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Headquarters, United States Army  
Training and Doctrine Command  
Fort Eustis, Virginia 23604-5700

\*TRADOC Regulation 385-2

23 October 2015

Safety

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

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FOR THE COMMANDER:

OFFICIAL:

KEVIN W. MANGUM  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff



RICHARD A. DAVIS  
Senior Executive  
Deputy Chief of Staff, G-6

**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 18 November 2011.

to [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil) prior to initiating deviation. Identify specific conflict(s) with regulation and provide justification for the request and alternate measures. Include a thorough assessment of the associated risk with the request.

**Army management and control process.** This regulation does not contain internal 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 23604-5700 or [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA (Department of the Army) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5700 or [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.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

**U.S. Army Training and Doctrine Command Safety and Occupational Health Program**  
TRADOC Safety Program

This revision, dated 23 October 2015 -

- o Changes the name of this publication from “U.S. Army Training and Doctrine Command Safety Program” to “U.S. Army Training and Doctrine Command Safety and Occupational Health Program.”
- o Replaces rescinded term *composite risk management* with the term *risk management*.
- o Replaces Department of the Army Form 7566 with Department of Defense Form 2977 as the standard tool for capturing risk management information.
- o Clarifies commander and commandant responsibilities (para 1-4e).
- o Changes the exposure report submission interval from quarterly to “as requested” (para 1-4h(11)).
- o Adds safety director requirement to ensure branch safety specialist(s) is/are trained on use of the systems training plan writing tool and included in the systems training plan review process (para 1-4h(12)).

- o Removes Army Readiness Assessment Program participation guidance.
- o Adds proponent training and education developers requirement to develop and maintain processes and procedures to ensure branch safety is included in the product development process (para 1-4k).
- o Changes recordkeeping requirements (para 1-6b).
- o Modifies the U.S. Army Training and Doctrine Command safety program evaluation program (1-6c).
- o Adds guidance on crew endurance programs (para 3-2a(5)).
- o Adds guidance on safety training (para 3-2a(6)).
- o Adds specific training requirements for aviation safety noncommissioned officers (para 3-2a(7)).
- o Modifies Daedalian Foundation Award guidance (para 5-4).
- o Modifies the requirements for the U.S. Army Training and Doctrine Command unit safety citation (para 5-6).
- o Updates range safety responsibilities (para 6-2).
- o Clarifies responsibilities and requirements for the Explosive Safety Management Program (chap 7).
- o Adds requirement to track 1-hour Army Traffic Safety Training Program, Introductory Course in the digital training maintenance system (para 8-3c).
- o Clarifies guidance on distracted driving (para 8-10).
- o Removes the requirement for civilian motorcycle/all terrain vehicle rider's agreements (chap 8).
- o Adds current guidance on the use of portable space heaters during field training (para 11-3a).
- o Clarifies Civilian Career Program 12 training requirements (chap 14).
- o Adds guidance specifically for electrical safety (chap 15).
- o Adds guidance specifically for mobilization missions (chap 16).

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- o Revises U.S. Army Training and Doctrine Command Statement for Motorcycle Operators Responsibilities (fig E-1).
- o Revises U.S. Army Training and Doctrine Command Statement for All Terrain Vehicle Operator Responsibilities (fig F-1).
- o Eliminates U.S. Army Training and Doctrine Command Statements for Motorcycle and All Terrain Vehicle Operator Responsibilities (Civilian).

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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 Army Safety Program responsibilities defined in Army Regulation 385-10 (Army Safety Program) and Department of the Army Pamphlet (DA Pam) 385-10 (Army Safety Program), and incorporates the requirements of the Occupational Safety and Health Act of 1970. This regulation assists 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 (RM) 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, as well as required and referenced forms, are in appendix A.

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

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

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

a. Director, TRADOC Safety will-

(1) Report to Commanding General (CG), TRADOC through the Deputy Commanding General (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 other services and federal agencies, the Director of Army Safety (DASAF), and other senior commands and agencies concerning issues that have significant Armywide 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.

