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Training and Doctrine Command  
Fort Eustis, Virginia 23604-5700

TRADOC Regulation 385-2

6 December 2011

Safety

**U.S. ARMY TRAINING AND DOCTRINE COMMAND SAFETY PROGRAM**

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FOR THE COMMANDER:

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**History.** This publication is a rapid action revision. The portions affected by this administrative revision are listed in the summary of change.

**Summary.** This regulation prescribes policies, responsibilities, and procedures for the development, implementation, and evaluation of the U.S. Army Training and Doctrine Command (TRADOC) Safety Program. For those programs not covered in this regulation, commanders and commandants will use Army Regulation (AR) 385-10 to promulgate other applicable and/or more stringent policy.

**Applicability.** This regulation applies to TRADOC centers of excellence and schools, subordinate organizations, and contractors operating within TRADOC operational environments.

**Proponent and exception authority.** The proponent for this regulation is the Deputy Commanding General (DCG)/Chief of Staff (CoS). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this authority in writing, to a division chief with the proponent agency or its direct reporting unit or field-operating agency, in the grade of colonel or the civilian equivalent. To request an exception or waiver to this regulation, send a written request

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\*This regulation supersedes TRADOC Regulation 385-2, dated 23 January 2009.

to [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil) prior to initiating deviation. Identify specific conflict(s) with regulation and provide justification for the request and alternate measures. Include an assessment of the associated risk with the request.

**Army management and control process.** This regulation does not contain management control provisions.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil).

**Distribution.** This regulation is only available on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/>.

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## Summary of Change

TRADOC Regulation 385-2  
TRADOC Safety Program

This rapid action revision, dated 6 December 2011-

- o Updates organizational name changes throughout regulation.
- o Adds Deputy Commanding General, Initial Military Training (IMT) responsibilities (para 1-4c).
- o Clarifies hiring actions for CP-12 positions (para 1-4f(4)).
- o Adds Army readiness assessment program participation (para 1-4f(15)).
- o Adds TRADOC Exposure Report requirement (para 1-4i(11) and 2-7d).
- o Adds supervisor responsibilities (para 1-4j).
- o Adds contractor requirement (para 1-4k).
- o Changes safety directors' forum from quarterly to annually (para 1-9(b)).
- o Removes command sergeant major safety action council requirement.
- o Changes aviation accident prevention surveys from semiannual to annual (para 3-1b(5)).

- o Clarifies pre-accident planning requirements (para 3-2a(3)).
- o Clarifies headgear use on flight line (para 3-2c(3)).
- o Adds notification requirement for aviation Class D accidents (para 3-2f(2)).
- o Updates aviation accident approval and signature authority (para 3-2f(5)).
- o Adds operational hazard report dissemination requirement (para 3-2g).
- o Changes safety award categories (para 5-3c).
- o Changes safety award nomination due date (para 5-3e).
- o Adds unit safety certification program (para 5-6).
- o Clarifies range safety program requirements (chapter 6).
- o Adds explosives safety responsibilities (para 7-2d).
- o Clarifies blank and live ammunition storage requirements (para 7-3f).
- o Clarifies driver education and training requirements (para 8-3).
- o Adds privately owned vehicle task force topics and briefing requirements (para 8-11).
- o Aligns combat life safer requirement with AR 350-1 (para 11-4a).
- o Adds chemical agent safety requirements (chapter 12).
- o Adds general safety requirements (chapter 13).
- o Adds Career Program 12 requirements (chapter 14).

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## **Chapter 1**

### **Introduction**

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

This regulation prescribes policies, procedures, and responsibilities for governing the U.S Army Training and Doctrine Command (TRADOC) Safety Program. It provides TRADOC-specific requirements to supplement the Army Safety Program responsibilities defined in AR 385-10 (Army Safety Program) and DA Pam 385-10 (Army Safety Program), and incorporates the requirements of the Occupational Safety and Health Act of 1970. This regulation will assist TRADOC leadership and military and civilian employees in protecting the force, protecting against accidental loss, conserving resources, and establishing a proactive safety culture. The objective of the TRADOC Safety Program is to institutionalize safety and risk management processes in TRADOC operations, systems, doctrine, and training. The TRADOC Safety Program is based on the key elements of leadership, management commitment, employee involvement, and continuous process improvement.

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

Required and related publications and required and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

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

#### **1-4. Responsibilities**

a. Director, TRADOC Command Safety will-

(1) Report to Commanding General (CG), TRADOC through the DCG/Chief of Staff (CoS), TRADOC.

(2) Serve as principal advisor to the CG, TRADOC and TRADOC staff on all safety and occupational health issues pertaining to the execution of the command's mission.

(3) Coordinate directly with higher headquarters (HQ), U.S. Army Installation Management Command (IMCOM), other Army commands, direct reporting units, Army service component commands, the National Guard Bureau, field operating agencies, other services, state/federal agencies, other institutions, associations, and nations, as necessary.

(4) Coordinate, as appropriate, with the Director of Army Safety (DASAF) and IMCOM, Director of Safety and Occupational Health on those issues that have significant Army wide safety and occupational health implications.

(5) Develop command safety and occupational health policy.

(6) Participate in Department of the Army (DA)-level special reviews, studies, and working groups, as required to represent the command and command interests.

(7) Schedule, coordinate, and serve as the principal advisor and recorder to the TRADOC Executive Safety Council (ESC). Establish, coordinate, and publish safety program metrics for the senior commander (SC) safety program self-assessment. SCs will brief this assessment at the ESC.

(8) Review and evaluate all TRADOC safety programs that support the command's mission on an annual basis.

(9) Serve as the TRADOC Career Program Manager for Career Program 12 (CP-12) in accordance with (IAW) Army Regulation (AR) 385-10, paragraph 10-7 and AR 690-950.

(10) Maintain staff oversight for safety issues relating to composite risk management (CRM) integration into all branch products, training execution, and injury reduction.

(11) Establish and implement a TRADOC Safety Awards Program to recognize TRADOC personnel and activities for safe performance.

(12) Establish and publish annual accident performance goals for subordinate organizations.

(13) Represent TRADOC on all safety issues not listed above affecting or involving the command.

(14) Serve as the proponent for safety and CRM integration into doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOTMLPF).

(15) Monitor appointment of safety and occupational health officials for TRADOC table of distribution and allowance positions. Assist commanders in selection of qualified safety and occupational health officials by paneling potential candidates for general schedule (GS) -13 and above safety and occupational health director positions.

(16) Assist TRADOC centers of excellence and schools, and organizations in obtaining proper manning and other resources to effectively run the safety program.

(17) Provide collateral duty matrix safety support to the DCG for Initial Military Training (IMT) and DCG, Director/Futures Army Capabilities Integration Center (ARCIC).

(18) Consolidate and maintain a TRADOC Safety Staff Action Plan. As a minimum, the staff action plan will include a description of the shortfall, deficiency, and corrective action(s) identified, the proponent or office responsible for the action, an estimated date for completion of the subject action, and the expected end state or desired outcome. The staff action plan will address shortfalls, deficiencies, and/or corrective action/actions identified through:

(a) The TRADOC Status Report process.

(b) Annual safety program evaluations and quality assurance assessments.

- (c) Commander self-assessments presented during the TRADOC ESC.
  - (d) Accident investigation report findings and recommendations.
  - (e) Other assessments, evaluations, and studies by non-TRADOC organizations and or agencies.
- (19) Assess the effectiveness of each additional duty safety officer (ADSO) program at TRADOC centers of excellence and schools during their annual safety evaluation.
- (20) Assess the effectiveness of the heat injury prevention program in coordination with the TRADOC Surgeon at TRADOC centers of excellence, schools, and major subordinate commands annually.
- b. The Commander, United States Army Accessions Command will-
    - (1) Ensure the integration of safety and CRM into Army accessions.
    - (2) Assess the status of CRM integration into Army Accessions on a recurring basis to determine the level of implementation and the effectiveness of ongoing initiatives.
  - c. The DCG, Initial Military Training (IMT) will-
    - (1) Ensure the integration of safety and CRM into IMT.
    - (2) Assess the status of CRM integration into IMT on a recurring basis to determine the level of implementation and the effectiveness of ongoing initiatives.
  - d. The DCG, Director/Futures ARCIC will-
    - (1) Develop policies and procedures to integrate safety and CRM into the combat development process (for example, manpower and personnel integration).
    - (2) Coordinate combat development issues and documents with the Director, TRADOC Command Safety for review of safety aspects.
    - (3) Apply the CRM process to all designs, concepts, and capabilities of the future force.
  - e. Commander, U.S. Army Combined Arms Center (CAC) will-
    - (1) Integrate CRM in Army doctrine, collective training, training development, CAC Battle Command and professional military/civilian education policy and procedures.

(2) Provide specific safety oversight for Command and General Staff College, U. S. Army Disciplinary Barracks, Battle Command Training Program, Western Hemisphere Institute for Security Cooperation, and Fort Leavenworth training and operations.

(3) Ensure Instructor Training Course, staff and faculty orientation, and instructor development courses include safety and CRM training.

f. TRADOC commanders and commandants will-

(1) Be responsible for the protection of all personnel, equipment, and materials under their charge.

(2) Appoint qualified safety director, IAW the Office of Personnel Management (OPM) standards for job series GS 0018/0803, as a member of the commander's special staff and ensure direct unimpeded access to the commander.

(3) Colocate mission and garrison safety resources into a single safety organization reporting to the SC. The integrated safety office will be a component of the mission commander's special staff. The safety director will be rated by their supervisor and senior rated by the SC to establish clear lines of accountability.

(4) Ensure compliance with the regulatory and statutory requirements in all hiring actions.

(a) All civilian safety positions, whether permanent or temporary, will be filled in accordance with merit recruitment and placement policies as outlined in AR 690-950.

(b) All CP-12 vacancy announcements (except interns) will remain open for 14 days.

(c) A copy of the vacancy announcement will be forwarded to U.S. Army Combat Readiness/Safety Center (Career Program), Building 4905, 5th Avenue, Fort Rucker, Alabama 36362 a minimum of 10-working days prior to the opening date.

(d) All GS-12/15 CP-12 positions will be filled through referral from the mandatory DA Central Referral Registry IAW merit recruitment and placement policies. Lateral reassignments of non CP-12 candidates into CP-12 GS-09/15 positions must be approved by the functional chief representative. It is important to note that any cost for education and training to bring non CP-12 selectees up to the minimum Army CP-12 standards will be borne by the selecting command.

(e) Any modification or waiver of the OPM qualification requirements of a safety position will be coordinated with the TRADOC career program manager (CPM) before selection.

(f) Consideration of any non CP-12 candidate for a TRADOC CP-12 position will be forwarded to the TRADOC Safety CPM for review before the selection is made.

(5) Resource safety and health requirements to support mission and identify safety program resource constraints during the ESC.

(6) Report all accidents and injuries including occupational illness and injuries and investigate accidents and injuries IAW AR 385-10, paragraph 3-2.

(7) Establish a motorcycle mentorship program using the guidelines and by-laws outlined in the U.S. Army Motorcycle Mentorship Program, as appropriate. A copy of the program guidelines, by-laws, and sample charter are on the U.S. Army Combat Readiness/Safety Center (USACR/SC) Homepage at <https://safety.army.mil/>.

(8) Review all accident reports of Soldiers cited for, or identified as, being "at fault" or review reports of Soldiers having repeated moving violations, to determine if counseling, attending an approved remedial driver's training program, or suspending garrison driving privileges are appropriate.

(9) Brief overall assessment of the safety program metrics, as defined by the TRADOC Director, Command Safety at the ESC.

(10) Exercise staff oversight for the integration of safety and CRM procedures into school domains, training operations, and products to ensure CRM is a fully integrated part of mission planning and execution and not an add-on to the decision making process.

(11) Incorporate privately owned vehicle (POV) accident prevention tools (found at the USACR/SC Homepage (<https://safety.army.mil/>)) into local motor vehicle accident prevention programs as appropriate.

(12) Ensure all supervisors (officers, noncommissioned officers (NCOs), and DA civilians) include safety programs and tasks in their evaluation support forms and counseling sessions and that all senior raters pass their support form with safety objectives down two levels. Ensure all personnel are fully aware of their obligations and personal responsibilities to the safety program.

(13) Ensure safety and CRM training is provided to combat developers, training developers and evaluators, school instructors, and cadre.

(14) Promote mission safety and ensure CRM integration by:

(a) Collecting, analyzing, and disseminating lessons learned from worldwide branch elements and/or subordinate organizations.

(b) Systematically reviewing after action reports, accident investigation reports, and near miss data to develop solution sets for DOTMLPF to ensure safe mission accomplishment.

(c) Implementing effective heat and cold injury prevention programs IAW TRADOC Reg 350-6, appendix H, and paragraph H-11.

(15) Ensure Battalion commanders, exclusive of Cadet Command and U.S. Army Recruiting Command, register in the web-based Army readiness assessment program (ARAP) within 90 days of assuming command. Commanders can register at <https://arap.safety.army.mil>. ARAP is a battalion commander's tool addressing root causes of accidental loss by focusing on organizational safety climate and culture. Following registration, unit individuals will complete the web-based assessment, which captures unit posture on command and control, standards of performance, accountability, and risk management. After a confidential debrief from a Combat Readiness/Safety Center expert, battalion commanders will brief their chain of command on key results and courses of action, and develop and execute an action plan. At mid-tour or twelve months in command, the commander will conduct a follow-up assessment to evaluate unit progress against initial results.

g. The Deputy Chief of Staff (DCS), G-3/5/7 will-

(1) Ensure leader development safety training includes instruction on CRM.

(2) Coordinate training and leader development issues and documents involving safety, accident prevention or force protection implementation with TRADOC Command Safety Director for review.

(3) Integrate hazard communication training into military training in IAW Department of Defense Instruction (DODI) 6050.5. ).

h. TRADOC schools located on other than Army garrisons or on garrisons where the TRADOC Commander is not the SC will maintain close coordination with the host safety office to ensure safety support for base operations and accident prevention services are provided IAW IMCOM common levels of support and host tenant agreement.

i. The safety director of a TRADOC major subordinate organization (MSO), center, school, and activity will-

(1) Serve as principal advisor to their respective commander/commandant on all safety and occupational health issues pertaining to the execution of the command's mission.

(2) Develop and maintain command/center/school safety and occupational health manual, standard operating procedure(s) (SOP), policies, and guidelines.

(3) Maintain oversight of mission-unique safety issues.

(4) Review, validate, and monitor integration of CRM into all aspects of military training and operations IAW FM 5-19, chapter 1-1.

(5) Maintain a list of high-risk training courses for more frequent monitoring and review to ensure adherence to standards.

(6) Identify, analyze, and take action (for example, develop countermeasures) on mission safety issues and accident experience. Develop and disseminate branch safety essential elements of information. Integrate safety, CRM countermeasures, and lessons learned into DOTMLPF and appropriate databases. Track hazards of proponent training and materiel systems. Integrate those findings into branch training and doctrine and ensure worldwide branch dissemination.

(7) Review and comment on new and revised installation directives and SOPs that affect mission training and operations.

(8) Develop and implement a functional ADSO Program IAW appendix B.

(9) Provide ADSO assistance with prevention program materials/information, standards interpretations, and guidance. Provide installation specific and supplemental safety training for ADSOs.

(10) Ensure heat/cold injury prevention training occurs annually.

(11) Submit TRADOC Exposure Report on a quarterly basis to the TRADOC Safety Office.

j. Supervisors will-

(1) Implement the Army Safety Program.

(2) Ensure employees follow safety and occupational health rules and regulations, including the use of personal protective equipment.

(3) Develop SOP, training, and licensing requirements prior to performing work.

(4) Review and document job hazard analyses for work operations performed by assigned employees.

(5) Report Army accidents.

(6) Report injuries and illnesses according to subpart I, 29 CFR 1960 (Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters); DODI 6055.07; AR 385-10; and DA Pam 385-40.

(7) Evaluate and take actions to correct hazards reported by employees.

(8) Support the accident investigation program.

(9) Request SOH review of purchased items such as PPE, tools, machinery, and office furniture unless reviews have already been performed.

k. Contractors will comply with OSHA standards and Federal, state, DoD, Army, and local SOH requirements.

### **1-5. Composite risk management (CRM) policy**

a. CRM and accident prevention are command functions. Protection of the force through CRM enhances the Army's ability to train, fight, and win with minimum cost to the Nation.

b. TRADOC's CRM policy is based on the five principles of CRM as outlined in FM 5-19, chapter 1. Those principles are:

(1) Integrate CRM into all phases of missions and operations.

(2) Make risk decisions at the appropriate level.

(3) Accept no unnecessary risk. Accept no level of risk unless the potential gain or benefit outweighs the potential loss.

(4) Apply the process cyclically and continuously. CRM is a cyclic process that continuously identifies and assesses hazards, develops and implements controls, and evaluates outcomes.

(5) Do not be risk averse. Identify and control the hazards to complete the mission. Use CRM to enhance training and operations, not to restrict the mission.

c. Commanders, directors, supervisors, training developers, faculty, cadre, and evaluators will ensure CRM is integrated in operations and training developed at every echelon in their area of responsibility. Integrate CRM into all field manuals, programs of instruction, lesson plans, mission training plans, and SOPs. Assign risk assessment codes to each lesson plan, training support package, and SOP. Conduct risk assessments in every stage and level of operations and training.

d. Senior commanders/commandants/leaders will ensure-

(1) Their designated safety and occupational health official reviews all applicable safety documents and training products.

(2) A CRM plan is developed, published, and integrated into training and operations.

(3) Risk decisions are made at the appropriate level IAW this regulation.

