Form 7305-R (Air) or DA Form 7306-R (Ground) to immediately notify the ARNG-AVS branch chief, DSN 327-7731, commercial (703) 607-7731, or Blackberry (703) 628-9220 and e-mail information and DA Form 7305-R (Air) or DA Form 7306-R (ground) form to the ARNG-AVS branch at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil).

(h) The US Army Combat Readiness/Safety Center, DSN 558-2660 or 558-3410; commercial 334-255-2660 or 334-255-3410. Accident site security responsibilities will comply with DA Pam 385-40, para 2-2(c).

### **3-11. Privileged information**

c. (add) Accident Investigation Red Books, when not in use, will comply with AR 25-2 Information Assurance security guidance in order to safeguard privileged and Personally Identifiable Information.

### **3-13. Accident investigation board appointing authority**

c. (1)(a) (add) Appoint trained accident investigation personnel to conduct ARNG Class A and B accident board president and other board voting member duties.

### **3-14. Types of safety accident investigation boards**

b. (4) (add) Utilize the ARNG Accident Investigation Board Appointment Orders example as per Appendix F.

c. (add) ARNG Certified Accident Investigation Program (CAIP) is specific to the ARNG and provides availability for ARNG certified investigators might be utilized to assist States in conducting Installation level on-duty Class A-C accident investigations. CAIP personnel are trained and certified in the following areas

(1) ARNG Accident Investigation and Analysis (Board President) Course

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- (2) Transportation Safety Institute/FAA Basic Aircraft Accident Investigation Course
- (3) Human Factors Analysis and Classification System (HFACS) Course
- (4) ARNG Aviation Accident Investigation Exercise (Bone yard)

(d) The appointing authority-

- (1) May request investigative assistance from ARNG-AVS to conduct on-duty ARNG Class A and B Installation-level accident investigations.
- (2) May coordinate with ARNG-AVS to send a CAIP team or augment other individual(s) to provide assistance for an Installation Accident Investigation.

### 3-15. Accident investigation boards

f. (add). Class R fatalities do not require formal accident board investigations, but will be reported to ARNG HQ and tracked at the State level.

### 3-16. Board composition

d. (1) (add) For ARNG accidents, the president of the installation-level accident investigation board must have completed an accident investigation training course.

d. (4) (add) For ARNG off-duty Class A and Class B accidents, individuals appointed as board members may be from the battalion or battalion-equivalent organization that incurred the accident.

### 3-17. Support of Army safety accident investigations

a. (add) The State Surgeon will support accident investigations as required by the accident investigation board president or unit investigator.

### 3-18. Review of accident investigation reports

a. (add) Initial review. The initial reviewing official is The Adjutant General for Class A and B accidents and C aviation accidents that occur within their respective states. Class C ground and below accidents will be reviewed at Brigade level or below.

b. (add) Installation-level safety manager review. The installation-level safety manager refers to the appropriate safety representative at the State Safety Office level (i.e. State SOHM).

c. (add) Army Headquarters approving authority. The DARNG is the Headquarters approving authority for ARNG Class A and B accidents. Chief, ARNG-AV is designated as the approving authority for all ARNG Class C aviation accidents. Class C ground and below accidents will be reviewed at ARNG-AVS level.

### 3-19. Processing accident reports

d. (add) All Class A and B accidents and C aviation accident Investigation reports will be forwarded to ARNG Readiness Center (ARNG-RC), ATTN: ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373.

(1) Completed accident investigation reports will consist of the original and a digital copy of the "Red Book" report to include all tabs and documents.

(2) To obtain copies of Red Books for aviation and ground contact ARNG Safety Support Center, Bldg 5401 Andres Ave., Fort Rucker, AL 36362. Commercial phone 334/255-2520 Email [usarmy.rucker.arng.mbx.arng-mmb@mail.mil](mailto:usarmy.rucker.arng.mbx.arng-mmb@mail.mil)

### 3-21. Changes to accident reports and request for extension of submission time limits

d. (add) Changes or extensions to ARNG accident investigation reports will be substantiated, documented, and submitted to ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil).

### 3-22. Headquarters, Department of the Army accident report evaluation, review, and action

c. ARNG organizations will—

(2) (add) Establish and maintain a formal system to track actions taken on state level accident recommendations from all Class A and Class B, and C aviation accident reports for which they are responsible.

d. (1) (add) Upon review and closure of formal accident reports, the responsible state safety representative will, within 60 days, provide an initial response to accident recommendations and corrective action initiated or planned. Interim and follow-up reports are required every 90 days after initial response until the action is

closed. Send responses to ARNG-AV through the ARNG-AVS branch at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil)

### **3–24. Deviations**

(add) The Adjutant General may request exceptions from the requirements of AR 385-10 and this supplement through ARNG Readiness Center (ARNG-RC), ATTN: ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373, or e-mail ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil) .

## **Chapter 4 Contracting Safety**

### **4-2. Policy**

b. (add) ARNG SOH professionals, to include military, civilian, and contracted personnel will be trained in contracting principles and contract safety requirements and processes.

## **Chapter 5 Explosives Safety Management**

### **5–4. Explosives Safety Management Program leadership and support responsibilities**

b. (1) (add) The State SOHM with organizations containing Ammunition and Explosives (A&E or AE) are responsible for management and implementation of the Explosive Safety Management Plan (ESMP) and will implement and comply with AR 385-10, DA Pam 385-30, DA Pam 385–64, DA Pam 385-65, and this supplement.

(4) (add) ARNG-AVS will review and validate deviations to State Explosives Safety Management Plans, and provide a copy of the review and mitigating actions to the USATCES for centralized management and oversight. This review must be conducted at a minimum of every 5 years.

(7) (add) Periodic inspections will be conducted and documented at least annual as per DA Pam 385-64 para 1-9.

### **5–6. Explosives Safety Site Plans (ESSP)**

c. Site plan submission.

(1) (add) The organization responsible for operating the explosive site will initiate the request for the site plan and will provide all necessary information to the State SOHM for site plan development.

(2) (c) (add) The State SOHM will submit requests for ESSP approval to ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil).

### **5-10 Explosive Safety Training**

a. (add) CP-12 training requirements under this paragraph are applicable to ARNG SOHMs that are responsible for an Explosives Safety Management Plan.