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- (7) Schedule, coordinate, and serve as the principal advisor and recorder for the TRADOC Executive Safety Council (ESC). Establish, coordinate, and publish safety program metrics and briefing requirements for center/school senior commanders to brief as their safety program overview at the ESC.
- (8) Review and evaluate selected TRADOC safety programs that support the command's mission on an annual basis.
- (9) Serve as the TRADOC Command Career Program Manager for Career Program 12 (CP-12) in accordance with AR 385-10, paragraph 10-7 and AR 690-950.
- (10) Maintain staff oversight for safety issues relating to RM 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 RM integration into doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy (DOTMLPF-P).
- (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 professionals and all 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, U.S. Army Center for Initial Military Training 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/collateral duty safety officer (ADSO/CDSO) program at TRADOC centers of excellence and schools during their 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.

(21) Establish and execute a Safety and Occupational Health Management System in accordance with DoDI 6055-01 and AR 385-10.

b. The CG, U.S. Army Center for Initial Military Training will-

- (1) Ensure the integration of safety and RM into initial military training.
- (2) Assess the status of RM integration into initial military training on a recurring basis to determine the level of implementation and the effectiveness of ongoing initiatives.

c. The DCG, Director/Futures ARCIC will-

- (1) Develop policies and procedures to integrate safety and RM into the combat development process (for example, manpower and personnel integration).
- (2) Coordinate combat development issues and documents with the Director, TRADOC Safety for review of safety aspects.
- (3) Apply the RM process to all designs, concepts, and capabilities of the future force.

d. Commander, U.S. Army Combined Arms Center will-

- (1) Integrate RM in Army doctrine, collective training, training development, U.S. Army Combined Arms Center 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, Mission Command Training Program, Western Hemisphere

Institute for Security Cooperation, Warrant Officer Career College, other subordinate activities, and Fort Leavenworth training and operations.

(3) Ensure instructor training course, staff and faculty orientation, and instructor development courses include safety and RM specific training.

e. TRADOC commanders and commandants will-

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

(2) Appoint a qualified safety director, in accordance with the Office of Personnel Management standards for job series GS 0018/0803/1815, as a member of the commander's special staff and ensure direct unimpeded access to the commander.

(3) Co-locate mission and garrison safety resources at a single location where such is necessary to ensure safety program efficiencies. When co-located, appoint a Senior Safety Director to synchronize garrison and mission safety programs and initiatives, report to the senior commander (SC). The Senior Safety Director will be a member of the mission commander's special staff. The Senior Safety Director will be rated by their parent command and senior rated by the SC (regardless of command structure) 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 a minimum of 14 days.

(c) A copy of the vacancy announcement will be forwarded to the CP-12 Functional Chief's Representative, U.S. Army Combat Readiness Center Building 4905, Ruf Avenue, Fort Rucker, AL 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 in accordance with 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's 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 Office of Personnel Management qualification requirements of a safety position will be coordinated with the TRADOC Command Career Program Manager before selection.

(f) Consideration of any non CP-12 candidate for a TRADOC CP-12 position will be forwarded to the TRADOC CP-12 Career Program Manager 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 in accordance with 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 Center (USACRC) Homepage at <https://safety.army.mil/>.

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

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

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

(11) Incorporate privately owned vehicle (POV) accident prevention tools found at the USACRC 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 RM training is provided to combat developers, training developers and evaluators, school instructors, and cadre.

(14) Promote mission safety and ensure RM 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-P to ensure safe mission accomplishment.

(c) Implementing effective heat and cold injury prevention programs in accordance with TRADOC Regulation 350-6, appendix H, and paragraph H-11.

(15) Provide written guidance in support of all required and applicable safety and occupational health program elements as outlined in Table 1-1 of AR 385-10.

f. The Deputy Chief of Staff, G-3/5/7 will-

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

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

(3) Integrate hazard communication training into military training in accordance with Department of Defense Instruction (DODI) 6050.05.

g. TRADOC schools located on other than Army installations or on installations 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 in accordance with IMCOM common levels of support and host tenant agreement.

h. The safety director of a TRADOC subordinate command, 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) (SOPs), policies, and guidelines.