(4) A DA Form 7566 (Composite Risk Management Worksheet) will be prepared daily to reflect current conditions and will be readily available to the senior official at the training site. All phases of an operation or training event must be considered and addressed during the CRM process. The residual risk identified on this worksheet will be accepted IAW the risk decision authority listed in paragraph 1-5h. The daily risk assessment will not change the accepted

residual risk without coordination with the applicable approving authority. All daily risk assessments will include updated assessment of severity and probability. Administrative and classroom training, designated as low risk in training support package/lesson plans, do not require completion of a daily CRM worksheet.

e. Commanders responsible for recurring training directed by an official program of instruction may accept the risk associated with a training event on an annual basis. The accepted risk is valid only with approved control measures in place for all identified hazards. The senior leaders present during training will review all previously identified hazards and ensure control measures remain in place. Training events covered by the commander's annual acceptance will be reviewed by the safety director or local safety staff annually or when changes are made, to ensure all hazards are identified and control measures are adequate.

f. The designated safety and occupational health official will-

(1) Exercise technical authority to review and ensure CRM integration in all mission documents under the SC's domain including FMs, mission training plans, SOPs, and lesson plans. Training products and publications will be reviewed IAW TRADOC Reg 350-70.

(2) Assist in implementation of CRM integration plans to identify command policy, procedures, and responsibilities for integration of CRM in the commander's area of responsibility.

(3) Train supervisors, training developers, faculty, cadre, and evaluators in the CRM processes, principles, and procedures.

g. TRADOC units or organizations requiring the conduct of training or operations with a residual risk of extremely high will request approval from the SC of general officer grade. Upon approval, a copy of the acceptance letter will be forwarded to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil). The correspondence will include a risk assessment and the rationale or need for the acceptance of an extremely high residual risk.

h. Risk decision authority is based upon the residual risk of an activity after application of control measures. CG, TRADOC has established risk acceptance authority as follows:

(1) Extremely high risk: The SC of general officer grade. GO Commandants/Commanders can also sign off on extremely high risk.

(2) High risk: Colonel or equivalent as designated by the SC of general officer grade.

(3) Moderate risk: Lieutenant Colonel or equivalent and command sergeant major (CSM) serving as NCO Academy or CSM Academy commandants, as designated by the SC colonel grade or above.

(4) Low risk: As designated by the SC of colonel grade or above.

## **1-6. Occupational safety and health policy**

a. TRADOC units, organizations, and activities located on other than Army installations will ensure host tenant agreements are established to provide for base operations safety and accident prevention functions.

b. The TRADOC Evaluation Program: The Director, Command Safety Office will ensure all center, school, and subordinate activities' safety and occupational health programs are evaluated annually IAW AR 385-10, chapter 2-11.

(1) The safety program evaluation is a tool to provide the command with an annual assessment of the effectiveness of its (safety) efforts, identify systemic problems to be addressed at HQ TRADOC, assess CRM integration, and to ensure compliance with applicable standards and policies.

(2) TRADOC Pamphlet (Pam) 385-1, TRADOC Model Safety Program and Self-Assessment Guide, will serve as the basis for the annual evaluation. To facilitate the process, the safety director will forward a completed self-assessment to the Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil) not later than (NLT) 30 days before the scheduled evaluation.

(3) The TRADOC Annual Evaluation Program will be in coordination with the TRADOC Organizational Inspection Program when feasible. Submit potential mission conflicts or requests for changes to a scheduled evaluation through command channels from the commander/commandant or CoS involved.

(4) Outside agencies may be invited to assist in evaluation of safety and occupational health elements during annual evaluations. In the event of participation by outside agencies, commanders/commandants will receive a single report containing consolidated findings/recommendations.

(5) Evaluations will be based on current regulatory requirements and report findings will list all deficiencies discovered during the evaluation. Deficiencies are defined as a violation of a law, regulation, or TRADOC policy.

(6) Following each safety program evaluation, a written evaluation report will be forwarded to the center, school, or activity concerned, for action as appropriate.

## **1-7. TRADOC executive safety council (ESC)**

The TRADOC ESC will serve as a forum for sharing safety and accident prevention information throughout the command and to facilitate the free exchange of information, ideas, and recommendations relating to the TRADOC Safety and Occupational Health Program.

a. The TRADOC ESC is established and will be chaired by the CG, TRADOC or the DCG/CoS. Members will include TRADOC MSO commanders and commandants (voting members); TRADOC deputy chiefs of staff and special staff directors; MSO and school CSM;

and MSO and center and school safety directors (non-voting members). Non-voting members will serve as council advisors. The TRADOC Safety Director will serve as the council recorder and provide ESC minutes to the DCG/CoS for approval.

b. The ESC will meet semiannually, or more frequently at the call of the chairperson, to review the effectiveness of the safety program initiatives and CRM, define needs, assign responsibilities, direct staff actions, and resolve issues as they relate to the TRADOC Safety Program.

### **1-8. Safety and occupational health advisory councils**

a. Each TRADOC MSO centers of excellence and schools will establish a Safety and Occupational Health Advisory Council (SOHAC) IAW AR 385-10, chapter 2-24. A SOHAC may include the MSO and centers of excellence and schools on installations with multiple schools.

b. Councils will be chaired by the SC or their CoS and will meet semiannually (at a minimum) and will publish the minutes of the meetings.

c. Councils should include appointed members from the local medical treatment facility whose focus is occupational health.

d. Commanders may establish subordinate safety committees.

### **1-9. TRADOC safety directors' forum**

a. The TRADOC Safety Directors' Forum was established as a platform for the safety director to discuss topics of interest in addition to share ideas.

b. The TRADOC Safety Director's Forum shall occur semiannually or more frequently based on TRADOC Safety Director's reasonable judgment, via video teleconference.

## **Chapter 2 Accident Reporting and Records**

### **2-1. General**

a. Commanders/commandants of TRADOC centers of excellence and schools, activities, and organizations will ensure all accidents and injuries are reported, investigated, and analyzed IAW the requirements of AR 385-10, chapter 3-2; DA Pam 385-40, TRADOC Reg 1-8, and this regulation.

b. Safety directors will provide technical advice and assistance to commanders/commandants, will support the Civilian Personnel Office's efforts to reduce civilian injuries/illnesses, and will be members of the Federal Employees' Compensation Act working group.

c. The first general officer in the chain of command will be briefed on all on-duty and off-duty fatal accidents involving Soldiers, all on-duty fatal accidents involving DA civilian employees, and all on-duty fatal accidents involving DA contractors directly supervised by DA civilians or military.

d. Injuries to military or civilian personnel in a temporary duty (TDY) status at a TRADOC organization will be recorded by and charged to the TRADOC activity if the TDY orders state the individual will be TDY for 30 days or more. If the individual is TDY for less than 30 days, the TRADOC school, center, or activity will investigate the accident and forward a complete report to the individual's home station. The injury will be charged to the activity to which the person is permanently assigned IAW AR 385-10, paragraph 3-9b(3)(a).

e. Military or civilian personnel referenced in paragraph 2-1(d) above, remain the responsibility of the TRADOC center, school, or activity while in a travel status returning to their home station until such time as they physically arrive at that location.

## **2-2. TRADOC accident/incident reporting**

When a Class A or B accident occurs at a TRADOC center, school, or activity, the responsible safety director or their representative will-

a. Immediately notify the Commander, United States Army Combat Readiness/Safety Center (USACR/SC) by calling DSN 558-2660/3410 or (334) 255-2660/3410.

b. Notify the TRADOC Safety Director by calling DSN 501-5454/5460/5463 or (757) 501-5454/5460/5463. After duty hours, notify the TRADOC Emergency Operations Center (EOC) by calling DSN 501-5100 or (757) 501-5100. Initial telephonic notification should include the information contained in DA Form 7305 (Worksheet for Telephonic Notification of Aviation Accident/Incident) or DA Form 7306 (Worksheet for Telephonic Notification of Ground Accident). In addition to the synopsis of the accident, the accident synopsis block of DA Form 7305 or DA Form 7306 should address the type of training involved, level/point of training, control measures/plans, and level of supervision, both required and in effect at the time of the accident/incident. The completed DA Form 7305 or DA Form 7306-R shall be forwarded to the TRADOC Command Safety Office within 72 hours via fax at DSN 501-5461 or (757) 501-5461, or e-mail at [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil).

c. The TRADOC activity experiencing a Class A or B accident involving non-TRADOC personnel is responsible for notification of the accident victim's Army command or branch of service as appropriate.

## **2-3. Aviation accident reporting**

Aviation accident reporting requirements are in chapter 3.

## **2-4. Range, weapons, explosive, and chemical accident/incident reporting**

a. All accidents/incidents in support of TRADOC's mission occurring on ranges involving weapons, weapons systems, munitions, explosives, or chemicals will be immediately reported on a DA Form 7306 through appropriate channels to the TRADOC Command Safety Office by fax at DSN 501-5461, (757)501-5461, or e-mail at [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil).

b. Report any accident caused by firing of weapons system(s) that would indicate inadequacy of the range safety provision and/or weapon system failure utilizing ammunition to the respective installation range control, quality assurance specialist, ammunition surveillance (QASAS), logistic assistance representative, and safety office. The QASAS will prepare a DA Form 4379 (Ammunition Malfunction Report), conduct a malfunction investigation and forward completed form and investigation report to Director, U. S. Army Technical Center for Explosives Safety (SJMACE-S), 1C Tree Road, McAlester, OK 74501-9053 or e-mail to [sjmac-es@us.army.mil](mailto:sjmac-es@us.army.mil). Furnish copy of completed form and report to TRADOC Safety Office by fax at DSN 501-5461, (757) 501-5461, or e-mail at [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil).

c. Commanders/commandants of TRADOC centers of excellence and schools, and activities having explosives/chemical agent mission responsibilities will comply with DA Pam 385-40 and appendix C of this regulation for reporting explosive accidents to HQ, TRADOC. Any chemical agent incident must also be reported IAW AR 50-6, chapter 11.

## **2-5. Accident investigation**

a. All Class A and B on-duty accidents, to include training accidents, will be investigated by an accident investigation board IAW AR 385-10, paragraph 3-14a(1). The TRADOC Safety Director may require investigation of other special case accidents that may not otherwise meet the criteria for investigation.

b. The commander/commandant will review and sign all on and off duty Class A and B investigations as a reviewing official and forward the original and one copy to Commander, USACR/SC through the Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 for approval. The report is required to be at the USACR/SC NLT 90 days after an on-duty accident and 30 days following an off-duty accident. To ensure timeliness, the TRADOC Safety Office requires the report to be submitted to them NLT 75 days after the on-duty accident and NLT 20 days after the off-duty accident. Requests for extensions beyond the report due date are submitted by email, [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil), to the TRADOC Command Safety Office (CSO). The CSO will request extensions from the (USACR/SC) IAW AR 385-10 paragraph 3-20c. The CSO will provide the Board President/Installation Safety Office with the new report due date. Late reports submitted without approved extensions will include a memorandum endorsed through the chain of command explaining the reasons for the late submission.

c. Accident reporting status is a safety program performance indicator and is briefed by the TRADOC Safety Director during TRADOC R&A.

## **2-6. Accident fatality reporting and after accident review**

a. Any SC experiencing the accidental death of a Soldier, on-duty DA civilian, or contract employee will call to notify the TRADOC CG or the DCG/CoS immediately upon discovery of the incident. The initial report will include as much information of the fatal accident notification and interim report as possible. Submit the interim report on the facts and circumstances surrounding the accidental death within 72 hours and address any additional information obtained since the initial notification. The fatal accident notification and interim report shall include:

- (1) Type of accident (for example, aircraft, POV, training, etc).
- (2) Date and time of accident.
- (3) Location of accident.
- (4) Unit.
- (5) Number of fatally injured individuals and their names and grades.
- (6) Number of non-fatally injured individuals and their names, grades, and conditions.
- (7) Number of personnel involved.
- (8) Highest ranked individual involved.
- (9) Equipment type (for example, aircraft, POV) and nomenclature.
- (10) Environmental conditions.
- (11) Whether hazardous or sensitive materials were involved (and if so, whether they are secured).
- (12) Brief synopsis of the accident.
- (13) Any additional information, as appropriate/available.

b. SCs experiencing an accidental death of any TRADOC Soldier, on-duty DA civilian, or contract employee will convene a fatality review board (FRB) and conduct a fatality after accident review (FAAR), to ensure that the accidental losses are investigated in a timely manner, to identify causes or contributing factors, and determine necessary leader actions to prevent recurrences. Do not delay conduction of the FAAR waiting for toxicology, autopsy, police, or other technical reports. Use available information to assess what happened (if practical to do so without having to speculate), identify what lessons can be learned, and share that information as quickly as possible. Submit supplemental data and information in follow-up reports, as appropriate.

(1) The SC will complete the FAAR within 14 days of the accidental death.

(2) The FRB will provide a multidisciplinary approach to review Soldier deaths through collaboration and cooperation of multiple professional disciplines. As a minimum, the FRB will include the following members-

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

(b) Command safety director,

(c) Medical activity commander or deputy commander for clinical services, and

(d) Other members, as required (such as, alcohol and drug counseling officer, risk reduction officer, provost marshal, chaplain, casualty affairs officer, judge advocate, and/or chief, mental health services).

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

(4) Within 10 days of the FAAR completion, the SC will provide the findings of the review to the TRADOC CG in memorandum format IAW appendix D, figure D-1. Furnish a copy to the TRADOC Safety Director and the Command Surgeon.

## **2-7. Accident report tracking and analysis**

a. Safety directors will establish a local system for receiving accident feeder information. At a minimum, feeder information will include (releasable portions of the following)-

(1) Military police blotters (accidents only).

(2) Military police traffic accident reports.

(3) Serious incident reports (accidents only).

(4) Estimated cost of damage reports.

(5) Admission and disposition sheets.

- (6) Standard Form 91 (Motor Vehicle Accident Report).
- (7) Staff judge advocate claims data (accidents only).
- (8) Marine casualty reports.
- (9) Casualty reports.
- (10) EOC reports.

b. TRADOC organizations will capture and record pertinent information on individuals injured during training or mission support operations.

(1) Soldiers unable to attend and participate in scheduled training due to injury or profile the day beyond the day of injury will be classified as “lost time” injuries and reported.

(2) The supervisor of the injured Soldier will complete the DA Form 285 (U.S. Army Accident Report) or DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report) and forward it to the Installation Safety Office.

(3) TRADOC Safety Office will review all Class A and B accident reports for accuracy, completeness, and corrective actions before submitting to the USACR/SC. The Installation Safety Office will maintain a copy of the report to establish trends, identify problem areas, and develop countermeasures in injury prevention. The Installation Safety Office tracks all unit and higher level actions included in the accident reports through completion. The Installation Safety Office sends Class C and D accident investigations directly to the USACR/SC.

c. The Safety Director will maintain the consolidated installation Occupational Safety and Health Administration (OSHA) Form 300 (Log of Work-Related Injuries and Illnesses) and post a copy of the OSHA 300-A Form (Summary of Work-Related Injuries and Illnesses) IAW 29 Code of Federal Regulations (CFR) 1904.7(b)(3).

d. The Safety Director will provide the TRADOC Exposure Report on a quarterly basis to the TRADOC Safety Office. The completed report, reflecting the previous quarter’s accident data, is due to the TRADOC Safety Office by 15 Jan, 15 Apr, 15 Jul, and 15 Oct.

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## **Chapter 3**

### **Aviation Safety**

#### **3-1. Responsibilities**

a. Director, TRADOC Command Safety exercises staff oversight for aviation safety and the Commander's Aviation Accident Prevention Program.

b. Aviation Safety Officers will-

(1) Manage the unit/airfield safety program at the airfield/unit and comply with AR 95-1, AR 385-10, chapter 15, DA Pam 385-90, and other applicable directives. Aviation Safety Officer will primarily use the five-step CRM model to manage their safety program.

(2) Advise and assist the airfield/unit commander and staff in the development of safety policies, safety goals, objectives, and priorities.

(3) Be the commander's representative for all aviation safety issues. Provide guidance and recommendations to all aviation activities and units within the command.

(4) Assist the airfield/unit commander with the development and administration of the pre-accident plan and crew endurance policy.

(5) Conduct aviation accident prevention surveys of all aviation operations at least annually.

(6) Administer the operational hazard report program.

(7) Monitor the foreign object damage (FOD) prevention program.

(8) Monitor the hazard communication and hazardous material programs.

(9) Monitor the unit aviation maintenance program.

(10) Monitor the aviation life support system program.

(11) Ensure the airfield/unit safety bulletin boards and aviation safety functional files are maintained IAW AR 25-400-2, DA Pam 385-90 and FM 3-04.300.

(12) Act as recorder for aviation safety councils.

(13) Establish an ongoing analysis program to identify current and projected aviation safety issues and recommend solutions to those issues.

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

a. Each TRADOC operational airfield with assigned aircraft will -

(1) Establish and maintain a current pre-accident or pre-emergency plan IAW AR 385-10, paragraph 15-10.

(2) Provide a copy of the pre-accident plan to all personnel and agencies with post-accident duties and responsibilities included in the plan.

(3) Rehearse and review the airfield pre-accident plan and document adequacy quarterly. An exercise requiring all elements to respond physically must be conducted at least annually. A detailed record of all rehearsals/exercises will be maintained in the safety files IAW the Army Records Information Management System (ARIMS).

(4) Ensure the pre-accident plan addresses the hazards associated with exposure to composite materials. Pre-accident plans will include hazard communication, emergency response, and hazardous material cleanup.

b. Aviation safety meetings will be conducted IAW AR 385-10, chapter 15-5 and DA Pam 385-90, paragraph 2-4.

c. FOD.