(add) d. State Safety Office will comply with explosive safety training as per DA Pam 385-64 para 1-8 and fig 1-1

## **Chapter 6 Public, Family, Child, and Youth, Off-Duty Recreation, and Seasonal Safety**

a.(add) ARNG Soldiers and civilians are to apply RM techniques and accident prevention initiatives into all aspects of planning, for on duty, off duty, and non-duty operations and activities.

### **6–6. Water safety**

a. (add) Water programs.

(1) Water-based programs embrace a broad range of fresh and salt water-oriented activities to include swimming, jet skiing, water skiing, scuba, boating, snorkeling, clamming, and related activities. Comprehensive, documented SOPs that include daily operational guidelines, risk management, emergency response, call rosters, and so on, must be available for immediate review by all program operations personnel. State SOHMs will ensure risk analyses are conducted in accordance with AR 385-10 to determine specific hazards for local beach and lake areas.

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b. (add) Lifeguards at lodging facility pools.

Staffing requirements applicable to MWR, lodging facility pools where the swimming pool is an ancillary activity of the lodging facility are as follows:

(1) A risk assessment will be conducted to determine risk factors and effective protective measures to control identified risk. The risk decision document will define normal operating conditions such as occupancy percentages. When usage is outside normal operating conditions, the risk assessment will be revised and the commander will reconsider the risk decision.

### Chapter 7

#### Radiation Safety Management

The ARNG Radiation Safety program will comply with requirements identified in AR 385-10. The Army Communication Electronic Command (CECOM) Safety staff provides program oversight. ARNG Radiation Safety information located at [https://cecomsafety.apg.army.mil/RSO2/arng\\_menu\\_tree.aspx?tg=rso](https://cecomsafety.apg.army.mil/RSO2/arng_menu_tree.aspx?tg=rso).

### Chapter 8

#### ARNG Safety Awards Program

##### 8-1. Introduction

(add) This chapter establishes the ARNG Safety Awards Program and prescribes policies, procedures, and nomination eligibility standards highlighting accident prevention. It is incumbent upon the each state to nominate and submit documentation for all qualifying awards.

##### 8-2. Promoting safety

(add) 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 safety contributions are made to the efficiency, economy, or improvement of ARNG operations through accident prevention. All ARNG personnel are eligible for applicable ARNG and Department of the Army safety awards. (See AR 385-10). State SOH personnel may nominate their respective states for Department of the Army safety awards. ARNG-AVS will validate and issue ARNG awards, and validate and forward Department of the Army safety awards as described in DA Pam 385-10.

##### 8-3. Award guidance

(add) Guidance for submission of ARNG Safety Awards listed in appendix H.

##### 8-5. (Add) Director, Army National Guard Awards

f. (add) Safety is a commander's program and reflects the overall safety culture within the states and the ARNG enterprise. The Director, Army National Guard (DARNG) awards recognizes safety excellence in establishing successful measures to meet ARNG goals, objectives and metrics.

##### (1) (add) The DARNG State Safety Award of Excellence

This award is presented from the Director, Army National Guard, to the ARNG State Safety office that exhibits excellence in the overall safety culture within the state, meeting safety goals and objectives, and meets the ARNG strategic initiatives to preserve the force (see appendix H).

##### (2) (add) The DARNG Individual Excellence Safety Award

This award is presented from the Director, Army National Guard, to an ARNG individual (Soldier, Department of the Army Civilian) that exhibits excellence in support of the state safety program providing substantially positive input impacting the overall safety culture within the state (see appendix H).

##### (3) (add) The Charles A. Lindbergh Award

This award is presented from the Director, Army National Guard, to the ARNG State Safety office that exhibits sustained excellence in aviation safety accident prevention. This award commemorates the service of CPT Charles A. Lindbergh, a remarkable patriot who served as a member of the Missouri ARNG from 1924 to 1927 (see appendix H).

#### i. Army National Guard Safety Awards



Safety oversight and management are crucial to preservation of the force and a force multiplier to mission success. The Chief, Aviation and Safety Division recognizes ARNG States, Soldiers and Department of the Army Civilians for efforts directly impacting safety programs affecting mission readiness. Awards are presented to large and small states, based on ARNG populous (+/- 6,100) and identified as Category I (Large) and Category II (Small) states (see appendix H).

**(1) ARNG Stellar Award (Cat I and Cat II).**

This award is presented annually to recognize small and large states that have not experienced a Class A accident, experienced none/limited class B accidents in general safety (aviation or ground), based on category and meet other identified eligibility criteria. A star crested plaque is presented to states with five consecutive awards recognizing advanced stellar performance in general safety accident prevention. A star and wreath crested plaque is awarded for recognition of ten consecutive years of superior stellar performance in accident prevention.

**(2) ARNG Distinguished Ground Safety Individual Award.** This award is presented to a state that has distinguished superior improvements within the ground safety program. This annual award is presented from the Chief, ARNG Aviation and Safety Division, to an ARNG individual (Soldier, Department of the Army Civilian) that has, throughout the year performed with distinction while supporting and improving the national and state ground safety programs providing substantial positive impacts to readiness and the overall safety culture within the ARNG (see appendix H).

**(3) ARNG Distinguished Aviation Safety Individual Award.** This award will be presented to a state that has distinguished superior improvements within the aviation safety program. This annual award is presented from the Chief, ARNG Aviation and Safety Division, to an ARNG individual (Soldier, Department of the Army Civilian) that has, throughout the year performed with distinction while supporting and improving the national and state aviation safety programs providing substantial positive impacts to readiness and the overall safety culture within the ARNG (see appendix H).

**(4) Awards Authorized to be presented by States and their Subordinate Elements**

TAG will establish safety award programs to recognize units and individuals for outstanding accident prevention efforts and acts. These awards are 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 (see appendix H).

(a) Certificate of Achievement 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.

(b) U.S. Army aircrew member safety award.

This award is presented by commanders to aircrew members for specific periods of accident-free flying.

(c) 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.

**Chapter 9**  
**System Safety Management**  
(as per AR 385-10)

**Chapter 10**  
**Training**

## NG Supplement 1 to AR 385-10

### 10-1. Introduction

(add) This chapter establishes the training requirements for managing ARNG State SOH programs.

### 10-4. Safety and Occupational Health training

a. (add) In addition to training outlined in AR 385-10, all full-time ARNG employees, officers, and NCOs that are employed as the Safety and Occupational Health Managers and Specialists (SOHS) must complete (or be actively enrolled in) the following courses within six months of appointment.