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

(4) Review, validate, and monitor integration of RM into all aspects of military training and operations in accordance with Army Techniques Publication (ATP) 5-19.

(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, RM countermeasures, and lessons learned into DOTMLPF-P 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 garrison directives and SOPs that affect mission training and operations.

(8) Develop and implement a functional ADSO/CDSO training program in accordance with appendix B.

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

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

(11) Submit TRADOC Exposure Report on an “as requested” basis to the TRADOC Safety Office.

(12) Ensure branch safety specialist(s) is/are trained on use of the systems training plan writing tool and are included in the systems training plan review process.

(13) Evaluate subordinate commands and assigned NCO academy safety programs.

i. 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 (PPE).

(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 Code of Federal Regulations (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 safety and occupational health review of purchased items such as PPE, tools, machinery, and office furniture unless reviews have already been performed.

j. Contractors will comply with Occupational Safety and Health Administration (OSHA) standards and Federal, state, DoD, Army, and local safety and occupational health requirements.

k. Proponent training developers will develop and maintain processes and procedures to ensure branch safety is included in the product development process.

#### **1-5. Risk management (RM) policy**

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

b. TRADOC's RM policy is based on the four principles of RM as outlined in ATP 5-19.

c. Commanders, directors, supervisors, training developers, faculty, cadre, and evaluators will ensure RM is integrated in operations and training developed at every echelon in their area of responsibility. Integrate RM into all doctrine, appropriate guidance, programs of instruction, lesson plans, mission training plans, and SOPs. 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 RM plan is developed, published, and integrated into training and operations.

(3) Risk decisions are made at the appropriate level in accordance with this regulation.

(4) A DD Form 2977 (Deliberate Risk Assessment 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 RM process. The residual risk identified on this worksheet will be accepted in accordance with the risk decision authority listed in paragraph 1-5h and by local command guidance. The daily risk assessment will not raise the accepted residual risk without coordination with, and approval of, the applicable approving authority. All daily risk assessments will include updated assessment of severity and probability. Administrative classroom training, designated as low-risk in training support package/lesson plans and current risk assessment, do not require completion of a daily RM worksheet.

e. Commanders responsible for recurring training directed by an official program of instruction and lesson plans 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 significant changes are made, to ensure all hazards are identified and control measures are

adequate. This does not relieve the trainer/officer in charge/NCO in charge from completing a daily worksheet, tailored to the specific equipment, conditions, and personnel.

f. The designated safety and occupational health official will-

(1) Exercise technical authority to review and ensure RM integration in all mission documents under the SC's domain including doctrine, mission training plans, SOPs, and lesson plans. Training products and publications will be reviewed in accordance with TRADOC Regulation 350-70 and supporting pamphlets.

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

(3) Train supervisors, training developers, faculty, cadre, and evaluators in the RM 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 23604-5700 or [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.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 approve extremely high-risk.

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

(3) Medium-risk: Lieutenant Colonel or equivalent and Command Sergeant Major (CSM) NCO Academy commandants, as designated by the first O-6 (or equivalent) or above in the chain of command.

(4) Low- risk: As designated by the first O-6 (or equivalent) or above in the chain of command.

## **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. All safety and command support functional files/records will be maintained for a minimum of 6 years plus the current calendar year. Exposure related data and accident reports will be kept on file indefinitely.

c. The TRADOC Evaluation Program: The Director, TRADOC Safety Office ensures all centers, schools, and subordinate activities' safety and occupational health programs are evaluated in accordance with AR 385-10.

(1) The TRADOC Safety Office schedules and conducts safety and occupational health program evaluations for the following organizations. The TRADOC Safety Office schedules and executes evaluations on a cycle normally not to exceed 18 months.