(1) A FOD prevention program will be established IAW AR 385-10, chapter 15-8 and DA Pam 385-90, paragraph 2-8.

(2) Due to FOD and personal injury potential, jewelry (rings, watches, necklaces, etc.) will not be worn when inspecting or maintaining aircraft.

(3) Remove headgear while on the flight line (except helmets and approved cold/hot weather headgear with a chinstrap).

d. CRM.

(1) Commanders will integrate CRM into aviation mission planning and execution at every level. The CRM process begins at mission conception and continues until mission completion. Apply the process with the goal of eliminating hazards, where possible, and reducing residual risks to acceptable levels.

(2) Commanders must ensure an analysis of specific hazards is completed and effective controls are developed and published as part of the CRM plan. DA Form 7566 is the primary tool for documenting the CRM process. Instructions for completion of DA Form 7566 are located in FM 5-19, appendix A. Locally developed risk assessment tools other than approved aviation mission risk assessment worksheets should be avoided. Locally developed forms to be used in the place of DA Form 7566 must be prescribed in a local publication, and be created and approved IAW DA Pam 25-31.

(3) Risk decision approval authority is IAW paragraph 1-5h of this regulation.

e. Pre-accident planning. TRADOC commanders with assigned aircraft or aviation accident investigation responsibilities will-

(1) Maintain a list of personnel qualified to serve on Army aircraft accident investigation boards.

(2) Ensure a well-qualified pool of accident investigation board presidents by making use of the USACR/SC's Accident Investigation Board President Course.

(3) Where necessary, develop written procedures for mutual support between the TRADOC activity and local organizations for aviation accident investigation boards. Address travel and per diem payment in the written procedures. Pre-planning will ensure that board presidents, acting on behalf of their appointing authority, can make timely determinations on the scope, technical assistance, and support required, as appropriate.

f. Post aviation accident actions.

(1) Comply with the procedures, reporting, and investigation requirements of AR 385-10 and DA Pam 385-40.

(2) Notify HQ TRADOC Safety Office as soon as possible when a TRADOC aircraft is involved in a Class A, B, C or D accident. Initial notification will be telephonic to the Command Safety Office during duty hours at DSN 501-5454, (757) 501-5454 or to the EOC at DSN 501-5100, or (757) 501-5100. Submit a complete DA Form 7305 within 24 hours for Class A, B, or C accidents to HQ TRADOC via e-mail to [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil).

(3) Forward the original and one copy of completed USACR/SC centralized accident investigation report from the aircraft accident investigation, endorsed through the chain of command (with the SC's endorsement) to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754. Submit the report to TRADOC Headquarters NLT 75 days from the date of the USACR/SC letter of transmittal. Requests for extensions beyond the report due date are submitted by email, [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil), to the TRADOC CSO. The CSO will request extensions from the United States Army Combat Readiness/Safety Center IAW AR 385-10. The CSO will provide the Installation Safety Office with the new report due date. All late reports submitted without approved extensions will include a memorandum endorsed through the chain of command explaining the reasons for the late submission.

(4) Forward the original and one copy of all installation accident investigation reports, endorsed through the chain of command (with the SC's endorsement) to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 for processing NLT 75 days after the accident. Requests for extensions beyond the report due date are submitted by email, [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil), to the TRADOC CSO. The CSO will request extensions from the USACR/SC IAW AR 385-10. The CSO will provide the Board President/Installation Safety Office with the new report due date. All late reports submitted without approved extensions will include a memorandum endorsed through the chain of command explaining the reasons for the late submission.

(5) The TRADOC CSO will review submitted aviation accident reports for technical accuracy and sufficiency prior to submission to the approval authority. CG, TRADOC (or delegate), is the approving authority for all aviation Class A, B, or C accident investigation reports. The TRADOC Safety Director has signature authority for approval of all unmanned aircraft systems accidents and Class B and C aviation accident reports.

g. Operational hazard reports will be processed IAW DA Pamphlet 385-90. The commander will disseminate received/discovered information in the most beneficial manner.

### **3-3. Aircrew orientation program**

TRADOC airfields will ensure the safety of non-organic military aviation resources operating on or training in the vicinity. Operational airfields, heliports, or aircraft training areas will develop, publish, and enforce an aircrew local area orientation/certification program IAW TC 1-210 and FM 3-04.300 for both manned and unmanned aircrews.

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## **Chapter 4 Branch Safety**

### **4-1. General**

a. AR 5-22, The Army Force Modernization Proponent System, prescribes responsibilities for the Army Proponent System at all levels of leadership and defines the branch proponent as: “the commandant or director of the respective school or institution that develops concepts, doctrine, tactics, techniques, procedures, organizational designs, materiel requirements, training programs, training support requirements, manpower requirements, education requirements, and related matters for a branch in the Army.”

b. Integration of safety and composite risk management into Army DOTMLPF is inherent in the worldwide branch safety mission. In addition to the safety and composite risk management integration mission, branch safety managers must monitor the operations, training, equipment, and tactics, techniques, and procedures (TTP) used within their specific branch.

### **4-2. Responsibilities**

a. Branch Commanders and Commandants, TRADOC centers of excellence and schools will-

(1) Designate a qualified Safety and Occupational Health Official IAW OPM standards for job series 0018/0803 to serve as Branch Safety Manager.

(2) Execute the responsibilities in AR 5-22, The Army Force Modernization Proponent System and AR 385-10, Army Safety Program for integrating safety and composite risk management into proponent mission domains (for example, DOTMLPF).

(3) Develop local policies and procedures, and assign responsibilities to integrate safety and composite risk management into DOTMLPF.

(4) Periodically review all training courses to ensure validity of risk assessment under current conditions and adherence to standards.

(5) Maintain a list of high-risk training courses for more frequent monitoring and review to ensure adherence to standards. Include safety and composite risk management instruction in each leader development course.

(6) Review risk assessment of all training support packages (TSPs) lesson plans, and POIs based on the “most credible” case scenario and assign a level of residual risk based on the criteria contained in FM 5-19 to lesson outlines/plans during systems approach to training (SAT ) design and development phases. Ensure periodic review of risk assessments of existing TSPs and lesson outlines/plans and update/review when they are changed, revised, or reprinted.

(7) Identify, analyze, and take action (such as, develop countermeasures) on branch safety issues and accident experience worldwide. Develop and disseminate branch safety essential elements of information. Integrate safety and composite risk management countermeasures and lessons learned into DOTMLPF and appropriate databases. Track hazards of proponent training and proponent systems.

(8) Address safety in internal and external evaluations of service school products, branch operations, and proponent materiel systems (such as, post fielding assessments).

(9) Ensure safety and CRM training is provided to combat developers, training developers and evaluators, school instructors, drill sergeants, and cadre.

b. The DCG, Director/Futures ARCIC will-

(1) Develop policies and procedures to integrate safety and composite risk management into the combat developments process (such as, manpower and personnel integration).

(2) Coordinate combat development issues and documents with the Director, Command Safety for review of safety aspects.

c. The G-3/5/7 will-

(1) Ensure leader development safety training includes instruction on composite risk management.

(2) Coordinate training and leader development issues and documents with Director, Command Safety for review of safety aspects.

d. Director, TRADOC Command Safety will-

(1) Serve as Army composite risk management integration proponent for doctrine, training, and combat development.

(2) Review and provide recommendations on proposed TRADOC policies and procedures for DOTMLPF.

(3) Task and track action responsibility within HQ TRADOC to resolve/correct safety issues and deficiencies in DOTMLPF.

e. The TRADOC Systems Safety Engineer will-

(1) Implement and oversee the command systems safety program.

(2) Provide collateral duty matrix system safety support to the DCG, Director/Futures ARCIC.

(3) Monitor commandwide systems development.

(4) Disseminate safety assessments/releases/confirmations to MSOs and the service school system safety point of contact (POC), as they are published.

(5) Coordinate with MSO and school systems safety POCs on capability development documents (such as the capability production document, capability development document, initial capability document, etc.) that are staffed through HQ, TRADOC and ARCIC.

(6) Attend systems safety working groups and review boards that involve systems pertaining to TRADOC.

f. Branch Safety Managers will-

(1) Integrate safety and composite risk management into all branch/school proponent products.

(2) Monitor world-wide branch operations and integrate lessons learned, TTPs, and accident investigation and near-miss report correction actions into branch proponent training, operations, and systems.

(3) Review and validate all proponent training products for integration and application of composite risk management.

(4) Maintain a hazard tracking system to identify and track proponent system hazards.

(5) Integrate safety and CRM into all leader development training.

(6) Monitor and ensure safety and composite risk management training is provided to combat developers, training developers and evaluators, school instructors, drill sergeants, and cadre.

(7) Maintain a list of all branch proponent/school extremely high/high risk training.

(8) Maintain a list of all branch proponent publications and revision cycle and ensure branch safety review and validation prior to publication.

g. TRADOC centers of excellence and schools and MSOs systems safety engineers will-

(1) Monitor the development of branch specific material and develop a position on materiel developer's system safety risk assessment (SSRA) for proponent materiel systems and materiel changes IAW the provisions of AR 385-10, chapter 9-2 and DA Pam 385-16, chapter 2-5.

(2) Apply CRM techniques IAW FM 5-19, chapter 5-6 and DA Pam 385-30, to eliminate or control hazards associated with proponent products. During the design of material systems, MSOs will identify, evaluate, and develop a position on the acceptability of the safety risks of residual hazards and formally document risk decisions.

#### **4-3. Systems safety**

Systems safety is a process that ensures hazards in Army systems and facilities are identified and the risks associated with these hazards are properly managed. Command responsibilities for systems safety engineering and management are contained in AR 385-10, paragraph 9-2 and DA Pam 385-16, paragraph 1-4.

#### **4-4. System safety risk assessment (SSRA) decision authority and user testing**

a. HQ TRADOC signature authority for SSRA is:

(1) The proponent general officer commander/commandant for medium and low risk SSRAs. The proponent commander/commandant may delegate signature authority for low risk SSRAs to the Concepts and Requirements Directorate.

(2) TRADOC Commander or DCG/CoS for high risk SSRAs.

b. In the absence of the person with signature authority, the person designated as acting commander/commandant for a general officer may approve the risk assessment or school position on residual risks.

c. Requests to the CG and DCG/CoS SSRA risk acceptance will be signed by the proponent commander/commandant and forwarded to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil). Requests will include a copy of the SSRA and their position on the acceptability (necessity) of accepting a high residual risk.

d. User testing. All tests and pretests involving Soldiers and Soldier support equipment require safety releases. Proponents will-

(1) Provide a safety release recommendation and request a user test safety release from U.S. Army Developmental Test Command, Directorate for Test Management (CSTE-DTC-TM),

314 Longs Corner Road, Aberdeen Proving Ground, MD 21005-5055 or e-mail [tm@dtc.army.mil](mailto:tm@dtc.army.mil) for TRADOC-sponsored concept evaluation programs, customer tests, nonmateriel force development tests, and experimentation user tests. Obtain additional information at [www.dtc.army.mil](http://www.dtc.army.mil) or by calling (410) 278-1315.

Note: Tank-Automotive and Armaments Command will request other safety releases and safety confirmations for all other larger combat related equipment.

(2) Obtain a safety release from the branch safety office prior to pretest troop training for local tests, experiments, appraisals, and demonstrations involving troops.

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## **Chapter 5**

### **Safety Awards Program**

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

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

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

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

a. Director, Command Safety will manage the TRADOC Commander's Safety Awards Program.

b. Commanders/commandants will-

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

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

#### **5-3. TRADOC Commander's Safety Awards**

a. Purpose. TRADOC Commander's Safety Awards recognize organizations and other TRADOC activities for meeting accident prevention goals and making significant contributions to the Army Safety Program.

b. General.

(1) This program provides a quantitative system to evaluate TRADOC centers of excellence and schools, and activities with similar missions and functions to identify which programs are deserving of recognition.

(2) The TRADOC Commander's Safety Awards will be presented at the annual Senior Leader's Conference, TRADOC ESC, or other appropriate command wide function.

c. Categories. For purposes of the TRADOC Commander's Safety Awards Program, TRADOC centers of excellence and schools, and activities are divided into four categories. The TRADOC Commander's Safety Award will be presented to first place (highest score) in each of the four categories. The four categories are: division, brigade, battalion, and garrison (or equivalent).

d. Awards Period. The TRADOC Commander's Safety Awards are based on the previous fiscal year (1 October through 30 September) data.

e. Award nomination and selection criteria.

(1) Nominations. Commanders/commandants will forward nominations to Commander, [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil) NLT 15 October of each year. The Director, TRADOC Command Safety will review nominations and recommend award winners for each category to the TRADOC DCG/CoS for approval.

(2) Selection Criteria. The TRADOC Commander's Safety Awards criteria are based upon the following:

(a) Successful safety program management as indicated in the results of the annual safety program evaluation conducted by HQ TRADOC.

(b) Accident prevention efforts.

(c) Accident rate experience as measured against the TRADOC Accident Prevention Goals. Goals are based upon TRADOC accidents only and rates are computed IAW AR 385-10, paragraph 3-32b and Headquarters, Department of the Army (HQDA) guidance, except for the Army motor vehicle (AMV) rate, which will be computed based upon miles driven versus population. See TRADOC category, measure, and goals on table 5-1.

**Table 5-1  
Accident/injury rate measurements and goals**

Accident Type	Measurement	Goal
Military injuries (Class A-C).	Military disabling injury rate; the number of military injuries per 1000 population.	A reduction of 5 percent from the activity or school's preceding 5-year average military disabling injury rate.
AMV accidents (Class A-D).	AMV rate; the number of AMV accidents (Class A-D) per 1,000,000 miles driven.	A reduction of 5 percent from the activity or school's preceding 5-year average AMV rate.
Aviation accidents (Class A-C).	Aviation accident rate; the number of Class A-C aircraft accidents per 100,000 flight hours.	A reduction of 5 percent from the activity or school's preceding 5-year average aviation accident rate.

- (d) Special initiatives in motor vehicle safety.
- (e) Special initiatives in off duty safety.
- (f) Safety program enhancements.

**5-4. TRADOC safety aviation awards**

a. TRADOC aviation units are eligible for one of two Daedalian Foundation Awards:

(1) The Hutton Award is presented to the U.S. Army Aviation unit determined to have demonstrated outstanding professionalism and contributed to the advancement of flight safety in Army aviation for the preceding year.

(2) The Burdett Award for aviation safety is presented to the aviation training base unit of flight or division level at Forts Benning, Eustis, Rucker, or Huachuca.

(3) TRADOC aviation training units eligible for the Daedalian Burdett Flight Safety Award will not apply for the Daedalian Hutton Award.

b. Awards period. The Daedalian Awards are based on the previous fiscal year (1 October through 30 September) data.

c. Hutton Award nomination and selection criteria. Units will submit nominations through their respective chain of command to CG, U.S. Army Aviation U.S. Army Aviation Center of Excellence (ATZQ-AP), Building 4103, Gladiator Street, Fort Rucker, AL 36362-5035, to arrive NLT 15 December of each year.

d. Burdett Award nomination and selection criteria.

(1) Units will submit nominations through their respective chain of command for endorsement to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or via e-mail at [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil) to arrive NLT 15 December of each year.

(2) The TRADOC Aviation Safety Officer reviews nominations and recommends a nominee to Director, Command Safety. The aviation awards criteria are based upon the following:

(a) Unit Class A-C aircraft accident experience (defined by AR 385-10, paragraph 3-4 and UPDATES published by USACR/SC.

(b) Annual accident prevention inspection/evaluation conducted by HQ, TRADOC.

(c) Compliance with aviation safety directives.

(d) Flying violation reports.

(e) Aviation maintenance management and quality control.

(f) Improvements in aircraft accident experience from previous years.

(3) The winning unit will be selected by the Director, Command Safety, and coordinated with the DCS, G-3/5/7.

(4) The Director, Command Safety will submit the following information to the Order of Daedalians, P.O. Box 249, Randolph Air force Base, Texas 78148-0249, to arrive NLT 15 January of each year:

(a) Official unit designation.

(b) Address and POC phone number.

(c) Sufficient descriptive information concerning the winning unit so the National Adjutant can draft an award citation.

(d) Information concerning the date, time, and location of the award ceremony.

e. The Order of Daedalians Foundation Trophy for Aviation Safety.

(1) A permanent trophy provides recognition for the award winners. The trophy is appropriately inscribed and placed in the custody of the winning unit through the whole fiscal year following presentation.

(2) The office responsible for the unit/organization currently possessing the trophy will coordinate with the winning unit/organization and the Daedalian Foundation to arrange pick-up, transportation, engraving, and delivery of the trophy to the next winner. The Daedalian

Foundation must incur all costs directly related to the pick-up, transportation, engraving, and delivery of the trophy, not the unit. If mailed, the trophy will be placed in its original container.

f. Winning the Daedalian Foundation Trophy Award requires the professionalism, dedication, and support of all unit personnel. Winners will be announced and recognized in an appropriate commandwide ceremony, preferably hosted by a TRADOC general officer.

#### **5-5. TRADOC certificate of achievement in safety**

a. Purpose. The TRADOC Certificate of Achievement in Safety is a mechanism to recognize an individual or organization that makes valid contributions to the TRADOC accident prevention effort.

b. Eligibility. Recipients may be table of organization and equipment or table of distribution and allowances detachments, units, battalions or equivalent, brigades or equivalent, activities, Soldiers, DA civilians, or contractors working with and under TRADOC operational control.

c. Awards Period. The TRADOC Certificate of Achievement in Safety may be awarded at any time and is not restricted to a specific time period.

d. Nominations containing narrative description of achievements will be endorsed through the chain of command to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or e-mail at [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil).

e. Award. DA Form 1119-1 (U.S. Army Certificate of Achievement in Safety) will be presented to the organization or individual. The SC or designated representative shall present the Certificate of Achievement in Safety to emphasize and recognize the accomplishments contributed towards accident prevention efforts by the organization or individual.