(1). The Army Ground Safety Officer Course (GSOC) or the Aviation Safety Officer Course (ASOC) Certification. Eligible SOHM must also obtain the ASI "6Q" identifier upon graduation. AVN Branch (150/15 series) warrant officer/officers may substitute ASOC must obtain the ASI "B" or "G8" identifier upon graduation.

(2). All State SOHM/SOHS in job series 0018/ 0019, must complete the following courses within 18 months of appointment.

a. US Army CP12 Level I Certificate as per US Army Combat Readiness/Safety Center (USACR/SC) ( <https://safety.army.mil/CP-12/QuickLinks/CP-12CertificateProgram.aspx> )

b. Explosives Professional Certificate as per USACR/SC (<https://safety.army.mil/CP-12/QuickLinks/ExplosivesProfessionalCertificate.aspx> ) as taught by Defense Ammunition Center, McAlester, OK at <http://www.dactces.org> .

(3) Graduates of GSOC or ASOC can complete the CP-12 Equivalency Matrix to help accelerate CP-12 Level 1 certification process (<https://safety.army.mil/CP-12/QuickLinks/CP-12CertificateProgram.aspx> ). For those courses that are not meet through GSOC or ASOC, individuals may use other prior civilian and military education, Army Blackboard, and other on-line training to help meet the Equivalency Matrix requirements.

b. (add) ARNG Certified Accident Investigation Program (CAIP) courses. This training is necessary to provide ARNG accident investigators with advanced knowledge, skills, and ability to rapidly respond to ARNG accidents and successfully perform all necessary function to conduct a safety accident investigation.

(1) Education requirements for the CAIP are listed in Appendix G.

## Chapter 11

### Motor Vehicle Accident prevention

#### 11-4 Safe motor vehicle operations

a.(10)(replace) "DA Form 7566 (Composite Risk Management Worksheet)" with "DD Form 2977 (Deliberate Risk Assessment Worksheet)"

h. Ground guides. Ground guides are required when wheeled and tracked vehicles are backed or when moved within an assembly area, motor pool and flight lines within 100 feet of aircraft and rotor blades.

## Part Two

### Chapter 12

#### Force Mobilization

(as per AR 385-10)

### Chapter 13

#### Tactical Safety

##### 13-1 General

b. (replace) "FM 5-19" with "ATP 5-19 (Risk Management)"

### Chapter 14

#### Safe Cargo Operations

(as per AR 385-10)

### Chapter 15

#### Aviation Safety Management

(as per AR 385-10)

## Part Three

## **Supporting the Garrison and Industrial Base**

Part III addresses those special Army Safety Program management functions that are appropriate to sustaining the Soldier and the DA Civilian in garrison and industrial operations. The principles and concepts stated in this part apply to the Soldiers and DA Civilians performing their noncombat role during training, contingency operations, and in field operations.

### **Chapter 16**

#### **Occupational Safety and Health Program (Workplace Safety)**

(as per AR 385-10)

#### **16–2. Policy**

i. (add) ARNG organizations may utilize the Army Strategic Management System (SMS) to control the 26 safety program elements identified in AR 385-10 Table 1-1. The Composite Army National Guard Safety Assessment and Development Program (CASDAP) element checklists will be used in conjunction with locally developed checklists to fulfill the safety program management requirements of chapter 17. Annual surveys will be conducted annually utilizing the CASDAP remote assessment process, or by an ARNG HQ on-site assessment at the Joint Forces Headquarters.

#### **16–5. Army commands, Army Service component commands, direct reporting units, Army National Guard, and field operating agency level processes**

Processes will be developed at the ACOM, ASCC, DRU, ARNG, and FOA level to—

a.(add) The ARNG may use other consensus standards such as the National Fire Protection Agency (NFPA) requirements to meet compliance with OSHA laws.

b.(add) The ARNG leaders will develop safety policy, identifying workplace safety and operational safety initiatives.

### **Chapter 17**

#### **Workplace Inspection**

#### **17-10. Occupational safety and health inspections**

f. (add) a copy of the OSHA-2H form (Notice of Unsafe or Unhealthful Working Conditions) will immediately be forwarded to Chief, Safety and Standardization Branch (C/ARNG-AVS) at ARNG Readiness Center, ATTN: C/ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373 or email to [ng.ncr.arnq.mbx.arnq-safety-and-standardization@mail.mil](mailto:ng.ncr.arnq.mbx.arnq-safety-and-standardization@mail.mil).

### **Chapter 18**

#### **Industrial Operational Safety**

(as per AR 385-10)

### **Chapter 19**

#### **Emergency Planning and Response**

(as per AR 385-10)

### **Chapter 20**

#### **Infectious Agents and Toxins**

(as per AR 385-10)

### **Chapter 21**

#### **Chemical Agent Safety Management**

(as per AR 385-10)

### **Chapter 22**

#### **Marine Activities**

(as per AR 385-10)

## **NG Supplement 1 to AR 385-10**

**Chapter 23**  
**Medical Safety**  
(as per AR 385-10)

**Chapter 24**  
**Facility Reuse and Closure**  
(as per AR 385-10)

**Chapter 25**  
**Electrical Safety Program**  
(as per AR 385-10)

### **Appendix A** **References**

#### **Section I** **Required Publications**

**AR 385-10**  
The Army Safety Program

#### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. For additional related publications, refer to AR 385-10, appendix A.

**AR 25-50**  
Preparing and Managing Correspondence

**AR 25-400-2**  
The Army Records Information Management System (ARIMS)

**AR 600-8-22**  
Military Awards

**AR 600-8-105**  
Military Orders

**AR 600-34**  
Fatal Training/Operational Accident Presentations to the Next of Kin

**AR 750-32**  
Airdrop, Parachute Recovery and Aircraft Personnel Escape Systems

**ATTP 3-18-11**  
Special Forces Military Free-Fall Operations

**FM 3-04.300**  
Airfield and Flight Operations Procedures

**ATP 4-01.45**  
TCO Multi-Service Tactics, Techniques, and Procedures for Tactical Convoy Operations

**ATP 5-19**  
Risk Management

**DA Pam 385-30**  
Risk Management

**NG Supplement 1 to AR 95-1**  
Flight Regulations

**NGR 385-15**  
Policy and Responsibilities for Inspection, Evaluation and Operation of ARNG 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

**NGR 415-5**  
Army National Guard Military Construction Program Development and Execution

**NG Pam 415-5**  
Army National Guard Military Construction Program Execution

**TB MED 507**  
Heat Stress Control and Heat Casualty Management

**TB MED 508**  
Prevention and Management of Cold-Weather Injuries

**TC 21-21**  
Water Survival Training

### **Section III** **Prescribed Forms**

**DA Form 7305**  
Worksheet for Telephonic Notification of Aviation Accident/Incident (Cited in para 3-2e (2), 3-2e (3) (b).)