- (a) U.S. Army Recruiting Command
- (b) U.S. Army Cadet Command
- (c) Maneuver Center of Excellence
- (d) Fires Center of Excellence
- (e) Aviation Center of Excellence
- (f) Cyber Center of Excellence
- (g) Intelligence Center of Excellence
- (h) Maneuver Support Center of Excellence
- (i) CASCOM (Sustainment Center of Excellence)
- (j) Army Training Center
- (k) Asymmetric Warfare Group
- (l) Rapid Equipping Force
- (m) Combined Arms Center
- (n) U.S. Army Sergeants Major Academy
- (o) Brigade Modernization Command
- (p) Defense Language Institute
- (q) Western Hemisphere Institute for Security Operation

(2) Commands listed in paragraph 1-6c(1)(a)-(j) conduct annual safety and occupational health program evaluations for all subordinate schools and organizations down to the battalion level. These evaluations are assessed and validated during HQ's TRADOC safety and occupational health program evaluations.

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

(4) TRADOC Pamphlet 385-1, TRADOC Model Safety Program and Self-Assessment Guide, is the basis for all evaluations. To facilitate the process, the safety director/safety officer for organizations listed in paragraph 1-6c(1)(a)-(q) forward a completed self-assessment to the Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5700 or [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil) not later than 30 days before the scheduled evaluation. Commands that conduct subordinate and supported organization evaluations

develop procedures and timelines for subordinate and supported organizations to complete this self-assessment.

(5) The TRADOC Safety Office conducts an annual self-assessment of the TRADOC Safety and Occupational Health Program during the month of September using current Army Safety Office guidance and appropriate assessment tools.

(6) The TRADOC Safety and Occupational Health Evaluation Program is coordinated with the TRADOC Organizational Inspection Program. Evaluations may be scheduled off cycle to synchronize with the TRADOC Quality Assurance School Accreditation schedule. The schedule is published as an operations order. Potential mission conflicts or requests for changes to a scheduled evaluation are submitted through command channels from the commander/commandant or CoS involved, to the Director of TRADOC Safety.

(7) Outside agencies maybe 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.

(8) 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.

(9) Following each safety program evaluation, a written evaluation report is forwarded to the center, school, or activity concerned, for action and written response as appropriate. All requests for extension of established suspense dates are submitted through command channels from the commander/commandant or CoS involved.

#### **1-7. TRADOC Executive Safety Council (ESC)**

The TRADOC ESC is established 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 is chaired by the CG, TRADOC or the DCG/CoS. Members include TRADOC subordinate commands, commanders, commandants, and Command Sergeants Major; TRADOC Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ TRADOC; TRADOC Command Sergeant Major; and subordinate command, center, and school safety directors. The TRADOC Safety Office will serve as the council recorder and provide ESC minutes to the Deputy Chief of Staff for approval.

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

c. The ESC will include aviation issues relevant for this level of command, meeting the requirements for both the enlisted safety council and command safety council.

### **1-8. Safety and Occupational Health Advisory Councils**

a. Each TRADOC subordinate command, center of excellence, and school will establish a Safety and Occupational Health Advisory Council in accordance with AR 385-10, chapter 2-24. A Safety and Occupational Health Advisory Council may include the subordinate command, center 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 is established as a platform for safety directors to discuss topics of interest and share ideas, best practices, and lessons learned.

b. The TRADOC Safety Director's Forum will occur semiannually via video teleconference, or more frequently, as determined by the TRADOC Safety Director.

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## **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 in accordance with the requirements of AR 385-10, chapter 3-2; DA Pam 385-40; TRADOC Regulation 1-8, and this regulation.

b. Safety directors 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 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. Accidents involving persons on temporary duty (TDY) pass or military leave will be charged to the activity to which the person is permanently assigned. Accidents to Army students and foreign military students in a 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 in accordance with AR 385-10, paragraph 3-9b(3)(a) and (b).