#### **5-6. Unit safety certification**

a. General. The TRADOC unit certification is used to identify units, platoon size or larger, that have achieved levels of safety that deserve recognition. When the below criteria have been verified by the commander at the next level, a certificate will be issued by the local safety office recognizing the unit's achievement for the given period of time. To be certified, a unit must have completed the following:

b. Criteria.

(1) Appointed in writing a safety officer who has completed the required level of training.

(2) Implemented a safety program in accordance with this regulation.

(3) Reduced the number of accidents, both on and off the job by 50 percent of previous year.

(4) Have in place an accident tracking and reporting system that complies with the requirements of this regulation.

(5) Have in place an accident tracking and reporting system that complies with the requirements of this regulation.

(6) Have in place a documented CRM process demonstrating risk assessment and resulting implementation and management of controls,

(7) Sustained the above initiatives for a significant and established period no less than 1 year.

### **5-7. Use of promotional items**

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

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

c. The installation safety director must approve purchase of these items.

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

e. Use small, inexpensive items to recognize day-to-day safe performance. These individual items will not exceed \$25.00 in cost. Examples are pencils, pens, gym bags, key chains, cups, etc. The installation safety director must approve distribution schemes.

f. Use items to recognize significant contributions that have a positive effect on the safety of an organization. These individual items will be less than \$50.00 in cost. Examples are pen and pencil sets, jackets, calculators, etc. The installation safety director must approve distribution of these items on a case-by-case basis.

g. Promotional items will not be recorded on property books. For this reason, installation safety director must secure these items and establish internal controls to maintain accountability.

h. Compliance with the above criteria will be inspected during the annual safety program evaluation.

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## **Chapter 6**

### **Range Safety**

#### **6-1. General**

The range safety program is a shared responsibility between the installation and SC. Responsibilities for the Range Safety Program may include other than TRADOC military organizations. This regulation is not meant to imply or direct action on the part of these non-TRADOC organizations and activities but serves as a recap of the duties and responsibilities of those activities and organizations as prescribed in other DoD, Army, or legal regulations, policies, or requirements. Specific responsibilities are contained in AR 75-1, AR 350-19, and AR 385-63.

#### **6-2. Responsibilities**

a. SCs have the ultimate responsibility for the safe operation of all ranges and training facilities. Garrison commanders support the SC by ensuring implementation of all applicable safety responsibilities in ARs 75-1, 350-19, 385-10, 385-63, DA Pam 385-10, 385-40, 385-63, 385-64 and IMCOM Reg 700-2.

b. The TRADOC Director, Command Safety will-

- (1) Provide advice and guidance for all range safety policies, procedures, and standards.
- (2) Serve as a subject matter expert for revisions or changes to range safety regulations.
- (3) Analyze range safety technical data, such as munitions data and ballistic characteristics validated by U.S. Army Materiel Command or other sources, and recommend resultant regulatory changes.
- (4) Review surface and airspace danger zone policies for the Army and TRADOC.

c. The safety director has oversight responsibility for all range safety matters. Safety directors will-

- (1) Execute responsibilities in AR 385-63 and DA Pam 385-63.
- (2) Provide staff oversight on integrating safety and safe weapons handling into the local range program.
- (3) Assess the adequacy of the range safety standards and training safety criteria and review developed countermeasures.
- (4) Monitor cadre/staff instruction to ensure all instructors receive training in range hazards before teaching students or operating a range.

(5) Assist using units/agencies in risk management of range and live-fire operations.

(6) Review/analyze worldwide Army range accident data to identify range hazards.

(7) Monitor UXO training, developed and conducted by the local EOD unit commander, in coordination with appropriate staff agencies (for example, range manager, provost marshal, and director of public works). When a UXO recognition training program is implemented, at least one member of the Installation Safety Office should be UXO recognition qualified through training provided by the EOD unit.

(8) Ensure safety and range professionals receive range safety education. At least one member of the safety office will be a graduate of the Interservice Intermediate Range Safety Course.

(9) Inspect range facilities and live-fire training areas at least semiannually IAW AR 385-10, paragraph 17-6b, and DA Pam 385-63, paragraph 1-6b(3), for installations with range operations. Recommend closure of ranges/training areas when warranted by safety considerations.

(10) Assist in safety planning and review of ranges designated for construction, modification, rehabilitation, or changes in use.

(11) Review and comment on deviations from range and standard procedures of AR 385-63 before submission to approving authority. Ensure each deviation contains a completed risk assessment IAW DA PAM 385-30 or FM 5-19 guidelines..

(12) Ensure a copy of all locally approved deviations are forwarded to the appropriate IMCOM regional office and to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil) within 30 days of approval IAW AR 385-10, chapter 5, paragraphs 5-5 and 5-7 and AR 385-63, chapter 3.

(13) Develop and share safety lessons learned.

d. The garrison will appoint a qualified Range Control Officer (RCO) to provide oversight responsibility for all range operations. The RCO will:

(1) Manage the overall operation of the range control organization in its implementation of the range safety program. Execute responsibilities assigned in AR 385-63 and DA Pam 385-63.

(2) Maintain coordination with the safety director on all safety matters relating to range and live-fire operations.

(3) Develop and publish a range safety directive, and ensure all ranges have current SOPs which address operations on each specific range, and include severe weather and communications requirements.

(4) Develop and implement an on-post and off-post range safety educational program in coordination with the safety director, public affairs officer, QASAS, provost marshal, and local Explosive Ordnance Disposal (EOD) unit commander.

(5) Ensure selected range control personnel receive range safety training. At least one member of the range control organization will be a graduate of the Interservice Intermediate Range Safety Course. When unexploded ordnance (UXO) recognition training program is implemented, at least one member of the range control organization, and other appropriate personnel, should be UXO recognition qualified through training provided by EOD.

(6) Installation RCO (IMCOM asset) responsibilities are-

(a) Be staffed with a sufficient number of trained personnel to ensure that range control can maintain positive control over all ranges and range facilities.

(b) Ensure that positive 2-way communications is established and maintained with all ranges and range facilities whenever those ranges or facilities are occupied.

(c) Ensure that organizations and individuals signing for ranges and range facilities are trained and certified IAW local range control SOPs.

(d) Maintain a continuous radio log that documents all activities and communications between range control and units on ranges.

(e) Publish weather advisories and warnings as appropriate and record acknowledgement from each occupied range.

(f) Publish severe weather plans for all ranges as necessary addressing the specific vulnerabilities and control measures at each location. Ensure that users understand the severe weather plans and control measures for the range that they will be operating.

### **6-3. Accident reporting**

a. All accidents will be reported and investigated as required IAW AR 385-10 and DA Pam 385-40.

b. Report all accidents or incidents involving weapons, ammunition, or explosives to HQ TRADOC Safety Office immediately.

c. Report any accident caused by firing of weapons or weapons system(s) that may indicate inadequacy of the range safety provision of this regulation and AR/DA Pam 385-63, to Commander, TRADOC, ATTN: ATCS-S, 950 Jefferson Ave, Fort Eustis, VA 23604-5754.

#### **6-4. Range safety deviations**

- a. Deviation authority is delegated to SC of general officer grade. It shall not be further delegated.
  - b. A copy of each approved deviation (expires within a year) or renewed deviation (original approved deviation without change in any initial conditions) will be provided to appropriate IMCOM regional office and Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 or [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil) NLT 30 days after approval IAW AR 385-10 or AR 385-63, chapter 3.
  - c. SC will approve all live-fire training operations under an approved deviation, for nonresident units. Garrison commanders will ensure range safety deviations for non-resident organizations meet the same criteria established for resident units.
  - d. Garrison commanders will remain personally involved with the circumstances requiring deviations and the risks involved. They are responsible to ensure deviations include a risk assessment and an on-the-ground review conducted by range personnel to ensure deviation requirements are valid and conditions affecting the deviation have not changed. Garrison commanders will review range deviations semiannually.
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### **Chapter 7 Explosives Safety**

#### **7-1. General**

Responsibilities for the Explosives Safety Program may include other than TRADOC military organizations. This regulation is not meant to imply or direct action on the part of these non-TRADOC organizations and activities, but serves as a recap of the duties and responsibilities of those activities and organizations as prescribed in Department of Defense (DOD) 6055.9-M, DODD 6055.9E, AR 385-10, chapter 5, DOD 4145.26-M, DA PAM 385-30, and DA PAM 385-64.

#### **7-2. Responsibilities**

- a. Director, TRADOC Command Safety Office will-
  - (1) Serve as the TRADOC POC to the U.S. Army Technical Center for Explosive Safety.
  - (2) Serve as the alternate member of the DA Explosives Safety Council.
- b. Commanders, TRADOC centers of excellence and schools, and organizations will-

TRADOC Reg 385-2

(1) Execute the applicable responsibilities in DOD 4145.26-M, AR 75-1, AR 385-10, DA PAM 385-30, DA Pam 385-61, DA Pam 385-63, DA Pam 385-64, TRADOC Reg 350-6, and TRADOC Reg 350-8.

(2) Ensure Explosive Safety Program complies with provisions of AR 385-10, chapter 5 and DA Pam 385-64, chapters 1 and 2.

(3) Require all areas where ammunition/explosives are stored be designated as a “RESTRICTED AREA” and posted conspicuously IAW AR 190-11, chapter 2, paragraph 2-5c.

(4) Ensure all personnel (supervisory and nonsupervisory) who produce, handle, transport, store, inspect, test, maintain, use, demilitarize, or dispose of explosives, complete explosives safety training appropriate to their job requirements and IAW DA Pam 385-64, chapters 1 – 8.

c. Commander, U.S. Army Ordnance School will appoint an individual in the grade of colonel or above to serve as principal TRADOC member of the DA Explosives Safety Council.

d. Safety directors will-

(1) Establish written explosives safety policies to implement the provisions of AR 385-10, DA PAM 385-30, DA PAM 385-64 and FM 5-19 outlining the responsibilities of all TRADOC activities with an explosives mission. As part of the Mission explosive safety management program (ESMP), an MOA or policy that outlines the ESMP requirements and responsibilities of both the Garrison and Mission will be created.

(2) Act as the point of contact for all aspects of the ESMP

(3) Ensure competent and qualified personnel initiate and review explosives safety Certificates of Risk Acceptance (CoRA) and Certificates of Compelling Reason (CCR) for AE-related operations, facilities or equipment, site plans, safety submissions, and AE facility designs and that garrison or installation master plans take into account ESMP requirements. Explosive Site Plans for TRADOC facilities will be reviewed and approved by TRADOC HQ Safety office prior to submission to appropriate IMCOM Regional office

(4) Ensure operating, training, and construction plans and budgets provide adequate resources to comply with ESMP requirements and to mitigate to the extent possible any explosives safety hazards.

(5) As applicable, ensure the ESMP addresses:

(a) Oversight, management, coordination, and evaluation.

(b) Technical support requirements.

(c) Explosives safety training.

(d) Explosives safety surveys and inspections to determine compliance with AR 385-10 and DA PAM 385-64.

(e) The development and approval of:

- Explosives safety policy, directives, and standing operating procedures (SOPs).
- DDESB- or Army-required explosives safety submissions and licenses (per TRADOC policy).

(f) Procedures for completing:

- Certificates of risk acceptance (CoRAs).
- Certificates of compelling reason (CCRs).

(g) Investigating and reporting accidents, incidents and mishaps involving AE, including submission of serious incident reports (SIR) and chemical event reports (CER) and documentation and dissemination of explosives safety lessons learned.

(h) Contractor explosives safety requirements and oversight per their contract and DOD 4146.26-M.

- Contracting Officer Representative (COR) must ensure compliance with DOD 4145.26-M (DOD Contractor's Safety Manual For Ammunitions and Explosives), DA Pam 385-64 and 385-65 and IMCOM safety requirements.
- Contractors will provide advanced detailed information about proposed operations to allow required evaluations and approvals to be completed.

(i) Fire prevention and protection.

(6) Monitor all training operations to ensure compliance with explosive safety standards.

(7) Ensure Arms Room/Armories/Explosive Facilities are inspected by trained and qualified safety personnel.

(8) Ensure all requests for waivers, CCRs, and CoRAs are completed and forwarded to appropriate IMCOM regional office, with copy furnished to the Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23504-5754 or [monr.atcs-s@conus.army.mil](mailto:monr.atcs-s@conus.army.mil) IAW DOD 6055.9-M, DODD 6055.9E, AR 385-10, DA Pam 385-30, and DA Pam 385-64

### **7-3. Unit arms room**

a. Ammunition storage in unit arms rooms requires an approved explosive storage license IAW DODD 6055.9E and DA Pam 385-64, chapter 9.

b. Commanders shall limit arms room storage to the quantity of ammunition required for operational necessity or immediate training operations.

c. Munitions items authorized for storage in unit arms rooms are limited to hazard class/division 1.2.2 not to exceed 50 pound net explosive weight (NEW), 1.3 not to exceed 100 pounds NEW, and 1.4 operational necessity/limited quantities without regard to QD requirements. Total NEW cannot exceed 100 pounds NEW IAW IMCOM Regulation 5-13. Prior to a unit storing any ammunition in an arms room, the garrison commander will approve the CRM assessment that justifies the storage based on operational necessity and safety considerations.

d. Ammunition will be packed in approved U.S. Department of Transportation (DOT) containers.

e. Training ammunition will be physically separated from the operational necessity ammunition and training ammunition stacks will be clearly marked as training ammunition.

f. Blank ammunition and live fire ammunition cannot be stored in or issued from the same facility at the same time.

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## **Chapter 8 Motor Vehicle Accident Prevention Program**

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

This chapter establishes requirements for motor vehicle safety and Soldier safety while marching in formation or running on or in the immediate proximity of roads.

### **8-2. Responsibilities**

Responsibilities for motor vehicle accident prevention include other military organizations and civil authorities. This regulation is not meant to imply or direct action on the part of these non-TRADOC organizations and activities, but serves as a recap of the responsibilities and duties of those activities and organizations as prescribed in other DOD, Army, or legal regulations, policies, and requirements.

a. TRADOC commanders/commandants, centers of excellence and schools, and activities will-

(1) Ensure requirements of DODI 6055.4, paragraph 3, AR 385-10, and AR 600-55 are enforced.

(2) In coordination with the responsible garrison commander, develop and prescribe local procedures for the safe movement of Soldiers in the conduct of military training.

(3) In coordination with the responsible garrison commander, develop and execute training, education, and motivation programs for motor vehicle operation.

b. Installation safety directors will-

(1) Provide staff oversight of the motor vehicle accident prevention program.

(2) Collect, analyze, and evaluate motor vehicle accident data to identify where accident prevention efforts should be focused.

### **8-3. Driver education and training**

a. IAW the provisions of DODI 6055.4, all Army personnel (Active Army, U.S. Army Reserve, and Army National Guard) under 26 years of age and civilian employees required to drive AMVs will receive a minimum of 4 hours of accident avoidance training.

b. Commanders/commandants will ensure driver education and training is conducted IAW AR 385-10, paragraph 11-7.

c. Commanders/commandants will implement the Army traffic safety training program by providing the "Introduction to Driver's Training – Module 1" traffic safety training during initial entry training or as soon as practical upon entry into the service.

d. Soldiers reporting to new duty assignments will complete follow-on training to include local hazards; intermediate driver's training; and additional training as made available through IMCOM.

### **8-4. Motorcycle safety**

All operators of government or privately owned motorcycles (both street and off-road versions) on DOD installations must be appropriately licensed (state and local) to operate on public highways, meet all training requirements, and wear personal protective equipment (PPE) IAW AR 385-10, paragraph 11-9a(1). Commanders/commandants will-

a. Ensure each known or potential motorcycle rider is provided, reviews, and completes the TRADOC Statement for Motorcycle Operator Responsibilities and Individual Responsibilities at appendix E. Discrepancies will require follow up by leadership personnel to ensure documentation is completed. Documentation will be maintained by supervisory personnel designated by the commander for future reference. Safety Directors need to coordinate the DOD civilian motorcycle agreement memorandum with the local unions through the Civilian Personnel Advisory Council (CPAC) before placing any additional requirements on civilian employees. Civilian employees are not required to sign the form; however, the supervisor will sign the form attesting the civilian employee has been briefed.

b. Ensure security strictly enforces motorcycle registration, licensing, operator training (Motorcycle Safety Foundation card), and PPE standards at all entry points to military installations.

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

d. Additional training is strongly suggested for personnel who ride off-road motorcycles. Motorcycle Safety Foundation training will provide information for riding a motorcycle on the road only.

#### **8-5. All-terrain vehicle (ATV) safety**

All operators of government or privately owned ATVs on DOD installations must meet all training requirements specified in DODI 6055.4 and AR 385-10, paragraph 11-9. Commanders/commandants will-

a. Review and complete TRADOC statement of ATV operator responsibilities (see appendix F) with ATV operators. Leaders will ensure documentation of all discrepancies is completed. Safety Directors need to coordinate the DOD civilian all-terrain vehicle agreement memorandum with the local unions through the CPAC before placing any additional requirements on civilian employees. Civilian employees are not required to sign the form; however, the supervisor will sign the form attesting the civilian employee has been briefed.

b. Ensure security strictly enforces ATV requirements for events occurring on the installation. Environmental rules and regulations will also be closely followed.

c. Strongly recommend training for personnel who ride privately owned ATVs.