**DA Form 7306**  
Worksheet for Telephonic Notification of Ground Accident (Cited in para 3-2d (3) (a).)

**DA Form 7566**  
Composite Risk Management Worksheet (Cited in para 1-5a (4), 1-5a (10), F-8c.)

### **Section IV** **Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site ([www.apd.army.mil](http://www.apd.army.mil)); DD forms from the Office of the Secretary of Defense (OSD) Web site ([www.dtic.mil/whs/directives/infomtg/forms/formsprogram.htm](http://www.dtic.mil/whs/directives/infomtg/forms/formsprogram.htm)); and Standard Forms (SFs) from the U.S. General Services Administration (GSA Web site [www.gsa.gov](http://www.gsa.gov)).

**DA Form 285**  
Technical Report of U.S. Army Ground Accident

**DA Form 285-AB**  
U.S. Army Abbreviated Ground Accident Report (AGAR)

\*This publication supersedes all previous editions of NGR 385-10.

**NG Supplement 1 to AR 385-10**

**DA Form 2397-AB**

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

**DA Form 285-O**

Statement of Reviewing Officials

**DA Form 1119-1**

Certificate of Achievement in Safety

**DA Form 1306**

Statement of Jump and Loading Manifest

**DA Form 1307**

Individual Jump Record

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2696**

Operational Hazard Report

**DA Form 7632**

Certificate of Risk Acceptance

**DD Form 2977**

Deliberate Risk Assessment Worksheet

## **Appendix D (Replace)**

### **Internal Control Evaluation Checklist**

#### **D-1. Function**

The function covered by this checklist is the inspection, evaluation, and operation of the ARNG Safety Program.

#### **D-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.

#### **D-3. Instruction**

Answers must be based on the actual testing of key management controls (for example, 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 (Internal Control Evaluation Certification).

#### **D-4. Test questions**

Minimum internal control standards are contained in AR 385-10, Appendix D. Each section needs to be evaluated. These items should be evaluated IAW the state 5-year management control plan.

#### **D-5. Comments**

Help make this a better test for evaluating management controls. Submit comments to ARNG- AVS (NG Supplement to 385-10), ARNG Readiness Center, 111 South George Mason Drive, Arlington, VA 22204-1373.

**APPENDIX E**  
**Committees and Councils**

**2-23. ARNG Safety and Occupational Health Committee**

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.

b. Membership. The Director, ARNG based upon the recommendation of, will appoint the committee 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.
-



## **ARNG Regional Safety Council**

1. Membership consists of all State ARNG Safety Professionals and Regional Chair persons selected according to a majority vote of the membership as outlined within the approved Charter.
2. Council membership, responsibilities, meetings, and recording requirements are defined within the ARNG-RSC Charter. The ARNG-RSC Chairperson is responsible to review the charter for currency every two years, or as needed.
3. Meetings. The councils meet quarterly 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.
4. Responsibilities.
  - (a) Chairman:
    - (1) Attend the National SOH Committee meetings or appoint an alternate member to represent the region.
    - (2) Appoint a facilitator and a note taker from participating States to assist with meetings when required.
  - (b) Prepare an agenda, prior to each meeting, at least 10 days prior to each meeting, to each member and NGB-AVS.
5. Members:
  - (a) Provide issues to region members for State/Regional resolution before advancing to National Committee.
    - (1) Mentor other State Safety staff within their participating region.
6. Reporting Requirements.
  - (a) 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.
  - (b) The Chairperson will provide a verbal briefing of issues and meeting outcomes at the National SOH Committee.

## **State Safety and Occupational Health Councils**

1. Membership at the State level should consist of:
  - (a) Assistant/Deputy AG (Army) or the Chief of Staff (chairperson).
  - (b) Command Chief Warrant Officer.
  - (c) Command Sergeant Major.
  - (d) MSC/RTI Commander(s)
  - (e) USPFO.
  - (f) Plans Operation and Training Officer.
  - (g) Construction and Facilities Management Officer.
  - (h) Logistics Officer.
  - (i) Human Resource Office.
  - (j) State Aviation Officer.
  - (k) State SOHM (designated the Executive Secretary).
  - (l) Non-management technician representing the union.
  - (m) Occupational Health Nurse, Occupational Health Specialist, and Industrial Hygiene Specialist
  - (n) Other Senior Staff officials (As directed by TAG).
2. Membership below State level for Brigade, Squadron and Battalion should consist of:
  - (a) Commander (chairperson)
  - (b) Unit Commander.
  - (c) CSM/1SG
  - (d) Safety Officers/NCO's from each command represented (Senior Safety Officer will be Recorder)
  - (e) S3
  - (f) S4
  - (g) Motor Pool Officer/ NCO
  - (h) Medical Officer
  - (i) Ops NCO
  - (j) Arms NCO

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(k) Officers and other staff heads as appropriate.

3. Meetings. State Safety and Occupational Health Council meetings will be conducted quarterly. Safety Council meetings below State level will be conducted at minimum semi-annual or as determined by Chairman.

4. Responsibilities.

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

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

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

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

(3) Plans to strengthen the State Safety Program.

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

5. Reporting Requirements. Forward a copy of State Safety Council minutes to NGB-AVS 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.

### State Explosives Safety Council (SESC)

The State Explosives Safety Council (SESC) will be organized as a standing state council to discuss and resolve Army technical explosives safety policy issues. All units and organizations with an explosives safety mission have the option to participate. The council gives units and organizations a voice in formulating Army explosives safety policy.

b. The council will make recommendations to changes in the Army's explosives safety policy and program management and will provide technical expertise to ARNG-AVS as required for explosives safety program management and execution (as outlined in this regulation and DA Pam 385-64, and DA Pam 385-65).

c. A representative from State Safety Office chairs the State Explosives Safety Council.