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 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, USACRC by calling DSN 558-2660/3410 or (334) 255-2660/3410.

b. Notify the TRADOC Safety Director by calling DSN 501-5454/5460 or (757) 501-5454/5460. After duty hours, notify the TRADOC Emergency Operations Center by calling DSN 501-5095/5096 or (757) 501-5095/5096. 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. The completed DA Form 7305 or DA Form 7306 shall be forwarded to the TRADOC Safety Office within 72 hours via fax at DSN 501-5461 or (757) 501-5461, or e-mail at [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.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 Safety Office by fax at DSN 501-5461, (757) 501-5461, or e-mail at [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.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 range control office, 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-ES), 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 [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.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 in accordance with 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 in accordance with AR 385-10, paragraph 3-14. 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, USACRC through the Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5700 for approval. The report is required to be at the USACRC not later than 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 not later than 75 days after the on-duty accident and not later than 20 days after the off-duty accident. Requests for extensions beyond the report due date are submitted by e-mail, [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil), to the TRADOC Safety Office. The TRADOC Safety Office will request extensions from the USACRC in accordance with AR 385-10 paragraph 3-21. The TRADOC Safety Office will provide the Board President 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.

## **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, as defined in 2-1c, will telephonically 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, as defined in 2-1c, 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 the FAAR Board 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 RM 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 possible or suggested 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 in accordance with appendix D, figure D-1. The memorandum must be addressed with the TRADOC general's name, do not use "Commander" or "Commanding General." The memorandum must be sent via encrypted e-mail, general officer to general officer. Furnish a copy to the TRADOC Safety Director and the TRADOC 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) Emergency Operations Center 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), then forward it to their 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 USACRC. The local safety office will maintain a copy of the report to establish trends, identify problem areas, and develop countermeasures in injury prevention. The local Safety Office tracks all unit and higher level actions included in the accident reports through completion. The local safety office sends Class C (non-aviation), D, and E accident investigations directly to the USACRC.

c. The safety director will maintain the consolidated installation 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) in accordance with 29 CFR 1904.7(b)(3). Where a TRADOC organization, not staffed with a safety professional, is tenant, the command will coordinate with garrison or another TRADOC tenant staffed with a safety professional to ensure compliance.

d. The safety director will provide the TRADOC Exposure Report to the TRADOC Safety Office, as requested by the TRADOC Safety Director. Specific report entries will be specified at the time of the request.

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## **Chapter 3**

### **Aviation safety**

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

a. Director, TRADOC 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, DA Pam 385-90, and other applicable directives. Aviation Safety Officer will primarily use the five-step RM model to manage their safety program.

(2) Advise and assist the airfield manager/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 manager/unit commander and operations officer 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 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 in accordance with AR 25-400-2, DA Pam 385-90 and FM 3-04.300.

(12) Act as recorder for aviation command 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 organization with assigned aircraft will-

(1) Establish and maintain a current pre-accident or pre-emergency plan in accordance with 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 safety files.

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

(5) Establish and maintain a crew endurance program tailored to their unit mission, encompassing every crewmember, regardless of duty, and meeting the guidance of AR 95-1 and DA Pam 385-90.

(6) Complete formal safety training monthly, normally during scheduled safety meetings. Minutes and make-up plans will be completed and kept on file for at least 2 years.

(7) Appoint an aviation safety officer and aviation safety NCO in accordance with Army guidance. Aviation safety NCOs and additional duty aviation safety officers will meet all Army training requirements for an additional duty safety officer. Additionally, they will complete the aviation accident prevention course (000533061) within 30 days of appointment.

b. Foreign object damage.

(1) A foreign object damage prevention program will be established in accordance with AR 385-10, chapter 15 and DA Pam 385-90, paragraph 2-8.

(2) Due to foreign object damage 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).

c. RM.

(1) Commanders will integrate RM into aviation mission planning and execution at every level. The RM 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 RM plan. DD Form 2977 is the primary tool for documenting the RM process. Instructions for completion of DD Form 2977 are located on page 4 of the form and further discussed within ATP 5-19. Locally developed risk assessment tools other than approved aviation mission risk assessment worksheets should be avoided, unless required by Army or DoD guidance.

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

d. 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 USACC training.

(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.

e. 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 TRADOC Safety Office during duty hours at DSN 501-5454, (757) 501-5454 or to the Emergency Operations Center 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 [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil).