#### **8-6. Bicycle, skateboard, scooter, roller blade/skates safety**

All personnel while operating, riding, or using subject equipment will wear a helmet and appropriate safety equipment approved by the U.S. Consumer Product Safety Commission, the American Society for Testing Material, or the Snell Memorial Foundation (B-90 or greater). A bicycle safety helmet will be worn by all personnel (including family members) who ride bicycles on DOD-controlled properties. All personnel (including family members) are strongly encouraged to wear PPE while participating in subject activities off DOD controlled properties.

#### **8-7. Troop safety**

a. When approaching or passing a troop formation from either the front or rear, the speed limit is a maximum of 10 miles per hour.

b. TRADOC commanders/commandants will establish designated routes for organized physical training (PT) formations to limit exposure of troops to motor vehicle traffic. Designated routes will have established traffic controls (speed limit signs, designated lane(s) on one way streets and barricades, when feasible) for vehicular traffic during PT hours. PT formations may

use a blocker vehicle with flashing lights to indicate a hazard for other vehicles as an additional CRM control measure. All PT formations must have adequate reflective safety equipment, flashlights, and emergency communications during inclement weather and the hours of dusk and darkness.

c. Commanders/commandants will ensure that adequate signage is posted at vehicle entrance points to the installation, in concentrated troop areas, and along all routes of regular troop movement to warn drivers of the 10 mile per hour speed restriction.

d. Transportation of Soldiers during training is restricted to vehicles designed for human occupancy (with seating, safety straps, seatbelts, and that is covered). Exceptions are permitted in situations requiring immediate evacuation of large numbers of Soldiers. When exceptions are made, vehicles are restricted to a maximum speed of 30 miles per hour and on post (cantonment area) transport only.

### **8-8. Control of stragglers**

a. Commanders/commandants will ensure Soldiers are briefed on actions to be taken if they are unable to remain with their troop formation (such as stragglers). Stragglers will be instructed to immediately go to the extreme right side/shoulder of the road, and, if possible, continue in the direction of the formation. Battle buddies should be instructed to remain with the straggler until directed otherwise by unit cadre.

b. Commanders/commandants will further ensure-

(1) All unit cadre are clearly marked to identify them to the Soldiers in the formation.

(2) Cadre with appropriate safety equipment (such as, reflective vests, flashlights, adequate communication) are positioned to follow stragglers.

(3) A trail vehicle with flashing lights is available to follow unit formations and pick up stragglers, as necessary. The vehicle will comply with specifications of paragraph 8-7d.

### **8-9. Use of traffic safety clothing**

Traffic safety clothing identified in table 8-1 below or equivalent alternatives will be used.

a. A traffic guard position placement diagram is shown in figure 8-1.

b. Traffic and column guards will wear reflective vests during all foot marches. (See figure 8-1 for the positions marked with an asterisk (\*).)

c. Soldiers will be equipped with reflective clothing for movement on high-speed roads. (See figure 8-1 for the positions marked with a plus (+).)

d. Front and rear guards will march 30 meters in front (flashlight beam directed forward) and to the rear (flashlight beam directed rearward) of each formation during darkness and inclement weather.

e. Commanders will determine when additional traffic safety clothing is required.

**Table 8-1**  
**Traffic safety clothing**

LINE ITEM NO.	NSN	ITEM DESCRIPTION
Y00950	8415-00-177-4974	Vest High Visibility: Nylon Fluorescent Orange with white strips
B24512	8465-00-177-4975	Leg Bands High Visibility: Nylon deep brown with reflective strips
B24652	8465-00-177-4976	Sleevelets High Visibility: Nylon orange with reflective strips
B23462	8465-00-177-4977	Armbands High Visibility: Nylon orange fluorescent
B24402	8415-00-177-4978	Band Helmet High Visibility: Plastic white silver reflectorized with luminescent tape

**8-10. Cell phone usage**

All drivers are prohibited from using cell phones, including texting while operating a motor vehicle, on any military installation unless the vehicle is safely parked or the driver is using a hands-free device. All uniformed military members assigned to TRADOC organizations are further prohibited from using cell phones including texting while operating a motor vehicle, regardless of location, unless the vehicle is safely parked or the driver is using a hands-free device. Civilian members assigned to TRADOC organizations are encouraged to not use cell phones, including texting while operating a motor vehicle, while driving off military installations unless the vehicle is safely parked or the driver is using a hands-free device. (See CFR Part 634.25 available [http://peo7.com/CFRFiles/PEOusCFR\\_32NATIONALDEFENSE\\_74450.htm](http://peo7.com/CFRFiles/PEOusCFR_32NATIONALDEFENSE_74450.htm) and AR 190-5 for further cell phone usage guidance.)

**8-11. Privately owned vehicle (POV) task force**

a. Commanders/commandants will convene a POV task force semiannually to analyze POV accident trends, identify, and review local traffic problems, and/or establish special safety campaigns for specific high POV accident periods. Additional topics may include seatbelt usage, child restraints, and pedestrian safety. The POV task force chairperson will brief findings and recommendations during command SOHAC using the issue/discussion/recommendation format.

b. Members of the POV task force may consist of, but are not limited to the:

- (1) Traffic engineer (department of public works).
- (2) Provost marshal.

- (3) Safety director/manager (chairperson).
  - (4) Public affairs officer.
  - (5) Judge advocate.
  - (6) Alcohol/drug control officer.
- c. Local law enforcement agencies may be invited to attend and participate.

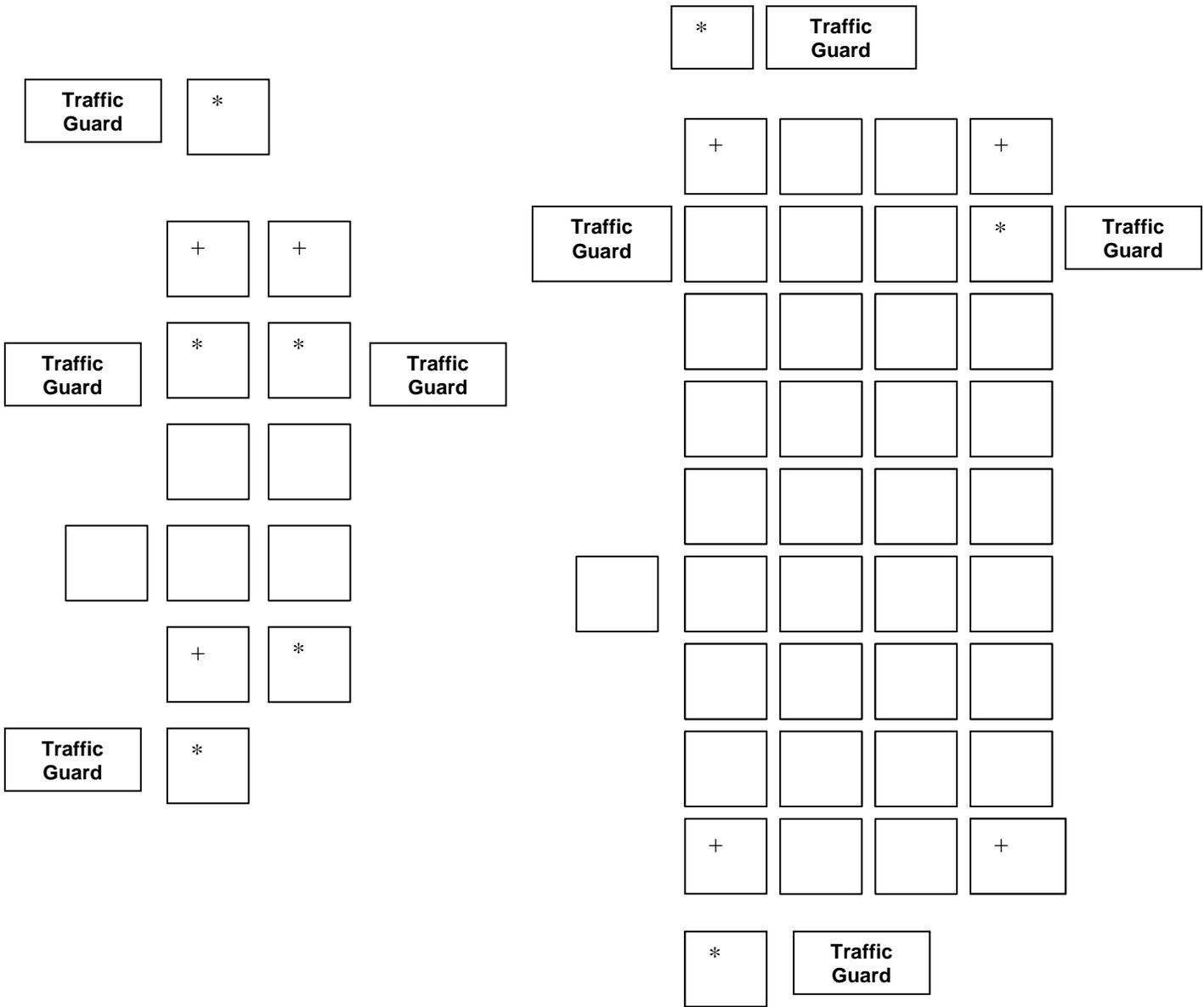


Figure 8-1. Traffic guard position placement diagram

## **Chapter 9**

### **Water Safety**

#### **9-1. General**

Drowning is a serious threat to any waterborne training or operation. Through careful planning and the application of the CRM process, risk can be significantly reduced and the potential for mission success increased.

#### **9-2. Responsibilities**

a. Commanders/commandants will-

(1) Ensure military personnel involved in training in or around water are swim tested and that non-swimmers are identified. Non-swimmers will be marked in a distinctive manner to ensure they are readily identifiable during training or operations around water.

(2) Ensure military occupational specialties requiring water survival training has been completed prior to training in, on, or over water IAW AR 56-9, paragraph 1-8.

(3) Establish directives that address specific safety procedures/requirements for all tactical water training or operations prior to participating in water operations.

(4) Ensure lifeguards are on duty at all Army-sponsored swimming pools and natural beaches whenever recreational swimming is authorized.

b. Safety directors will-

(1) Provide staff oversight of the water safety program.

(2) Monitor appropriate cadre/staff instruction to ensure all instructors involved in teaching or overseeing training or operations in or around water receive training in water operations and hazards before teaching students.

#### **9-3. Safety procedures for tactical water operations**

a. Mission planning. Accurate and detailed risk assessments will be used to protect Soldiers participating in amphibious crossing, stream crossing, and rafting/bridging. AR 56-9 will be used in conjunction with FM 5-19, chapters 1-2 to identify hazards and develop controls appropriate to the mission, enemy, terrain and weather, troops and support available, time available, and civil considerations factors of the mission.

b. The following list reflects commonly used controls that may be used to reduce the risk of specific hazards for water operations.

(1) Use qualified lifeguards, divers, medical, and rescue personnel with associated rescue equipment.

- (2) Conduct a detailed reconnaissance of the site, both near and far bank.
  - (3) Conduct detailed rehearsals for all personnel participating in the operations and practice emergency reaction procedures.
  - (4) Prepare and utilize detailed risk assessments based on the aspects of mission, enemy, terrain and weather, troops and support available, time available, civil considerations, and vehicle/equipment characteristics.
  - (5) Properly mark entrance/exit lanes and crossing points for operations.
  - (6) Make provisions for emergency lighting and conduct pre-crossing checks for all personnel and equipment.
  - (7) Ensure qualified crossing personnel and guides are knowledgeable on emergency reaction procedures.
  - (8) Ensure primary and alternate means of communications and signals are established and maintained.
  - (9) Ensure all personnel are briefed and understand the emergency evacuation and proper weight distribution procedure when moving through or over water in watercraft.
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## **Chapter 10**

### **Ionizing and Non-ionizing Radiation Safety Program**

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

This chapter applies to all TRADOC elements procuring, receiving, storing, shipping, using, transporting, maintaining, or disposing of ionizing and non-ionizing radiation producing materials and/or equipment. CFR, Title 10, Nuclear Regulatory Commission (NRC) license requirements, and ARs specify the methods, procedures, and exposure levels to protect Soldiers, the general public, and the environment. Deviations from mandatory requirements will require written authority in the form of a waiver or exemption.

#### **10-2. Responsibilities**

a. Responsibilities for the radiation safety program may include other than TRADOC military organizations and civil authorities. This regulation is not meant to imply or direct action on the part of these non-TRADOC organizations and activities, but serves as a recap of the responsibilities and functions of those activities and organizations as prescribed in other DOD, Army, or legal regulations, policies, or requirements.

b. Director, TRADOC Command Safety will-

- (1) Develop, direct, and coordinate the TRADOC Radiation Safety Program.

(2) Appoint, in writing, a TRADOC Radiation Safety Staff Officer (RSSO) and alternate RSSO to manage and oversee the TRADOC Radiation Safety Program.

c. The TRADOC RSSO will-

(1) Oversee the radiation safety program operations for TRADOC centers of excellence and schools, and organizations.

(2) Review and forward applications for NRC licenses/license renewals to the NRC. Review and approve Army radiation authorizations IAW AR 385-10, paragraph 7-6 and DA Pam 385-24, paragraph 2-3e.

(3) Report recordable TRADOC radiological incidents to the TRADOC DCG/CoS, and commodities licenses or NRC, as applicable. Maintain copies of all correspondence involving radiological incidents and accidents on TRADOC MSO installation.

(4) Review and forward written radiological incident investigation reports to the licensee.

d. In coordination with their supporting garrison commander, TRADOC SCs will ensure a qualified installation radiation safety officer (IRSO) is appointed, in writing, to manage and oversee the installation radiation safety program. The IRSO should be assigned to the Safety Office staff.

e. Commanders/commandants of TRADOC centers of excellence and schools, and organizations will-

(1) Ensure each organization that handles, uses, or has radioactive commodities in their possession, implements an effective radiation safety program that complies with the requirements of federal standards, ARs, and this regulation.

(2) Appoint, in writing, a radiation safety officer to oversee the school radiation safety program IAW DA Pam 385-24, paragraph 1-4k(1) and furnish a copy of the inventory to the IRSO annually (or more frequently if necessitated by inventory change). The same individual can be the IRSO and the radiation safety officer (especially for installations with few activities and tenants).

(3) Appoint a radiation safety committee, if required, IAW AR 385-10, paragraph 2-23c(2).

(4) Ensure an accurate record of the inventory of radiation sources is maintained. Ensure a physical inventory of all radiation sources and radiation producing equipment is conducted at least annually.

### **10-3. Radiation safety committee**

A radiation safety committee will be formed IAW AR 385-10, paragraph 2-23c(3) at all installations where NRC-licensed commodities are used, stored, or maintained or where non-ionizing radiation sources capable of exposing personnel to levels of radiation above the regulatory limits are used or maintained.

a. The radiation safety committee will-

(1) Recommend policy on the safe use, handling, storage, receipt, shipment, and disposal of sources of radiation to the commander.

(2) Review radiation safety aspects of proposals for the procurement and use of sources of radiation, the modification of existing radiological operations and operating procedures, and provide recommendations to the commander for appropriate actions.

(3) Review applications for NRC licenses or DA authorizations/permits.

(4) Review and approve the qualifications of operators of sources of radiation.

(5) Review reports of radiation accidents, radiation incidents, and reports of evaluations of the radiation safety program by other agencies. They will recommend appropriate action to the commander.

b. The committee will meet at least semiannually or at the call of the chairman. Subjects discussed and attendance will be documented. A copy of the minutes will be forwarded to the commander for his review and approval.

### **10-4. Policy**

a. IRSOs will provide the coordination to establish a memorandum of agreement to clearly define the roles and relationships between the installation, tenant units, activities, organizations, and the NRC license holder.

b. Commanders of separate activities tenanted upon an installation will comply with installation radiation safety standards. Local radiation safety standards will not be less restrictive than those standards established by federal, Army, or TRADOC regulations. If a separate activity's mission is restricted by the installation requirements, and the difficulty cannot be solved at the local level, the issue will be forwarded to the Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5754 for resolution.

c. Prior to being relieved of duties, the IRSO will transfer the responsibility for implementing the radiation safety program to the incoming IRSO. If the IRSO is relieved of his/her duties, the next higher HQ will be advised and the program responsibility will be transferred to the installation commander until an adequately trained IRSO can be appointed.

## **Chapter 11 Tactical Safety**

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

The potential for accidents and injuries increase during maneuver and field training exercises. In this environment it is essential that commanders and leaders at all levels use CRM to identify hazards and mitigate risk.

### **11-2. Responsibilities**

#### a. Commanders/commandants will-

(1) Review safety requirements during the planning and execution phases of field training exercises.

(2) Coordinate operation plans for major exercises with the responsible safety officer for review during planning stages.

(3) Require designated safety officers to review and validate all branch training documents for CRM integration and appropriate risk assessment.

(4) Require that DA Form 7566 be used for each event/training. The DA Form 7566 should:

(a) Be regularly updated to reflect current conditions and residual risk.

(b) Be readily available to the responsible leadership at the training site.

(c) Reflect risk decisions at the appropriate level on the worksheet.

#### b. Safety director will-

(1) Review all programs of instruction, training support packages, and plans that involve/include prolonged operations in a field environment for safety and risk management.

(2) Review plans and risk assessments for major exercises (separate brigades or higher) and provide appropriate support and recommendations.

### **11-3. Use of portable space heaters**

a. Commercially procured space heaters are not authorized for use in Army field training or operations. Only those heaters authorized by the U.S. Army Natick Soldier Systems Center are to be used. A listing of authorized heaters and guidance is available on the U.S. Army Public Health Command Web site at <http://phc.amedd.army.mil/Pages/default.aspx> Commanders will publish written standard operating procedures that embody the principles of this policy.

b. The following procedures apply to authorized space heaters.