#### Committee Level and Other Information:

a. The SESC will meet twice a year or as called by the Chair. The SESC will review the status of taskers, receive updates of the status of DoD's and Army's ESMPs, discuss and vote on matters presented for SESC's position, present and discuss items of general interest to the SESC, and receive updates on ESMP-related initiatives. Minutes of SESC meetings will be prepared and distributed within 45 days of the meeting.

b. The SESC will provide guidance on issues which require an SESC position. An affirmative vote by two-thirds of the voting members is required to adopt a position.

c. Subgroups will be formed at the direction of the SESC Chair to work selected issues or long-term taskings. Once formed, a sub-group will remain active until the assigned task is complete or the subgroup dissolved at the direction of the SESC Chair. Recommendations and deliberations of the subgroup will be presented to the SESC. All subgroup members have a vote in establishing subgroup position for recommendations or other presentations to the SESC. A vote in the affirmative by two-thirds of voting members is required to adopt a position. Membership may be augmented at the discretion of the subgroup Chair or the SESC Chair.

#### Composition:

a. The SESC Chair will be a representative of the State Safety Office.

b. The SESC is composed of explosives safety professionals from the following Commands and state staff agencies:

(1) State Safety Manager – Chair.

- (2) State Safety & Occupational Health Manager
- (3) State Explosives Safety Manager
- (4) Unit A&E Representatives.
- (5) G-3/5/7.
- (6) G-4.

c. Representatives from installations and activities may be invited as technical advisors at the discretion of the SESC Chair to provide technical assistance. Representatives from the DDESB will be invited to meetings to provide liaison with Office of the Secretary of Defense and exchange information. Add council requirements

**(Add) Appendix F**

Accident Investigation Board Appointment Orders Example

Accident Investigation Board  
Appointment Orders Example

(Command/Office Symbol)

MEMORANDUM FOR (Commander, your command) SUBJECT: Accident

Investigation Board Appointment Orders

1. Under the provisions of AR 385-10, para 3-13, Accident investigation board appointing authority, dated 27 NOV 13 the following individuals are appointed as the accident investigation board members for the Class (A,B, AVN/Ground or C Aviation), (type of accident to include equipment or injury) accident that occurred on (date), at (location):

BOARD PRESIDENT: (Full name, rank, name and mailing address of the assigned unit. (voting)

BOARD RECORDER: same as above. (voting)

BOARD MEMBER: (SME,IP, ME, TI, FLT SURGEON, ETC, any individual whose role is necessary to the technical base of the board.) (voting)

BOARD ADVISOR: same as above. (non-voting)

2. The purpose of the accident investigation is to gather and evaluate evidence, determine causal and/or contributing factors, and prepare findings and recommendations to prevent future accidents. Individuals will be released from all other duties for full-time participation in the subject investigation.

3. These appointment orders are subject to subsequent amendment/ augmentation to include additional subject matter experts.

4. In accordance with the Health Insurance Portability and Accountability Act (HIPAA) (Public Law 104-191 enacted by Congress on August 21, 1996), I delegate my authority as a military commander to members of the board to access protected health information about individuals who are Armed Forces personnel when it is deemed necessary by the board president to assure the proper investigation of this accident.

5. The POC for this action is (name, rank, and DSN/COMM of Unit Safety POC).

SIGNATURE  
BLOCK OF BOARD  
APPOINTING AUTHORITY

## **(ADD) APPENDIX G**

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

#### **F-1. SOHM/SOHS**

- a. Completion of the Ground Safety Officer Course or Aviation Safety Officer Course within 12 months of hire.
- b. Explosive Professional Certification within 12 months of hire.(see USACR/SC website) Training per AR 385-64 para1-8 & Fig 1-1.
- c. CP-12 Level I Certification within 18 months of hire. (see USACR/SC website)

#### **F-2. ARNG Certified Accident Investigators Program (CAIP)- Courses:**

1. ARNG Accident Investigation and Analysis Course (Board President)
2. Transportation Safety Institute/FAA Basic Aircraft Accident Investigation Course
3. Human Factors Analysis and Classification System (HFACS)
4. ARNG Aviation Accident Investigation Exercise (Bone yard)

#### **F-3. Qualifications for Accident Board Assignment: Installation Investigations, Ground/Aviation**

1. Board President
  - a. Completed the ARNG Accident Investigation and Analysis Course
  - b. Shall be a field grade officer (CW4/CW5 is considered field grade) or a DA Civilian, familiar with the operation, GS-12 or higher. The board president will be senior in rank to the crew for aircraft or vehicle involved with the exception of foreign students or officers.
  - c. Shall not be from the same battalion or battalion-equivalent organization that incurred the on-duty accident only.
2. Recorder will be ASOC or GSOC qualified
3. One member will be a master or senior Army aviator
4. One member will be a master driver for ground vehicle accidents
5. One member will be qualified in the mission, type, design and series of the aircraft involved, this could be the master or senior aviator
6. One member will be qualified in type, design and series of the vehicle involved and will be a master driver.
7. In the case of Class C aviation accidents; when more than one individual is on the board, the president will be an Army officer, senior warrant officer (Chief Warrant Officer 3 and above), an DA Civilian in the grade of GS-11 or higher that directly manages an aviation or ground safety program and will be ASOC/GSOC qualified, or a full-time ARNG or USAR technician.
8. In addition, a flight surgeon (if not available, an Army medical officer may be appointed) is required to be a board member when an accident involves—
  - a. Personnel injuries.
  - b. Issues (including injuries) associated with PPE, aircraft egress, medical evacuation, rescue, or survival.
9. For one-member Class C boards, the board president must be senior in grade to the aircraft/vehicle crew.
10. Unmanned aircraft systems.
  - (a) One member will be an Army aviator.
  - (b) One member will be a UAS, MOS-qualified operator in the grade of E-5 or higher.
11. For watercraft accidents, at least one board member will be an Army Marine warrant officer or a DA Civilian familiar with boat operations, navigation, and boating safety.
12. Specific duties and responsibilities of board members are outlined in DA Pam 385-40.

**(Add) Appendix H  
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,</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</b>	Yes / No / Date if known
<b>(f)</b>	<b>Completed Motorcycle Safety Foundation (if</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)

## **(Add) Appendix I Awards**

### **The DARNG State Safety Award of Excellence**

(1) (add) This award is presented from the Director, Army National Guard, to the ARNG State Safety office that exhibits excellence in the overall safety culture within the state, meeting safety goals and objectives, and meets the ARNG strategic initiatives to preserve the force.