(3) Forward the original and one copy of completed USACRC 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 23604-5700. Submit the report to Headquarters, TRADOC not later than 75 days from the date of the USACRC letter of transmittal. Requests for extensions beyond the report due date are submitted by e-mail, [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil), to the TRADOC Safety Office. The TRADOC Safety Office will request extensions from the USACRC in accordance with AR 385-10. The TRADOC Safety Office will provide the local 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 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 23604-5700 for processing not later than 75 days after the accident. Requests for extensions beyond the report due date are submitted by e-mail, [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil), to the TRADOC Safety Office. The TRADOC Safety Office will request extensions from the USACRC in accordance with AR 385-10. The TRADOC Safety Office will provide the Board President/local 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 Safety Office 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.

f. Operational hazard reports will be processed in accordance with DA Pam 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 in accordance with Army guidance for both manned and unmanned aircrews.

## **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 RM into Army DOTMLPF-P is inherent in the worldwide branch safety mission. In addition to the safety and RM integration mission, branch safety managers must monitor the operations, training, equipment, and tactics, techniques, and procedures 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 in accordance with Office of Personnel Management standards for job series 0018/0803/1815 to serve as Branch Safety Manager.

(2) Execute the responsibilities in AR 5-22 and AR 385-10 for integrating safety and RM into proponent mission domains (for example, DOTMLPF-P).

(3) Develop local policies and procedures, and assign responsibilities to integrate safety and RM into DOTMLPF-P.

(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 RM instruction in each leader development course.

(6) Review risk assessments of all training support packages, lesson plans, and POIs based on the “most credible” case scenario and assign a level of residual risk based on the criteria contained in ATP 5-19 to lesson outlines/plans during training development capability use within the design and development phases of the ADDIE process. Ensure safety office review of new training products, existing TSPs and lesson outlines/plans (at least annually), and existing products that receive significant changes.

(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 RM countermeasures and lessons learned into DOTMLPF-P 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 RM 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 RM into the combat developments process (such as, manpower and personnel integration).

(2) Coordinate combat development issues and documents with the TRADOC Systems Safety Engineer for review of safety aspects.

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

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

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

d. Director, TRADOC Safety will-

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

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

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

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 subordinate commands and the service school system safety point of contact (POC), as they are published.

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

(6) Attend systems safety working groups and Department of Defense (DOD) and DA level review boards that involve systems pertaining to TRADOC as the user representative and within which TRADOC is a voting member

f. Branch Safety Managers will-

(1) Integrate safety and RM into all branch/school proponent products.

(2) Monitor worldwide branch operations and integrate lessons learned, tactics, techniques, and procedures, and accident investigation and near-miss report correction actions into branch proponent training, operations, and systems.

(3) Review and validate all proponent training products, except classroom delivered training with a residual risk level of LOW, for integration and application of applicable safety standards and the RM process.

- (4) Maintain a hazard tracking system to identify and track proponent system hazards.
- (5) Ensure integration of safety and RM into all leader development training.
- (6) Monitor and ensure safety and RM 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, schools, and subordinate commands systems safety engineers will-

- (1) Monitor the development of branch specific material and develop a position on materiel developer's SSRA for proponent materiel systems and materiel changes in accordance with the provisions of AR 385-10, chapter 9-2 and DA Pam 385-16, chapter 2-5.
- (2) Apply RM techniques in accordance with ATP 5-19, DA Pam 385-30, and DA Pam 385-16 to eliminate or control hazards associated with proponent products. During the design of material systems, subordinate commands will identify, evaluate, and develop a position on the acceptability of the safety risks of residual hazards and formally document risk decisions.
- (3) Assist proponent training developers in writing and publishing the System Training Plans (STRAP) for all fielded systems.

#### **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 and DA Pam 385-16.

#### **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 serious, medium and low-risk SSRAs. The proponent commander/commandant may delegate signature authority for medium and 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 23604-5700 or [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.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 DA Civilians 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) If limited on time and/or resource constraints or if no program manager assigned, obtain a safety release from the branch safety office prior to pretest troop training for local tests, experiments, appraisals, and demonstrations involving Soldiers and/or DA Civilians. Acceptance of any residual risks must be signed by the appropriate commander.