(1) Have competent individuals, familiar with leak test procedures, set up heaters. Only personnel trained, tested, and licensed IAW AR 600-55, chapter 6, will operate heaters. The responsible unit fire safety representative will inspect each heater before use.

(2) Set up, add fuel, use, and maintain heaters IAW the applicable technical manual (TM). Use only the fuels specified in the applicable TM that are approved for use. (See TM 9-4520-257-12&P and TM 10-4500-200-13.)

(3) The only authorized modifications to heaters are those that are authorized by a modification work order or safety of use message.

(4) The use of any non-vented heater is prohibited. Use the vent stack provided with the heater to vent the heater exhaust to the outside of the tent, structure, or shelter.

(5) Ensure all heaters are equipped with an emergency shutoff.

(6) Set heaters on a firm and level fireproof base, located in a marked area free from clothing or combustible material.

(7) Ensure a fire watch is on duty any time solid or liquid fueled heaters are in use. Brief the fire watch on procedures for fire fighting with appropriate extinguishing agent and early recognition of signs of carbon monoxide poisoning.

(8) Do not operate heaters while unattended.

(9) If the fuel tank is a separate component of the space heater, locate it on the outside of the tent or shelter.

(10) Do not use carbon monoxide detectors. They are not designed to or approved for outdoor use and do not have a means for calibration. Used in an outdoor environment, carbon monoxide detectors provide a false sense of safety and early warning.

#### **11-4. First aid/medical evacuation**

a. Commanders/commandants will ensure their organizations have dedicated, qualified combat lifesavers available to provide the necessary first aid and emergency medical care as determined by CRM for high-risk training events. See AR 350-1, paragraph G-12 for guidance on training and utilization of combat life savers.

b. Medical evacuation. Commanders will coordinate to ensure medical evacuation support consistent with the activity or training being conducted is readily available.

(1) Commanders will develop policies and procedures for ambulance/medical evacuation. Procedures will address how to call for medical evacuation, what situations warrant evacuation, how long takes for an ambulance to arrive, and what communications are required.

(2) Commanders will ensure the medical evacuation service is capable of providing the support needed. Ensure procedures are in place to alert commanders and leaders involved in training events when required medical evacuation is not available.

(3) Commanders will assess and certify the adequacy of their medical support to training at least annually in order to ensure the capability of ground and air medical evacuation. This responsibility will not be delegated. Commanders/commandants conducting high risk training shall rehearse their medical support plan (casualty response, evacuation, and treatment) at least semiannually, with focus on responding to a training catastrophe. (See TRADOC Reg 350-6, paragraph 5-5c.)

### **11-5. Communications**

a. All units/organizations involved in training or operations outside the immediate cantonment area will establish and maintain positive two-way communications with their higher HQ or other designated unit or activity.

b. Units/organizations located at a fixed training site or range will maintain two means of communications; radio and hard wire (landline).

c. While in a field environment, units/organizations will maintain a continuous radio/phone watch. In addition to periodic communications checks made at least hourly, units will report arrival or departure from a fixed location or training site and any change in communication capabilities.

### **11-6. Severe weather protection**

Commanders/commandants of TRADOC centers of excellence and schools will ensure that a severe weather/lightning protection plan is prepared and on hand for each field training site or range. The plan will address early warning systems/communications, location of storm shelters, and actions to be taken in the event of severe weather at that particular site. Plans will include the requirement for the unit/organization making the alert to verify receipt of the warning or weather alert.

a. Lightning.

(1) Upon notification of a severe thunderstorm warning with the potential to produce lightning, commanders/leaders will initiate action to either shelter or evacuate personnel IAW the severe weather plan for that training location.

(2) In the event it is not possible to evacuate or shelter personnel, leaders will move Soldiers to a low spot and crouch with feet closely together. Any objects that may produce a metallic upward projection, such as a radio or rifle will be moved and placed horizontally on the

ground nearby. Any weapon placed on the ground nearby will be cleared IAW local procedures before placing it on the ground. Groups of personnel in the open or in forested areas will disperse to minimize the possibility of multiple injuries from a lightning strike.

b. Wind and tornados. Procedures should be established to plan for the sudden eventuality of wind and tornados that may accompany storms in local areas. These procedures should be published and practiced to ensure that necessary actions can be executed.

c. Heat and cold recognition and treatment. Commanders and supervisors must ensure every individual that may be exposed to unaccustomed environmental conditions (heat stress or cold stress (wind chill) is informed of potentially serious results of heat or cold casualties and how to recognize and treat those casualties if they occur. Training requirements for heat and cold injury prevention are outlined in TRADOC Reg 350-29.

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## **Chapter 12**

### **Chemical Agent Safety**

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

This chapter applies to chemical agent operations at the Chemical Defense Training Facility (CDTF). Conduct chemical agent safety management according to chapter 21, AR 385-10 and DA Pam 385-61. Deviations from mandatory requirements will require written authority in the form of a certificate of risk acceptance.

#### **12-2. Responsibilities.**

a. Director, TRADOC Command Safety will-

(1) Develop, direct, and coordinate the TRADOC chemical agent safety program.

(2) Appoint, in writing, a TRADOC Chemical Agent Safety Manager and alternate to manage and oversee the TRADOC chemical agent safety program.

b. The TRADOC Chemical Agent Safety Manager will-

(1) Oversee the chemical agent operations for the CDTF.

(2) Review and forward applications for site plan modifications via the U.S. Army Technical Center for Explosives Safety to the Department of Defense Explosives Safety Board.

(3) Serve as the TRADOC representative on the DA Chemical Agent Safety Council.

(4) Report recordable TRADOC chemical incidents to the TRADOC DCG/CoS and DA Chemical Agent Safety Council, as applicable. Maintain copies of all correspondence involving chemical agent incidents and accidents at the CDTF.

(5) Participate in chemical management reviews to determine the adequacy of unit training, support, guidance provided to its assigned surety organization, and compliance with applicable regulations.

(6) Conduct staff assist visits to the CDTF as requested.

c. CDTF Director will-

(1) Report details of any chemical accident/incident to TRADOC CSO via chain of command within 24 hours. Report initial findings and recommendations with 14 days.

(2) Implement a safety program that meets or exceeds regulatory guidelines and applicable safety guidance issued by the TRADOC Safety Office and HQDA.

(3) Conduct a hazard analysis for each chemical operation involving chemical surety materiel.

(4) Establish an occupational health program and industrial hygiene services in support of the chemical surety program.

### **12-3. Policy**

a. Management emphasis and functional controls on specific areas of responsibility to ensure that safety is performed as directed by appropriate regulations and planning documents.

b. Positive monitoring of actions, tasks, and responsibilities to ensure that chemical materials are stored, maintained, inspected, and where required, transported with the highest standards of safety.

c. Use risk acceptance standards in DA Pamphlet 385-30, Mishap Risk Management, when explosives or chemical agents are the initial cause of the risk.

## **Chapter 13 Safety Requirements**

### **13-1. Cargo Operations Safety**

a. Conduct cargo operations according to chapter 14, AR 385-10.

b. Commanders must ensure guidance for safe cargo operations follow mission operations and meet support requirements. The guidance must address the cargo, roadways, and other specific installation-specific infrastructure issues.

c. Installation safety offices must verify the completion of required training for operators responsible for transporting hazardous materials.

d. Installation safety offices must review safe cargo SOPs and risk assessments to ensure procedures and transportation routes are approved and comply with applicable policies.

### **13-2. Contracting Safety**

a. Safety shall be integrated into the contracting process according to chapter 4, AR 385-10 and DOD 4145.26-M.

b. Safety directors and managers will maintain a record of safety meetings with contractors, setting overall safety program requirements IAW AR 385-10, para 4-4.

c. Contracting Officer Representatives must -

(1) Monitor the accomplishments of safety training.

(2) Ensure contractors develop a site-specific safety plan that includes activity hazard analysis of significant hazards and a plan to control identified hazards.

### **13-3. Industrial Operations Safety**

a. Installation safety directors must ensure the implementation of industrial operational safety requirements according to AR 385-10 and DA Pam 385-10.

b. Supervisors must -

(1) Develop SOPs for hazardous operations.

(2) Read the SOP with employees before initially performing hazardous operations. Employees must indicate understanding of the requirements in the SOP, and can execute the operation in an efficient, effective, and safe manner.

(3) Participate with employees and safety personnel in accident after action reports to identify factors that contribute to an accident, including controlled and beyond direct control factors.

(4) Ensure and maintain records confirming employees have sufficient training, licensure, qualification, and experience prior to assignment to a particular job or activity.

(5) Ensure licensed and trained personnel are authorized to operate machinery, motor vehicles, watercraft, and material handling equipment.

**13-4. Occupational Safety and Health Program (Workplace Safety)**

- a. TRADOC safety programs must comply with OSHA requirements as outlined in chapter 16, AR 385-10 and chapter 14, DA Pam 385-10.
- b. Installation safety directors will develop written SOH policies required to ensure compliance with OSHA requirements.

**13-5. Public, Family, Off-Duty, Recreational, and Seasonal Safety**

- a. Installation safety directors must ensure the implementation of public, family, off-duty recreation and seasonal safety according to AR 385-10 and DA Pam 385-10.
- b. Installation safety directors will analyze off-duty and recreational accidents to identify activities associated with significant loss or injury rates.
- c. Unit personnel will develop risk assessments and participants will be trained in applicable safety measures for each indoor and outdoor activity.
- d. Promote and address seasonal and holiday safety awareness and accident prevention.

**13-6. Individual Mobilization**

- a. Policy. This section establishes the minimum safety requirements for individual mobilization during hostilities and contingency operations. Mobilization places a great demand on Soldiers, civilians and leaders, therefore, CRM will be used to identify and control hazards associated with the training, deployment and re-deployment of military personnel. The TRADOC G1/4, Military Personnel Support Division Manages TRADOC's individual mobilization augmentee and drilling individual mobilization augmentee programs and provides policy and guidance to TRADOC centers, schools, and activities.
  - b. The safety director of a TRADOC MSO, center of excellence, school, and activity with an individual mobilization mission will-
    - (1) Oversee and monitor individual mobilization safety programs IAW this regulation.
    - (2) Serve as principal advisor to the SMC and TRADOC staff on all safety and occupational health issues pertaining to the execution of individual mobilization hazards.
    - (3) Coordinate directly with higher HQ, IMCOM, other Army commands, as necessary.
  - c. Safety standards will include individual mobilization training risk assessments, operational deployment areas of consideration, pre and post mobilization health/risk assessment screening, and reintegration risk assessments.
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## **Chapter 14**

### **Career Program 12 Selection Criteria, Training Requirements, and Professional Developments**

#### **14-1. General.**

Safety and Occupational Health Professionals CP-12 are critical to providing commanders, leaders, and supervisors the technical advice and support to ensure Soldier and worker health and safety and to the preservation of critical mission resources. It is therefore imperative that only trained and qualified (IAW OPM standards) CP-12 personnel be selected to fill authorized CP-12 positions.

#### **14-2. Filling CP-12 Positions.**

Commanders/Commandants TRADOC service schools, activities, and organizations will ensure all CP-12 positions are filled IAW the provisions of AR 690-950, Career Management, as amended by the CP-12 Career Program Manager and this regulation.

- a. All vacancy announcements will be open Army-wide for a minimum of 14 days.
- b. All vacancy announcements must state “This is a Career Program 12 Position.”
- c. Vacancy announcements will be forwarded to the CP-12 Functional Career Representative (FCR) at the USACR/SC, Fort Rucker for review prior to the opening date.
- d. FCR retains approval authority for all non-CP-12 selections.
- e. Key positions must be designated on the position description (PD). Key positions are all GS-14 and above or manager/director positions.
- f. All key positions will be referred to the TRADOC CP-12 Manager for review. The TRADOC CP-12 Manager will convene a panel to review all candidates for the position and will make recommendations to the selecting official.

#### **14-3. Training and Professional Development.**

- a. In addition to the hiring criteria in paragraph 14-2 all CP-12 professionals should have completed Army Civilian Training, Education, and Development System (ACTEDS) training appropriate to their series when hired. Individuals that have not completed appropriate ACTEDS courses must do so within 12 months of accepting a CP-12 position.
- b. For purposes of Civilian Education System (CES) course requirements all CP-12 professionals are considered to be team leaders, supervisors, or managers and must complete the appropriate CES Foundation Course within 60 days and Basic Course within 2 years.
- c. Professional Development the CP-12 careerist must be multifaceted. CP-12 professionals must demonstrate continuous learning in both their technical and professional competencies. To

remain relevant and competitive professionals must accomplish a minimum of 40 hours in technical or CP-12 specific subjects and complete the CES Intermediate and Advanced courses.

d. Civilian safety management professionals are required to participate in the Safety and Occupational Health Accreditation Program.

**14-4. Individual Development Plans (IDPs).**

Each TRADOC CP-12 careerist will complete their IDP within 90 days of their arrival. This IDP will be reviewed and approved by the appropriate supervisor and forwarded to both the TRADOC CP-12 Manager and to the FCR at the CRC. IDPs will be reviewed and updated as needed but as a minimum, they will be reviewed and updated annually in conjunction with the individual's annual performance review.

**14-5. Responsibilities.**

a. CP-12 certificate applicants will:

(1) Compile all required documentation to substantiate the training or the experience that is substituted for approved training that meets the criteria for the Level 1 certificate.

(2) Prepare and sign a cover memorandum summarizing the contents of the application and attesting to the validity of the information provided and forward to the completed packet through their senior safety manager or director.

b. TRADOC Safety Directors/Managers:

(1) Review applicant's submission and verify that all required training or experience that is substituted for training is substantiated in the enclosed documented.

(2) Prepare a Memorandum for Record indicating they have reviewed the application and it is complete and valid. Ensure all supporting documentation showing course completion, equivalent training certificates, or experience in lieu of training is included in the application.

(3) Send all certificate requests to TRADOC ATTN: ATCS-S for review and approval by the TRADOC CP-12 career manager. Request packets must include:

(a) Memorandum from the applicant's manager or director indicating that they have reviewed the application and attest to the completeness and accuracy of the information provided.

(b) Copies of certificates of completion that verify training and education that include Army, joint military services, college degree or transcripts and professional safety related certifications.

(c) Copies of evaluation reports detailing education, past work experience and current duty assignment responsibilities used to meet level 1 course requirements.

## **Appendix A References**

### **Section I**

#### **Required Publications**

ARs, DA pamphlets, and DA forms are available at <http://www.apd.army.mil>. TRADOC publications and forms are available at <http://www.tradoc.army.mil/tpubs/>.

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 50-6

Chemical Surety

AR 56-9

Watercraft

AR 75-1

Malfunctions Involving Ammunition and Explosives

AR 95-1

Flight Regulations

AR 190-5

Motor Vehicle Traffic Supervision

AR 190-11

Physical Security of Arms, Ammunition and Explosives

AR 350-19

The Army Sustainable Range Program

AR 385-10

The Army Safety Program

AR 385-63

Range Safety

AR 600-55

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

AR 690-950

Career Management

DA Pam 25-31  
Forms Management, Analysis, and Design

DA Pam 385-16  
System Safety Management Guide

DA Pam 385-24  
The Army Radiation Safety Program

DA Pam 385-30  
Mishap Risk Management

DA Pam 385-40  
Army Accident Investigations and Reporting

DA Pam 385-61  
Toxic Chemical Agent Safety Standards

DA Pam 385-63  
Range Safety

DA Pam 385-64  
Ammunition and Explosives Safety Standards

DA Pam 385-90  
Army Aviation Accident Prevention Program

DOD 4145.26-M  
Safety and Occupational Health Program

DOD 6055.9-STD  
Ammunition and Explosives Safety Standards

DODI 6055.07  
Accident Investigation, Reporting and Recordkeeping

DODI 6050.5  
DOD Hazard Communication Program. (Available at  
<http://www.dtic.mil/whs/directives/corres/pdf/605005p.pdf>)

DODI 6055.4  
DOD Traffic Safety Program. (Available at  
<http://www.dtic.mil/whs/directives/corres/pdf/605504p.pdf>)

FM 5-19

TRADOC Reg 385-2

Composite Risk Management

TM 9-4520-257-12&P

Operator's and Unit Maintenance Manual Heater, Space, Radiant, Large

TM 10-4500-200-13

Heaters, Space: Radiant Type, Portable and Immersion: Liquid Fuel Fired, for Corrugated Cans

TRADOC Reg 1-8

TRADOC Operations Reporting

TRADOC Reg 350-6

Enlisted Initial Training Policies and Administration

TRADOC Reg 350-29

Prevention of Heat and Cold Casualties

TRADOC Reg 350-70

Systems Approach to Training Management, Processes, and Products

Title 10 CFR 20

Standards for Protection Against Radiation

Title 32 CFR 634.25

Installation Traffic Codes

## **Section II**

### **Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

DODI 6050.5-H

DOD Hazardous Chemical Warning Labeling System

DODI 6055.1

DOD Safety and Occupational Health (SOH) Program

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 5-22

The Army Force Modernization Proponent System

AR 40-5

Preventive Medicine

TB Med 507/AFPAM 48-152(1) Heat Stress Control and Heat Casualty Management

TB Med 508 Prevention and Management of Cold Weather Injuries

Title 10 CFR 19

Notices, Instructions, and Reports to Workers: Inspection and Investigations

Title 29 CFR 1904

Recordkeeping and Reporting Occupational Injuries and Illnesses

Title 29 CFR 1910

Occupational Safety and Health Standards

Title 29 CFR 1926.59

Hazard Communication

TRADOC Reg 350-8

Ammunition

### **Section III**

#### **Prescribed Forms**

This section contains no entries.