#### **(1) Eligibility Requirements.**

All ARNG State Safety Offices are eligible to submit one nomination each year. Submissions will meet eligibility requirements and provide metrics addressing accidents, trends, training, and overall impact to the safety program. Awards will be submitted NLT 15 Oct for each prior FY and endorsed by the state Adjutant General.

#### **(2) Supporting Documentation**

- a. Support of ARNG safety campaign
- b. Accidents: Must not have experienced a Class A or Class B accident within the submittal period.
- c. Goals: Must have met or exceeded ARNG annual safety accident reduction goals.
- d. Training: Must have met or exceed established annual safety training goals.
- e. Assessment: Must have scored a 70% minimum on self, remote, or on-site safety assessment
- f. Impact to safety: Provide quantifiable and qualifiable impacts to the improvement of the overall state safety program.

(3) Nominations. Prepare a THRU memorandum with supporting documentation through your local chain of command (State, brigade, division, as applicable). Send to ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil) or mail to ARNG Readiness Center (ARNG-RC), ATTN: ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373..

### **The DARNG Individual Excellence Safety Award**

(1) (add) This award is presented from the Director, Army National Guard, to an ARNG individual (Soldier, Department of the Army Civilian, or Department of the Army Contractor) that exhibits excellence in support of the state safety program providing substantially positive input impacting the overall safety culture within the state

#### **(2) Eligibility Requirements.**

All ARNG State Safety Offices are eligible to submit one nomination each year for each of the above-mentioned awards. Submissions will meet eligibility requirements and provide metrics addressing accidents, trends, training, and overall impact to the safety program. Awards will be submitted NLT 15 Oct for each prior FY and endorsed by the state Adjutant General.

#### **(3) Supporting Documentation**

- a. Contribution to the ARNG safety campaign
- b. Accidents: react to an emergency event or an imminently dangerous situation, thereby eliminating or minimizing loss, such as damage to ARNG property or injury to ARNG personnel.
- c. Goals: Must have participated in the development of accident reduction policy, procedures, or guidance.
- d. Training: Must have met or exceed established annual safety training goals.
- e. Assessment: Must have scored a 70% minimum on self, remote, or on-site safety assessment
- f. Individual achievement: Provide quantifiable and qualifiable achievements to the improvement of the overall state safety program.

(4) Nominations. Prepare a THRU memorandum with supporting documentation through your local chain of command (State, brigade, division, as applicable). Send to ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil)

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[standardization@mail.mil](mailto:standardization@mail.mil) or mail to ARNG Readiness Center (ARNG-RC), ATTN: ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373.

### (3) (add) **The Charles A. Lindbergh Award**

This award is presented from the Director, Army National Guard, to the ARNG State Safety office that exhibits sustained excellence in aviation safety accident prevention.

#### Eligibility Requirements:

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 is initiated and processed annually by ARNG-AVS and presented to states meeting this criteria. A plaque featuring Charles A. Lindbergh is presented in 25 year increments.

### **i. Army National Guard Safety Awards**

Safety oversight and management are crucial to preservation of the force and a force multiplier to mission success. The Chief, Aviation and Safety Division recognizes ARNG States, Soldiers, Civilians, and contractors for efforts directly impact safety programs affecting mission readiness. Awards are presented to large and small states, based on ARNG populous (+/- 6,000) and identified as Category I (Large) and Category II (Small) states.

#### (2) Eligibility Requirements.

All ARNG State Safety Offices are eligible to submit one nomination each year for each of the above-mentioned awards. Submissions will meet eligibility requirements and provide metrics addressing accidents, trends, training, and overall impact to the safety program. Awards will be submitted NLT 15 Oct for each prior FY and endorsed by the state Adjutant General.

#### (3) Supporting Documentation

- a. Contribution to the ARNG safety campaign
- b. Accidents: react to an emergency event or an imminently dangerous situation, thereby eliminating or minimizing loss, such as damage to ARNG property or injury to ARNG personnel.
- c. Goals: Must have participated in the development of accident reduction policy, procedures, or guidance.
- d. Training: Must have met or exceed established annual safety training goals.
- e. Assessment: Must have scored a 70% minimum on self, remote, or on-site safety assessment
- f. Individual achievement: Provide quantifiable and qualifiable achievements to the improvement of the overall state safety program.

(4) Nominations. Prepare a THRU memorandum with supporting documentation through your local chain of command (State, brigade, division, as applicable). Send to ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil) or mail to ARNG Readiness Center (ARNG-RC), ATTN: ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373..

**(1) The ARNG Stellar Award.** This award recognizes all states that have not experienced a Class A or B accident attributable to human error, in general safety (aviation or ground). A star crested plaque will be presented to states with five consecutive awards recognizing accident free experience in general safety (aviation and ground). Plaques are presented annually. The 10th year of accident free experience the state will receive a Star with a wreath to recognize their superior role in accident prevention.

#### (2) Eligibility Requirements.

All ARNG State Safety Offices are eligible to submit one nomination each year for each of the above-mentioned awards. Submissions will meet eligibility requirements and provide metrics addressing accidents, trends, training, and overall impact to the safety program. Awards will be submitted NLT 15 Oct for each prior FY and endorsed by the state Adjutant General.



(3) Supporting Documentation

- a. Contribution to the ARNG safety campaign
- b. Accidents: react to an emergency event or an imminently dangerous situation, thereby eliminating or minimizing loss, such as damage to ARNG property or injury to ARNG personnel.
- c. Goals: Must have participated in the development of accident reduction policy, procedures, or guidance.
- d. Training: Must have met or exceed established annual safety training goals.
- e. Assessment: Must have scored a 70% minimum on self, remote, or on-site safety assessment
- f. Individual achievement: Provide quantifiable and qualifiable achievements to the improvement of the overall state safety program.

(4) Nominations. Prepare a THRU memorandum with supporting documentation through your local chain of command (State, brigade, division, as applicable). Send to ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil) or mail to ARNG Readiness Center (ARNG-RC), ATTN: ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373..

**(2) ARNG Distinguished Ground Safety Award.**

(a) Eligibility Requirements.

Submissions will meet eligibility requirements and provide metrics addressing accidents, trends, training, and overall impact to the safety program. Awards will be submitted NLT 15 Oct for each prior FY and endorsed by the state Adjutant General.