e. Nondevelopmental item (NDI) and commercial off-the-shelf (COTS) items. To ensure system safety is addressed prior to testing or purchasing NDI/COTS items, the capability developers at each CoE, along with the subject matter expert assistance of the system safety engineer or representative, will ensure the following process for NDI/COTS testing is conducted:

(1) That the program executive officer (PEO)/program manager (PM)/material developer (MATDEV) assigned responsibility for acquisition puts together a Test and Evaluation Master Plan. As the user representative for safety, the system safety engineer will participate in assisting the PEO/PM/MATDEV with this plan. (see DA Pam 385-16, chapter 4)

(2) Ensure the vendor/manufacturer submits their product testing data to the PEO/PM/MATDEV for evaluation prior to requesting a safety release for any testing of the system. (see DA Pam 385-16, paragraph 4-7)

(3) Participate in the COTS/NDI testing as the user representative and to determine what additional testing may be required. Participation in this testing evaluation process is important to make sure the testing is assessing the capabilities that have put been in the requirements documents and to inform the capability developers on any safety risks assessments (safety assessment report or SSRA) requirements when it comes time to make milestone decision recommendations. (see AR 385-10, paragraph 9-6)

(4) Participate in the development and processing of any SSRA or safety assessment report required for the testing or fielding of NDI/COTS systems. (see DA Pam 385-15, paragraph 2-3f)

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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 RM principles, and foster a sound safety culture. Organizations and individuals should be recognized for extraordinary commitment to a command wide safety focus that demonstrates effective RM integration in operational readiness and mission success.

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

a. Director, TRADOC Safety Office, 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 in accordance with 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 system to evaluate TRADOC centers of excellence and schools, and activities 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 commandwide function.

c. Nominations. For purposes of the TRADOC Commander's Safety Award Certificates Program, TRADOC centers of excellence and schools, and activities will be officially tasked annually to submit award nominations for the Army Exceptional Organization Safety Award and the Army Individual Award of Excellence in Safety. The TRADOC Commander's Safety Award Certificates will be presented to all nominations. There are four categories for the Army Exceptional Organization Safety Award, they are: division, brigade, battalion, and garrison (or equivalent). There are three categories for the Army Individual Award of Excellence in Safety, they are: officer, NCO/enlisted, and DA Civilian.

d. Awards Period. The TRADOC Commander's Safety Award Certificates Program is 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, [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil) by 15 November of each year. The Director, TRADOC Safety Office will convene a board of three HQ TRADOC personnel to review nominations and recommend award winners for submission to DA as TRADOC nominations. All nominations will be awarded a TRADOC Commander's Safety Award Certificate.

(2) Selection Criteria. The TRADOC Commander's Safety Award Certificates 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 in accordance with AR 385-10, paragraph 3-34 and Headquarters, Department of the Army (HQDA) guidance, except for the Army motor vehicle rate, which will be computed based upon miles driven versus population.

(d) Special initiatives in motor vehicle safety.

(e) Special initiatives in off-duty safety.

(f) Safety program enhancements.

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

a. TRADOC aviation units are eligible for 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) There are other Daedalian Foundation Awards located at the Daedalian Foundation website: <http://www.daedalians.org/awards.htm>.

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 the U.S. Army Aviation Center of Excellence (ATZQ-PE), Building 5700, Novosel Street, Fort Rucker, AL 36362, to arrive as announced by U.S. Army Aviation Center of Excellence G-1.

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 23604-5700 or via e-mail at [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil) to arrive 15 February 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 statistics maintained by USACRC).

(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, TRADOC Safety, coordinated with the TRADOC Deputy Chief of Staff, G-3/5/7.

(4) The Director, TRADOC Safety will submit the following information to the Order of Daedalians, P.O. Box 249, Randolph Air force Base, TX 78148-0249, to arrive by 31 March 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, or DA Civilians.

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 23604-5700 or e-mail at [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.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) Have in place an accident tracking and reporting system that complies with the requirements of this regulation.