### **Section IV**

#### **Referenced Forms**

DA Form 285

Technical Report of U.S. Army Ground Report

DA Form 285-AB-R

U.S. Army Abbreviated Ground Accident Report

DA Form 1119-1

Certificate of Achievement in Safety

DA Form 4379

Ammunition Malfunction Report

DA Form 7305

Worksheet for Telephonic Notification of Aviation Accident/Incident

DA Form 7306

Worksheet for Telephonic Notification of Ground Accident

DA Form 7566

TRADOC Reg 385-2

Composite Risk Management Worksheet

DD Form 2324

DOD Fire Incident Report

NRC Form 3

Notice to Employees (This form is available on the US Nuclear Regulatory Commission Homepage at [www.nrc.gov/reading-rm/doc-collections/forms/](http://www.nrc.gov/reading-rm/doc-collections/forms/) )

NRC Form 241

Report of Proposed Activities in Non-Agreement States (This form is available on the US Nuclear Regulatory Commission Office of State Programs Homepage at [www.nrc.gov/reading-rm/doc-collections/forms/](http://www.nrc.gov/reading-rm/doc-collections/forms/) )

OF 346

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

Standard Form 91

Motor Vehicle Accident Report

## **Appendix B**

### **TRADOC additional duty safety officer (ADSO)**

#### **B-1. Policy**

a. The use of ADSOs is mandated as a means to increase the overall scope of the Safety Program providing commanders and supervisors at all levels with an organic safety resource to assist in the oversight of their safety program.

b. Law and regulation define specific requirements for selection and training of ADSOs and place limits on their safety activities. ADSOs augment, but do not replace, the trained safety specialist.

c. The additional duties, responsibilities and special projects assigned and completed by the ADSO shall be included on the OER/NCOER support form.

#### **B-2. TRADOC ADSO duties and responsibilities**

a. Assist the commander in meeting safety program responsibilities.

(1) Implement, sustain, and enforce the Army Safety Program and TRADOC Safety Program IAW AR 385-10, this regulation, and the local safety regulations. Manage the unit safety program for the commander ensuring safety standards, procedures, and CRM process is integrated into all operations.

(2) Ensure the commander's directives for controlling risk reach the key people who must implement them.

(3) Follow-up to ensure the risk controls are in place and achieve the desired result.

b. Conduct and document Standard Army Safety and Occupational Health Inspections (SASOHI) of administrative workplaces and low risk organizational facilities. Maintain records of periodic safety inspections of organizational elements.

c. Provide information to commanders and supervisors on safety related issues.

d. Track, investigate, and document all incidents involving injury or damage. Report and investigate as required by AR 385-10.

e. Coordinate safety, health, or fire prevention related work orders with the safety office to ensure risk assessment code is assigned and validated.

f. Establish and maintain an organizational safety and occupational health bulletin board.

g. Maintain a basic safety publications library consisting of appropriate safety, occupational health and fire prevention regulations, directives, and SOPs. As a minimum, ADSOs will maintain or have access to AR 385-10, this regulation, the local safety regulation, and the local fire prevention regulation/SOP.

### **B-3. Relationship between ADSO and safety office**

a. ADSOs act as their respective commander's/director's representative in formal safety actions such as surveys, investigations, and safety and occupational health meetings/activities.

b. The ADSO is the POC for periodic SASOHI and other mandatory surveys such as surety assistance visits.

c. Responses to subsequent findings are to be executed or coordinated by the ADSO.

d. The Safety Office provides, or offers assistance, with prevention program materials/information, standards interpretation, guidance and training.

e. The ADSO submits reports, responds to taskers from the Safety Office and higher headquarters, and provides operational hazard information.

### **B-4. Training**

a. ADSOs will complete the online Additional Duty Safety Course (ADSC) within 30 days of appointment. The ADSC is hosted on the USACR/SC learning management system. ADSOs are also required to attend supplemental, installation specific training for ADSOs provided by the local safety office. Training for the ADSO will focus primarily on the three key elements of a functional safety program:

(1) The ability to recognize potential hazards and develop control measures to abate these hazards.

(2) An understanding of what constitutes a reportable or recordable accident and how to investigate and report incidents and accidents.

(3) A general understanding of how to organize and track accident data to identify trends and implement control measures.

b. The safety office will conduct an additional duty training course at least once each quarter. As a minimum, the course will consist of 4 hours of instruction, see table B-1. The overall length of training is dependent upon additional local requirements.

**Table B-1**  
**Safety additional duty training**

<b><u>Topic</u></b>	<b><u>Length</u></b>
Army Safety Policy	0.25 hour
ADSO Responsibilities	0.25 hour
Hazard Identification	0.5 hour
Composite Risk Management	0.5 hours
Hazard Abatement	0.5 hour
Accident Reporting	1.0 hours
Safety Inspections	1.0 hours

**B-5. Documentation/recordkeeping**

a. Records of all personnel attending ADSO courses will be maintained on file at the installation safety office and at the ADSO's organization IAW AR 25-400-2. ADSO's will be required to attend a refresher course every 3 years. Refresher training will consist of as a minimum 2 hours of program updates and the introduction of any new requirements.

b. Selection and assignment criteria for ADSO will be IAW AR 385-10, paragraph 2-7g. Written appointment orders for the ADSO will be forwarded to safety office within 1 week of appointment. See figure B-1 for an example of ADSO appointment orders.

UNIT LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR

SUBJECT: Additional Duty Safety Officer/NCO Appointment Orders

1. Effective (fill in date) the following individual(s) are assigned the duties and responsibilities within the (unit name):

- a. Additional Duty Safety Officer – (Rank & Name)
- b. Additional Duty Safety NCO – (Rank & Name)

2. Authority: AR 385-10, Army Safety Program, 23 August 07, TRADOC Regulation 385-2, TRADOC Safety Program, January 2009, unit xxx local single source safety document.

3. Purpose: Responsible for the implementation, sustainment and enforcement of the Army Safety Program and TRADOC Safety Program in accordance with cited regulations. Manage the unit Safety program for the Commander ensuring safety standards, procedures, and Composite Risk Management (CRM) process is integrated into all operations.

4. Period: For a minimum of 1 year from the effective date or until relieved.

5. Special Instructions:

a. Report directly to the Commander and advise on the status of all safety related issues, to include unit safety program evaluations, safety training, accident reporting and investigations, identify hazards, CRM, and any other safety related issues affecting mission success. This will enable the Commander to achieve the desired integration between CRM, accident prevention and mission accomplishment.

b. Complete required ADSO course and other required training IAW unit xxx local single source safety document.

c. Principal staff officers and section chiefs will oversee the ADSO duties, responsibilities and special projects. In the event an appointed individual is unable to complete the assigned additional duty, section chiefs will designate replacement(s). All unit safety material (safety binders, training materials, unit safety inspections, certificates, etc.) will remain with the unit after an appointed ADSOs has been officially relieved.

d. Your OER/NCOER support form will reflect the additional duties, responsibilities and special projects assigned and completed.

**Commander's Signature Block**

CF:  
Installation Mission Safety Manager

**Figure B-1. Example ADSO appointment letter**

**Appendix C****Notification of Department of Defense (DOD) Explosives Safety Board for Explosives and Chemical Agent Mishaps**

**C-1.** Commanders/commandants of TRADOC centers of excellence and schools, and activities with an explosives or chemical agent mission will-

a. Ensure explosives and chemical agent mishaps are investigated IAW requirements in AR 385-10 and DA Pam 385-40 and reported to the USACR/SC within appropriate time requirements. Forward two copies of explosives and chemical agent mishap investigation reports to the USACR/SC at Building 4905, 5th Ave., Fort Rucker, AL 36362-5363 with a memorandum requesting one copy be forwarded to the Office of the DASAF at HQDA Safety and Occupational Health, Crystal Plaza 5, Room 980, Arlington, VA 22202, and one copy be forwarded to the DOD Explosives Safety Board at 2461 Eisenhower Ave, Hoffman Building 1, Room 856C, Alexandria, VA 22331-0600.

b. Ensure explosive mishap notification is made to the U.S. Army Technical Center for Explosives Safety via email at [MCAL.DAC.ES.Hotline@conus.army.mil](mailto:MCAL.DAC.ES.Hotline@conus.army.mil). Ensure chemical agent mishap notification is conducted IAW the chemical event reporting requirements of AR 50-6, chapter 11.

c. Ensure an explosives mishap follow-up report is made to the U.S. Army Technical Center for Explosives Safety within 2 workdays of the initial notification. Ensure a chemical agent mishaps follow-up report is made to the Office of the DASAF within 2 workdays of initial notification.

**C-2.** The USACR/SC, as the repository for accident reports, is responsible for forwarding one copy of explosives and chemical agent mishap investigation reports to the Office of the DASAF.

**C-3.** Requirements for notification.

a. An initial telephonic report to the Office of the DASAF and to the U.S. Army Technical Center for Explosives Safety is required for explosives and/or chemical agent mishaps resulting in one or more of the following:

- (1) DOD military, civilian, or contractor fatality.
- (2) \$200,000 or more property damage.
- (3) Production loss of 72 hours or more.
- (4) Loss of major weapons system (such as, tank, aircraft, ship, or large missile).
- (5) Probable public interest such as network media coverage.

b. A message to the Office of the DASAF and to the U.S. Army Technical Center for Explosives Safety is required for explosives and chemical mishaps resulting in one or more of the following:

- (1) \$10,000 or more property damage.
- (2) Production interruption exceeding 24 hours.
- (3) Individuals exhibiting physiological symptoms of agent exposure.
- (4) An unintentional or uncontrolled release of a chemical agent where the agent quantity released to the atmosphere is such that a serious potential for exposure is created by exceeding the applicable maximum allowable agent concentration levels for exposure of unprotected workers or the general population.

c. Telephonic and electronically transmitted reports shall be provided as soon as possible to the agencies shown in paragraph B-1a of this regulation and TRADOC EOC at DSN 501-5100 or (757) 501-5100, and shall include as much of the following data as may be immediately available.

- (1) Name and location of reporting activity.
- (2) Name, title, and telephone number of person reporting and POC at scene of the accident.
- (3) Location of the mishap (activity, city, building number or designation, road names, or similar information).
- (4) Item nomenclature, mark, model, federal supply code, federal item identification number, DOD activity code, or naval ammunition logistics code.
- (5) Quantity involved (number of items and net explosive weight).
- (6) Day, date, and local time of initial significant event and when discovered.
- (7) Description of significant events (include type of operation involved).
- (8) Number of fatalities (military, DOD civilian, or other civilian) and names of individuals injured.
- (9) Description and cost of material damage (government or nongovernment).
- (10) Cause.
- (11) Action planned or taken (corrective, investigative, or EOD assistance).
- (12) Effect on production, operation, mission, or other activity.

(13) Details of any remaining chemical agent hazard or contamination, if applicable.

(14) Are any news media aware? (yes or no)

**C-4.** Follow-up reports shall be submitted to the DOD Explosives Safety Board via priority/ precedence, electronically transmitted message within 2 working days after notification of an occurrence has been received and shall contain any additional information on the data elements contained in paragraph C-5c, below.

**C-5. Investigation Reports.**

a. An investigation report shall be submitted to the U.S. Army Safety Center as soon as the investigating board has obtained release from the DOD component concerned for all explosives and chemical mishaps meeting the criteria listed above. Mishaps occurring during the transportation of ammunition, explosives, and chemical agents by commercial carriers are excluded from this requirement unless so directed by contract.

b. The following mishaps, although not required to be reported, shall be reported whenever the information to be obtained can contribute to the development or verification of safety procedures or standards:

(1) An unplanned explosion, fire, or functioning of ammunition and explosives that does not meet the requirements of paragraphs C-3a or C-3b above for mandatory reporting, when in the opinion of the investigating officer, it produces data that may be of permanent value in evaluating explosives or chemical agent safety.

(2) A mishap relating to the employment of ammunition, explosives, or chemical agents during combat.

(3) Accidental and deliberately inflicted gunshot wounds from small arms handling, test firing operations, and similar incidents that result from personnel error, inadequate training, or malfeasance.

c. The following information, as applicable, shall be included in investigation reports.

(1) Event circumstances.

(a) Location, date, and local time.

(b) Type of operation or transportation mode engaged in at time of the mishap (include reference to applicable SOP or regulatory document).

(c) Description of mishap.

(d) Quantity, type, lot number, configuration, and packaging of ammunition, explosives, or chemical agent involved in the mishap.

(e) Type of reaction(s): single reaction (such as detonation, deflagration, fire, release, or activation); multiple reactions (such as detonation and fire); communication of reactions, such as fire caused fire, fire caused detonation, and detonation caused detonation, and the time between events.

(f) Possible or known causes.

(2) Event effects. A copy of aerial and ground photographs taken of the mishap site. When appropriate, include photographs (color whenever possible), maps, charts, and overlays, showing or listing the following:

(a) Number of individuals killed or injured. Indicate cause of fatalities and injuries and location of affected persons with respect to the mishap origin.

(b) Property damage at the mishap origin.

(c) Area containing property with more than 75 percent destruction.

(d) Area containing property damage beyond economical repair (50 to 75 percent).

(e) Area containing repairable property damage (1 to 49 percent). Indicate event origin and a description of the damage and its cause.

(f) Radii of uniform and of irregular glass breakage (when possible, include type and dimensions of glass broken at farthest point).

(g) Locations and dimensions of craters.

(h) Distances from the mishap origin at which direct propagation occurred and whether from blast, fragments, or firebrands.

(i) Approximate number, size, and location of hazardous fragments and debris.

(3) Factors contributing to or limiting event effects. When appropriate, describe the influence of the following factors on the mishap.

(a) Environmental and meteorological (such as cloud cover, wind direction and velocity, temperature, relative humidity, electromagnetic radiation, and electrostatic buildup and discharge).

(b) Topography (such as hills, forests, lakes).

(c) Structural features at the mishap origin (such as exterior and interior walls and bulkheads, roofs and overheads, doors and hatches, cells or magazines, earth cover, and barricades).

(d) Safety features, other than structural, at the mishap origin (such as remote controls, sprinklers or deluge systems, detectors, alarms, blast traps, and suppressive shielding).

(e) Structures. Position, orientation, and type of construction of all structures, damaged or not, located within the maximum radius of damage. When the inter-magazine, intra-line, or inhabited building distances are greater than the radius of actual damage, show the location, orientation, and type construction of all structures situated within the QD radii.

(f) Vessels, vehicles, and mobile equipment. Location within maximum radius of damage, or if the QD requirements are greater, location within the K-factor of K9, K18, K24, and K30 QD radii.

(g) Personnel. Location within maximum radius of damage, or if the QD requirements are greater, location within the K-factor of K9, K18, K40, and K50 QD radii.

(h) Explosives, amounts, and chemical agent. Location, type, configuration, amounts, and protection provided within maximum radius of damage, or if the QD requirements are greater, location within the applicable magazine and intra-line radii.

(4) Analyses, conclusions, and recommendations.

(5) For chemical agent mishaps, include the following:

(a) The safety training those personnel received applicable to duty being performed at the time of the mishap.

(b) The availability, type, and use of protective equipment.

(c) A description of the emergency measures taken or performed by individuals at the scene of the mishap.

(d) A summary of applicable medical data.

(e) A sketch showing locations where disabling injuries occurred, and indicating the distance and direction from the agent source.

(f) The facility filter types and the facility ventilation and air turnover rates.

(g) The rate and manner of agent releases and any data used to determine the downwind hazard.

(h) The status and disposition of chemical agent remaining at the mishap.

(i) The details of any remaining chemical agent hazard and contamination, if applicable.



## Appendix D

### Fatality After Accident Review

#### D-1. Preparing fatality after accident review (FAAR) slides.

When preparing FAAR slides, include all of the following information. See table D-1 for format.