(1) Must have met or exceed a 10% accident decrease from the previous year of private motor vehicle accidents within the submittal period.

(2) Must have met or exceed a 10% accident decrease from the previous year of overall accidental ground related fatalities (on duty, off duty, non-duty) within the submittal period.

(3) Impact to safety: Provide quantifiable and qualifiable impacts to the improvement of the overall state ground safety program.

(b) Supporting Documentation

1. Contribution to the ARNG safety campaign
2. Accidents: react to an emergency event or an imminently dangerous situation, thereby eliminating or minimizing loss, such as damage to ARNG property or injury to ARNG personnel.
3. Goals: Must have participated in the development of accident reduction policy, procedures, or guidance.
4. Training: Must have met or exceed established annual safety training goals.
5. Assessment: Must have scored a 70% minimum on self, remote, or on-site safety assessment
6. Individual achievement: Provide quantifiable and qualifiable achievements to the improvement of the overall state safety program.

(4) Nominations. Prepare a THRU memorandum with supporting documentation through your local chain of command (State, brigade, division, as applicable). Send to ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil) or mail to ARNG Readiness Center (ARNG-RC), ATTN: ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373..

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**(3) ARNG Distinguished Aviation Safety Award.** This award will be presented to a state that has distinguished superior improvements within the aviation safety program. Submissions will meet eligibility requirements and provide metrics addressing accidents, trends, and overall impact to the safety program. Accidents: Must not have experienced a Class A, Class B aviation accident within the submittal period. Trends: Must have met or exceed a 10% accident reduction from the previous year of aviation accidents within the submittal period. Must have met or exceed a 10% accident reduction from the previous year of overall human error aviation accidents within the submittal period. Impact to safety: Provide quantifiable and qualifiable impacts to the improvement of the overall state aviation safety program.

### (2) Eligibility Requirements.

All ARNG State Safety Offices are eligible to submit one nomination each year for each of the above-mentioned awards. Submissions will meet eligibility requirements and provide metrics addressing accidents, trends, training, and overall impact to the safety program. Awards will be submitted NLT 15 Oct for each prior FY and endorsed by the state Adjutant General.

### (3) Supporting Documentation

- a. Contribution to the ARNG safety campaign
- b. Accidents: react to an emergency event or an imminently dangerous situation, thereby eliminating or minimizing loss, such as damage to ARNG property or injury to ARNG personnel.
- c. Goals: Must have participated in the development of accident reduction policy, procedures, or guidance.
- d. Training: Must have met or exceed established annual safety training goals.
- e. Assessment: Must have scored a 70% minimum on self, remote, or on-site safety assessment
- f. Individual achievement: Provide quantifiable and qualifiable achievements to the improvement of the overall state safety program.

(4) Nominations. Prepare a THRU memorandum with supporting documentation through your local chain of command (State, brigade, division, as applicable). Send to ARNG-AVS at [ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil](mailto:ng.ncr.arng.mbx.arng-safety-and-standardization@mail.mil) or mail to ARNG Readiness Center (ARNG-RC), ATTN: ARNG-AVS, 111 South George Mason Dr, Arlington, VA. 22204-1373..

### **Eligibility Requirements:**

All ARNG State Safety Offices are eligible to submit one nomination each year for each of the above mentioned awards. Submissions will meet eligibility requirements as outlined in each award description and identified as Category I or category II.

Category I: Large States (by population) are considered states that have equal to or more than 6,000 ARNG personnel.

Category II: Small States (by population) are considered states that have less than 6,000 ARNG personnel.

All award nominations will be initiated by the state and submitted to ARNG-AVS for review, validation, and recommendation for approval.

### **Awards Authorized to be Presented by States and their Subordinate Elements**

Eligibility. 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. Leaders are authorized to design and use locally produced certificates or trophies for safety achievements.

(2) U.S. Army aircrew member safety award.

- 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.

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.

## **NG Supplement 1 to AR 385-10**

### **Glossary**

#### **Section I Abbreviations**

**AAC**

Accident Avoidance Course

**AAPP**

Aviation Accident Prevention Plan

**AAR**

After Action Report

**ACV**

Army Combat Vehicle

**ADSO**

Additional Duty Safety Officer

**ADSW**

Active Duty for Special Work

**A&E or AE**

Ammunition and Explosive

**AGR**

Active Guard/Reserve

**AHA**

Ammunition Holding Area

**ALSE**

Aviation Life Support Equipment

**AMC**

Army Materiel Command

**AMV**

Army Motor Vehicle

**ANSI**

American National Standards Institute

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ASAAPS**

Aviation Support Activity Accident Prevention Survey Program

**ASNCO**

Aviation Safety Noncommissioned Officer

**ASO**

Aviation Safety Officer

**ASOC**

Aviation Safety Officer Course

**AT**

Annual Training

**ATV**

All Terrain Vehicle

**CAIP**

Certified Accident Investigator Program

**CFR**

Code of Federal Regulations

**CNGB**

Chief, National Guard Bureau

**CSC**

Command Safety Council

**DA**

Department of the Army

**DARNG**

Director, Army National Guard

**DDARNG**

Deputy Director, Army National Guard

**DDC**

Defense Driving Course

**DoD**

Department of Defense

**DOL**

Department of Labor

**ESC**

Enlisted Safety Council

**FCR**

Functional Chief Representative

**FECA**

Federal Employees Compensation Act

**FM**

Field Manual

\*This publication supersedes all previous editions of NGR 385-10.

## **NG Supplement 1 to AR 385-10**

### **GKO**

Guard Knowledge Online

### **HAZCOM**

Hazard Communication

### **HQDA**

Headquarters, Department of the Army

### **IDT**

Inactive Duty for Training

### **IDV**

Integrated Data Viewer

### **IH**

Industrial Hygiene

### **IDT**

Inactive Duty Training

### **ISR**

Installation Status Report

### **JHA**

Job Hazard Analysis

### **JOC**

Joint Operations Center

### **METL**

mission essential task list

### **MOS**

Military Occupational Specialty

### **MTOE**

Modified Table of Organization and Equipment

### **NASC**

National ARNG SOH Committee

### **NCO**

Noncommissioned Officer

### **NFPA**

National Fire Protection Association

### **NG**

National Guard

### **NGAI**

National Guard Accident Investigation

### **NGB**

National Guard Bureau

**NOK**

Next of kin

**NTSB**

National Transportation Safety Board

**OF**

Optional Form

**OHN**

Occupational Health Nurse

**OHP**

Occupational Health Program

**OHR**

**Operational Hazard Report**

**OPR**

Office of Primary Responsibility

**OSHA**

Occupational Safety and Health Administration

**Pam**

Pamphlet

**POL**

Petroleum, Oils, and Lubricants

**PMV**

Private Motor Vehicle

**PPE**

Personal protective equipment

**QASAS**

Quality Assurance Specialist – Ammunition Surveillance

**RAC**

Risk Assessment Code

**RCAS**

Reserve Component Automation System

**RM**

Risk Management

**SAAO**

State or Territory Army Aviation Officer

**SAD**

State Active Duty

**SASO**

State Aviation Safety Officer

\*This publication supersedes all previous editions of NGR 385-10.

## **NG Supplement 1 to AR 385-10**

### **SDS**

Safety data sheet

### **SDZ**

Surface danger zone

### **SOH**

Safety and Occupational Health

### **SOHM**

SOH Manager

### **SOHS**

SOH Specialist

### **SOP**

Standard Operating Procedure

### **TAG**

The Adjutant General

### **TC**

Training Circular

### **TDA**

Table of Distribution and Allowances

### **TDY**

Temporary duty

### **TMDE**

Test, measurement, and diagnostic equipment

### **USACR/SC**

United States Army Combat Readiness/Safety Center

### **USPFO**

United States Property and Fiscal Office

## **Section II**

### **Terms**

#### **Accident and injury rates**

ARNG Injury and accident rates are computed IAW AR 385-10.

#### **Accident classification**

Classification of ARNG ground and aviation accidents are IAW AR 385-10. All non-duty or State Active Duty (SAD) fatalities that are accidental in nature will be recorded as an ARNG Class R fatality 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. The creation of a Class R fatality accident is unique to the ARNG and provides emphasis on overall readiness program requirements. Non-duty fatalities are not recordable and reportable to the Department of the Army IAW AR 385-10.

#### **Accident cost**

Accident costs care calculated according to AR 385-10.



**Accident type**

DA Pam 385-40 Chapter 1-9 specifically defines all 19 Army accident types.

**ARNG accident**

An ARNG accident is defined as an unplanned event or a series of events, which results in one or more of the following:

- a. Occupational illness to ARNG military members or ARNG technicians.
- b. Injury to on-duty ARNG technicians (military and competitive).
- c. Injury to ARNG military members, on or off duty.
- d. Damage to ARNG property.
- e. Damage to public or private property and/or injury or illness to non-ARNG personnel caused by ARNG operations (the ARNG had a causal or contributing role in the accident).
- f. An ARNG accident include activity by personnel while on orders (with the exception of State Active Duty (SAD)) resulting in damage or destruction of ARNG property or personnel injury/death.

NOTE: See AR 385-10, paragraph 3-7 for occurrences that do not constitute an Army/ARNG accident.

**ARNG Personnel**

ARNG Personnel include Federal technicians and civilians employed by the DoD, Title 10 AGRs, Title 32 AGRs, traditional Guard Soldiers on Title 32 status, State employees whose salaries and benefits are reimbursed by the NGB through the Master Cooperative Agreement and personnel mobilized for State Active Duty.

**Class R Accident**

Class R accidents are non-duty or State Active Duty fatalities that are accidental in nature. 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.

**Condition**

The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning and execution.

**Control**

Action(s) taken to eliminate hazards or reduce risk.

**Duty status determination**

Definitions for on and off duty are per AR 385-10. Those definitions are for accident reporting purposes only. They are not related to compensability or line-of-duty determination. NOTE: Judgment may be required in cases that do not fit the definition in Army Regulations and what is set forth below. If Army Regulations do not adequately define a status, paragraph A2.7 of ANSI Standard Z16.4-1977 may be used to assist in this determination.

**First aid**

This is a one-time treatment for minor scratches, cuts, burns, and similar injuries that do not ordinarily require medical attention. For specific definition, refer to AR 385-10 Terms.

**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.

### **Installation Commander**

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.

### **Lost workday case**

Lost workday cases are subdivided into the following two categories:

a. Cases in which an accident results in ARNG military members or technician 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.

b. Cases where ARNG military members or technician personnel may not have lost a workday, but because of an injury or occupational illness, the individual was assigned to another job on a temporary basis, or worked at a permanent job less than full-time, or worked at a permanently assigned job but could not perform all duties normally connected with it. 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.

### **Nonfatal cases without lost workdays**

Cases, other than lost workday cases, where ARNG military members or technician personnel, because of an injury or occupational illness:

- a. Were permanently transferred to another job, 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 their 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.

### **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.

### **Operational work area**

The area in which a utility vehicle can travel that is not on a public or installation roadway.

## **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 for Training (IDT). 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. AT. ARNG members and Reserve Officer Training Corps cadets, while under ARNG supervision and directed by competent orders, who are performing AT under 32 USC 503. Training may be for one consecutive period or in increments of one or more days depending on mission requirements.
- d. ADOS (Active Duty for Operational Support) ADOS-RC tours usually support study groups, training sites and exercises, short-term projects, or administrative or support functions for the reserve component. ADOS-RC is also used in situations where the Active Army has a mission requirement for which no Active Army soldiers with the requisite skills and experience are reasonably available. CO-ADOS is used when the active army (support) mission requirement is the result of a wartime contingency situation.
- e. AGR. 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. Individuals who are under orders performing tours of training duty under Title 32.
- g. State Active Duty personnel on State Orders for Active duty typically in an emergency situation and are ordered as such by that states governor
- h. 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).
- i. Other. This category includes all persons not specifically covered in paragraphs a through h above, including employees of other Federal agencies, other U.S. civilians, off-duty ARNG technicians, visitors and contractor employees injured on the installation in not-duty-related activities, and Federally reimbursed state employees.

## **Specially Trained Safety Personnel**

GSOC or ASOC Graduate

## **State**

Includes all States, Puerto Rico, the U.S Virgin Islands, Guam and the District of Columbia.

## **Qualified SOH Professionals**

Has completed GSOC and the courses defined by NGR 385-10 for the SOHM/SOHS positions.

## **Section III**

### **Special Abbreviations and Terms**

This section contains no entries

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\*This publication supersedes all previous editions of NGR 385-10.