**Table D-1**  
**Preparing AAR slides**

Slide Title	Information contained on each slide:
FAAR	<ul style="list-style-type: none"> <li>- Unit name</li> <li>- Soldier's Name(s)</li> <li>- Date of FAAR</li> </ul>
FAAR Agenda	<ul style="list-style-type: none"> <li>- Biography and personal data</li> <li>- 48-hour sequence of events</li> <li>- Accident synopsis</li> <li>- Causative/contributing factors</li> <li>- Risk assessment/management plans</li> <li>- Assessment of unit's safety program</li> <li>- Corrective actions and recommendations</li> <li>- Unit after accident initiatives</li> </ul>
Biography/Personal Data Name(s)	<ul style="list-style-type: none"> <li>- Gender, age, rank, military occupational specialty, duty status, and length of time in unit</li> <li>- Special training assignments</li> <li>- Experience/training in activity performed at time of accident (for example, driver training, motorcycle training, parachute jump, etc.)</li> <li>- Performance indicators (counseling statements, bad checks, Common Task Testing scores, Army Substance Abuse Program files, health risk assessment, etc.)</li> <li>- Most recent/next scheduled permanent change of station, training event, deployment</li> <li>- Recent medical or mental health issues impacting Soldier</li> <li>- Changes of command in unit</li> <li>- Activated reserve component personnel and date activated</li> </ul>
48-Hour Sequence of Events	<ul style="list-style-type: none"> <li>- 48-hour sequence of events</li> </ul> <p>From 48-hours prior to time of accident (N)</p> <ul style="list-style-type: none"> <li>• N-48 hours:</li> <li>• N-XX hours:</li> <li>• N-XX hours:</li> <li>• N-XX hours:</li> <li>• N-XX hours:</li> <li>• N-hour:</li> </ul> <ul style="list-style-type: none"> <li>- Identify any training event being conducted at the time of the accident</li> <li>- List significant occurrences in life of the deceased individual in last 48 hours leading up to minutes/seconds before accident</li> </ul>
Accident Synopsis	<ul style="list-style-type: none"> <li>- Date: yy/mm/dd                      Time: 0000 hours</li> <li>- Location (show map/sketch of accident location)</li> <li>- Environmental conditions (day/night, etc.)</li> </ul>

**Table D-1**  
**Preparing AAR slides, continued**

<p>Accident Synopsis, continued</p>	<ul style="list-style-type: none"> <li>- Other official civilian agency accident reports, if available (contact Law Enforcement Command or the staff judge advocate for assistance in obtaining reports)</li> <li>- Witness statements</li> <li>- Extent/type of injuries sustained</li> <li>- Photos of accident scene, if possible, and photos of vehicle(s)/equipment involved in accident</li> <li>- Action of victim/others and sequence of events of accident</li> <li>- Emergency response (time to respond, who responded, where victim was taken, time/place of death, etc.)</li> <li>- Time and sequence of unit/unit commander/staff duty officer/safety office notification</li> </ul>
<p>Causative/Contributing Factors</p>	<ul style="list-style-type: none"> <li>- Physical description of equipment/vehicle (include inspection documentation, vehicle/equipment service records, etc., if available)</li> <li>- Use and type of safety equipment (seatbelt, antilock brakes, helmet, gloves, goggles, etc.).</li> <li>- Vehicle/equipment failures/malfunctions (provide photos, documentation of failed/malfunctioned parts, etc. - Condition of Soldier (blood alcohol content, fatigue, etc.)</li> <li>- Explain who performed incorrectly and how - Reasons activity was performed incorrectly - Identify/describe any leadership failure</li> </ul>
<p>Unit's Safety Program Assessment</p>	<ul style="list-style-type: none"> <li>- Official/training holiday safety briefs and other unit safety briefings</li> <li>- Vehicle or equipment inspections</li> <li>- Leave policy</li> <li>- Awards program</li> <li>- Unit safety awareness profile (trained safety officer/NCO, posters, NCO wallet cards, safety days, risk management training/implementation, etc.)</li> </ul>
<p>Unit After Accident Initiatives</p>	<ul style="list-style-type: none"> <li>- Explain how unit used lessons learned from this accident to brief unit members</li> <li>- New safety programs or countermeasure initiated since accident</li> <li>- Medical interventions (critical incident stress debriefings, individual counseling, etc.)</li> <li>- Describe actions taken, planned, or recommended to eliminate the cause(s) of this accident (from unit level to HQDA)</li> <li>- Address the "metrics of failure" which consists of the following categories: complacency, overconfidence, indiscipline, unsupervised, and untrained.</li> </ul>

**D-2. Preparing FRB FAAR findings and recommendations memo for TRADOC. See Figure D-1 for memo format.**

UNIT LETTERHEAD

OFFICE SYMBOL Date

MEMORANDUM FOR Commander, TRADOC

SUBJECT: Fatality Review Board (FRB) Fatality After Accident Review (FAAR) Findings and Recommendations **(date of accident, type accident, victim name/rank)**

1. The FRB met on DDMMYY to review the circumstances surrounding the subject accident. A copy of the FRB charts are enclosed.
2. Information and lessons-learned from the accident/incident are as follows:
  - a. Background:
    - (1) Type accident/incident: **(POV, AMV, training, recreation, etc.)**
    - (2) Victim biography/personal data: **(name, rank, unit, age, gender, duty status on-/off-duty, leave, pass, TDY, recently returned from overseas deployment, activated Reserve component, date activated)**
    - (3) Accident synopsis: include relevant events 48 hours prior to accident/incident
    - (4) Training, as appropriate to accident/incident type: **(Defensive Driver Course, Remedial Driver Training, Motorcycle Driver Training, etc.)**
    - (5) Experience/Currency, as appropriate: **[How long had person been performing task/level of experience (for example, number of years operating motorcycle, number of parachute jumps, etc.)]**
  - b. FAAR assessment/findings.
    - (1) Causative/contributing factors: Direct/indirect, leader failure, communication failure, etc.
    - (2) Lessons-learned/after-action initiatives or recommendations: What could have been done to prevent this loss? Future losses?
    - (3) Recommendations: Who needs to do what, when, how?
3. Information in this report is based on information currently available. The \_\_\_\_\_ and/or \_\_\_\_\_ (police, autopsy, etc.) reports are still pending.
4. Corrective actions identified by the board have/have not been implemented.

Encl **Commander's Signature Block**

CF:  
 Commander, USAAC  
 TRADOC Surgeon  
 TRADOC Safety Director

**Figure D-1. FRB FAAR findings and recommendations memo for TRADOC**

## Appendix E

### TRADOC Statement for Motorcycle Operator Responsibilities

E-1. Statement for motorcycle operator responsibilities (Soldiers). See figure E-1.

#### TRADOC Statement for Motorcycle Operator Responsibilities (Soldiers)

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

2. I understand that before I operate a motorcycle (either street or off-road) on or off a DOD installation and on or off duty, I will be appropriately licensed (except when not required by the Status of Forces Agreement or local laws), will successfully complete a Motorcycle Safety Foundation (or a Motorcycle Safety Foundation based state approved) course, and comply with the PPE requirements stated in paragraph 3.

3. As an operator of a government and/or privately owned motorcycle (either street or off-road versions) I understand that all motorcycle safety equipment will be fully operational and the headlight turned on at all times (when equipped). Whenever I operate a motorcycle, I will wear the appropriate PPE. I am aware the **minimum PPE requirements** are: a U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it); impact or shatter resistant goggles, wraparound glasses, or full-face shield properly attached to helmet must meet or exceed ANSI Safety Code Z87.1, for impact and shatter resistance (a windshield or eye glasses alone are not proper eye protection); sturdy footwear is mandatory (leather boots or over the ankle shoes are strongly suggested); long sleeve shirt or jacket, long trousers and full fingered gloves or mittens; a brightly colored outer upper garment during the day, and a reflective upper garment during the night.

4. **Local, State and Installation:**

a. I, \_\_\_\_\_ am stationed at \_\_\_\_\_ and the installation motorcycle requirements here include: \_\_\_\_\_

b. The motorcycle requirements for the state I am located in are: \_\_\_\_\_

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

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

\_\_\_\_\_  
Soldier Signature/Date

\_\_\_\_\_  
Commander/1SG/Supervisor Signature/Date

**Figure E-1. Statement for motorcycle operator responsibilities (Soldiers)**

**E-2. Statement for motorcycle operator responsibilities (DOD Civilian). See figure E-2. TRADOC Statement for Motorcycle Operator Responsibilities (DoD Civilian)**

1. I am a Department of Defense (DOD) civilian assigned or attached to a TRADOC organization. I have identified myself as a potential motorcycle rider (current or future) and I understand my responsibility as an operator of a motorcycle to do so in a safe manner and IAW the provisions of local laws, DOD and Army regulations, directives, and local policies.
  
2. I understand that before I operate a motorcycle (either street or off-road) on a DOD installation, I will be appropriately licensed (except when not required by the Status of Forces Agreement or local laws).
  
3. As an operator of a government and/or privately owned motorcycle (either street or off-road versions) I understand that all motorcycle safety equipment will be fully operational and the headlight turned on at all times (when equipped). Whenever I operate a motorcycle on a DOD installation, I will wear the appropriate PPE. I am aware the **minimum PPE requirements** are: a U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it); impact or shatter resistant goggles, wraparound glasses, or full-face shield properly attached to helmet must meet or exceed ANSI Safety Code Z87.1, for impact and shatter resistance); sturdy footwear is mandatory (leather boots or over the ankle shoes are strongly **suggested**); long sleeve shirt or jacket, long trousers and full fingered gloves or mittens; a brightly colored outer upper garment during the day, and a reflective upper garment during the night.
  
4. **Local, State and Installation:**
  - a. I, \_\_\_\_\_ work at \_\_\_\_\_ and the installation motorcycle requirements here include: \_\_\_\_\_
  
  - b. The motorcycle requirements for the state I am located in are: \_\_\_\_\_
  
5. **Cautions and Hazards:** I understand that riding while under the influence of drugs or alcohol, riding at an excessive speed, or riding over difficult terrain greatly increases my personal risk.
  
6. **TRADOC's goal** is to ensure that personnel that operate motorcycles are aware of the hazards and risks identified for motorcycle operation and understand their responsibility safe operation. I acknowledge that I have briefed the individual identified in paragraph 4a above on the information provided.

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Civilian Signature/Date (optional)

**Figure E-2. Statement for motorcycle operator responsibilities (DOD civilians)**

## Appendix F

### TRADOC Statement for All-Terrain Vehicle (ATV) Operator Responsibilities

F-1. See figure F-1.

#### TRADOC Statement for All-Terrain Vehicle (ATV) Operator Responsibilities (Soldiers)

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

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

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

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

5. **Age, registration, license and insurance.** Licensing requirements vary from state to state and it is my responsibility to operate IAW state requirements. I also understand that I need to check other state requirements if I operate my ATV away from the local area. State licensing and registration information can be found at [www.atvsafety.org](http://www.atvsafety.org).

a. I \_\_\_\_\_ am stationed at \_\_\_\_\_ and ATV requirements here are: \_\_\_\_\_.

b. I understand the state requirements for ATVs are: \_\_\_\_\_.

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

7. **TRADOC's goal** is to ensure that I am aware of the hazards and risks identified for ATV operation and that I fully and freely accept the responsibility for operating IAW the laws, regulations, and policies listed above. I acknowledge I have been briefed on and understand the information provided above.

\_\_\_\_\_  
Soldier Signature/Date

\_\_\_\_\_  
Commander/ISG/Supervisor Signature/Date

**Figure F-1. Statement for ATV operator responsibilities (Soldiers)**

**F-2. Statement for ATV operator responsibilities (DOD civilian). See figure F-2.**

**TRADOC Statement for All-Terrain Vehicle (ATV) Operator Responsibilities (DOD Civilian)**

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

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

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

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

5. **Age, registration, license and insurance.** Licensing requirements vary from state to state and it is my responsibility to operate IAW state requirements. I also understand that I need to check other state requirements if I operate my ATV away from the local area. State licensing and registration information can be found at [www.atvsafety.org](http://www.atvsafety.org).

a. I \_\_\_\_\_ am stationed at \_\_\_\_\_ and ATV requirements here are: \_\_\_\_\_

b. I understand the state requirements for ATVs are: \_\_\_\_\_

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

7. **TRADOC’s goal** is to ensure that personnel who operate ATVs are aware of the hazards and risks identified for ATV operation and understand their responsibility safe operation. I acknowledge that I have briefed the individual identified in paragraph 4a above on the information provided.

\_\_\_\_\_  
Civilian Signature/Date (optional)

\_\_\_\_\_  
Supervisor Signature/Date

**Figure F-2. Statement for ATV operator responsibilities (DOD civilian)**

## Glossary

### Section I

#### Abbreviations

AAR	after action review
ACTEDS	Army Civilian Training, Education, and Development System
ADSO	additional duty safety officer
AMV	Army motor vehicle
AR	Army regulation
ARAP	Army readiness assessment program
ARCIC	Army Capabilities Integration Center
ARIMS	Army Record Information Management System
ATV	all-terrain vehicles
CAC	U.S. Army Combined Arms Center
CDTF	Chemical Defense Training Facility
CFR	Code of Federal Regulations
CG	commanding general
CoS	chief of staff
CP-12	career program 12
CPAC	civilian personnel advisory council
CRM	composite risk management
CSM	command sergeant major
CSO	command safety office
DA	Department of the Army
DASAF	Director of Army Safety
DCG	deputy commanding general
DCG IMT	Deputy Commanding General for Initial Military Training
DCS	deputy chief of staff
DOD	Department of Defense
DODI	Department of Defense instruction
DOT	United States Department of Transportation
DOTMLPF	doctrine, organization, training, materiel, leadership and education, personnel, and facilities
EOC	emergency operations center
EOD	explosive ordnance disposal
ESC	executive safety council
ESMP	explosive safety management program
FAAR	fatality after accident review
FOD	foreign object damage
FRB	fatality review board
G-3/5/7	operations and training
G-6	information officer
GS	general schedule
HQ	headquarters
HQDA	Headquarters, Department of the Army

IAW	in accordance with
IMCOM	U.S. Army Installation Management Command
IMT	initial military training
IRSO	installation radiation safety officer
MSO	major subordinate organization
NCO	noncommissioned officer
NEW	net explosive weight
NRC	Nuclear Regulatory Commission
NLT	not later than
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
pam	pamphlet
RCO	range control officer
POC	point of contact
POV	privately owned vehicle
PPE	personal protective equipment
PT	physical training
QASAS	quality assurance specialist, ammunition surveillance
QD	quantity distance
R&A	review and analysis
RSSO	radiation safety staff officer
SAT	systems approach to training
SC	senior commander
SOHAC	Safety and Occupational Health Advisory Council
SOP	standard operating procedure
SSRA	system safety risk assessment
TDY	temporary duty
TM	technical manual
TRADOC	United States Army Training and Doctrine Command
TTP	tactics, techniques, and procedures
USACR/SC	United States Army Combat Readiness/Safety Center
UXO	unexploded ordnance

## Section II

### Terms

#### Branch proponent

The service school that has primary responsibility for developing concepts, doctrine, tactics, training, techniques, procedures, organizational designs, and materiel requirements for a particular branch in the Army.

#### Branch safety proponent

School commandants are the safety proponents for their branch, responsible for integrating safety into the development and employment of service school products (for example, doctrine, training, leader development, organization, materiel and Soldier) and monitoring safety performance of branch units and proponent materiel systems worldwide.

**Chemical accident/incident**

Intentional or unintentional chemical events where chemical agent is released into the ambient atmosphere and either threatens unprotected personnel or has the potential to threaten unprotected personnel.

**Chemical agent**

A chemical compound intended for use in military operations to kill, seriously injure, or incapacitate persons through its chemical properties. Excluded are riot control agents, chemical herbicides, smoke, and flame. Pesticides, insecticides, and industrial chemicals, unless selected by DOD components for chemical warfare purposes, are also excluded.

**Chemical agent mishap**

Any unintentional or uncontrolled release of a chemical agent when reportable damage occurs to property from contamination, or costs are incurred for decontamination, individuals exhibit physiological symptoms of agent exposure, the agent quantity released to the atmosphere is such that a serious potential for exposure is created by exceeding the applicable maximum allowable concentration levels for exposure of unprotected workers or the general population.

**Composite risk management**

Making tradeoff decisions between potential/expected loss/injury versus the mission benefit of accepting the residual risk. Composite risk management supports the commander's overall estimate and decision making process. The objective is to accomplish the mission safely by identifying and eliminating unnecessary risk.

**Explosives mishap**

An unplanned explosion or functioning of explosive material or devices (except during combat). This includes inadvertent actuation, jettisoning, and releasing or launching explosives devices. It also includes mishaps that result from off range impacts of ordinance. For mishap reporting purposes, dummy (inert) ordnance shall be considered as an explosive device any time it is used in training or test situations to simulate an actual item.

**Explosives**

All items of ammunition; propellants, liquid and solid; high and low-yield explosives; pyrotechnics; and substances associated with the foregoing that present real and potential hazards to life or property. The term includes any device or assembly of devices that contains an explosive material. Examples are bombs, guided or unguided; water and land mines; depth charges; non-nuclear warheads; explosive-loaded projectiles; explosive components of aircrew escape systems; missile propellants; unguided missiles; pyrotechnic, illuminating, and signaling devices; and cartridge-actuated tools, such as stud drivers.

**Manpower and personnel integration**

A comprehensive management and technical program to enhance human performance and reliability in the operation, maintenance, and use of weapon systems and equipment. Manpower and personnel integration achieves this objective by integrating the full range of human factors

engineering, manpower, personnel, training, system safety, and health hazard considerations into the materiel development.

**Residual hazard**

A hazard that has not been eliminated by design.

**Residual risk**

Expected loss from a residual hazard. The risk remaining after controls have been selected for the specific hazard.

**Risk**

An expected loss or danger resulting from a hazard. Risk is expressed in terms of estimated severity and probability of injury or damage. Over time, uncontrolled HIGH-level risks will produce high levels of loss.

**Risk acceptance**

A formal or implied decision to accept the consequences of a risk based on a risk assessment.

**Risk assessment**

Evaluation of expected consequences of a risk against the benefits gained from accepting the risk.

**Safety assessment report**

A formal, comprehensive summary of the safety data collected during the design and development of a system. It includes the hazard potential of the item, provides risk assessments, and recommends procedures or other corrective actions to reduce the exposure or consequences of these hazards.

**Safety awareness**

A consciousness of hazards and the knowledge to avoid them or minimize their effect. Safety awareness training gives leaders the knowledge and motivation to accomplish the mission while unnecessarily jeopardizing the lives of personnel or readiness of equipment. Safety awareness leads to a proactive approach that uses CRM to evaluate the risks and eliminate those with inadequate benefits.

**Safety lesson learned**

A safety or health related warning, based upon past experience, which can be applied to current and future operations and systems to prevent recurrence of the identified hazard.

**System safety risk assessment**

A document that comprehensively evaluates the residual risks of an operation, activity, or materiel system and documents their acceptance by the materiel developer and combat developer.

**Systems approach to training**

TRADOC's process to develop training or instructional systems that consists of five interrelated phases: analysis, design, development, implementation, and evaluation.

**Water operations**

Tactical water crossings by vehicle, boat, pontoon bridge, raft, foot, and over water operations.

**Section III**

**Special terms**

This section contains no entries.