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

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

#### **5-7. Promoting the accident prevention awards program.**

a. Commanders at all levels will promote the accident prevention awards program as outlined in AR 385-10, para 8-8.

b. Commanders are encouraged to develop and issue policies for safety impact awards to promote safety awareness through on-the-spot recognition of safety related actions, as described in AR 385-10, paragraph 8-5d.

c. Commanders will include funding for the Awards Accident Prevention Program as required by DA Pam 385-10, paragraph 1-6. Use of appropriated funds requires legal review from the local Staff Judge Advocate.

## **Chapter 6**

### **Range safety**

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

The range safety program is a shared responsibility between the garrison 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 and requirements are contained in AR 75-1, AR 350-19, AR 385-63, and DA Pam 385-63.

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

a. SCs have the ultimate responsibility to ensuring the establishment of range safety programs, that range safety responsibilities and procedures are implemented, and for the safe operation of all ranges and training facilities. Garrison commanders support the SC by ensuring implementation of all applicable safety responsibilities in AR 75-1, AR 350-19, AR 385-10, AR 385-63, DA Pam 385-10, DA Pam 385-40, DA Pam 385-63, DA Pam 385-64 and other applicable guidance.

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. Senior Safety directors will-

- (1) Provide staff oversight on integrating safety and safe weapons handling into the local range program.
- (2) Assess the hazards of range safety operations along with the Garrison range division for countermeasure development.
- (3) Provide staff oversight to ensure all instructors receive training in range hazards before teaching students or operating a range.
- (4) Assist Garrison range division in local range certification programs.

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

(6) Develop and share safety lessons learned.

d. The Garrison Commander, in accordance with AR 385-63, appoints a qualified range control officer to provide oversight responsibility for all range operations. The range control officer 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 range control officer (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 in accordance with local range certification programs that qualify personnel in the duties of officer in charge and Range Safety Officer for firing exercises and maneuver operations and range control SOPs.

(d) Ensure that contractors are not serving as officer in charge. If serving as Range Safety Officer, they must be certified/qualified on the weapon system involved.

(e) Ensure that a range safety briefing on the use of the range training complex is part of the certification process.

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

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

(h) 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.

(i) Ensure that Special Use Airspace (SUA) and non-SUA is properly controlled and used for live fire training.

(j) Ensure that users of Army Small Arms Ranges located outside restricted airspace or Controlled Firing Areas follow Small Arms Range Safety Area policy and procedures.

(k) Ensure indoor firing ranges and shoothouses are operated/maintained in accordance with Army requirements on heavy metals and:

(1) Lead intoxication protection procedures are in place.

(2) Air Sampling is accomplished.

(3) Ventilation is adequate.

(4) Inspections are completed and reports of evaluations/inspections are maintained and a copy provided to the next higher HQs for action as appropriate.

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

a. All accidents will be reported and investigated as required in accordance with 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 23604-5700.

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

- a. Deviation authority is delegated to SC of general officer grade. This authority may not be delegated lower.
  - 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 23604-5700 or [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil) in accordance with 30 days after approval in accordance with 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**

- a. SCs have the ultimate responsibility for safe explosive operations. Garrison commanders support the SC by ensuring implementation of all applicable safety responsibilities in AR 75-1, AR 350-19, AR 385-10, DA Pam 385-10, DA Pam 385-40, DA Pam 385-64 and other applicable guidance.
- b. SCs are responsible for establishing and ensuring that a master installation explosive safety management program (ESMP) is in place for their installation and that required tasks and responsibilities are clearly understood by all installation units and tenants and ensuring the Explosive Safety Program complies with provisions of AR 385-10, chapter 5, DA Pam 385-64, chapters 1 and 2, and TRADOC Policy Letter #23.
- c. 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 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. Any local conflict between this publication and other commands/services safety publications will be adjudicated by the SC and the appropriate command safety offices notified.

## 7-2. Responsibilities

a. Director, TRADOC Safety Office will-

(1) Serve as the TRADOC POC for the command ESMP and to the U.S. Army Technical Center for Explosive Safety.

(2) Serve as the alternate member of the DA Explosives Safety Council.

b. SCs, commanders, TRADOC centers of excellence and schools, and organizations will-

(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 Regulation 350-6, and TRADOC Regulation 350-8.

(2) The senior commander will appoint, by memorandum or orders, a qualified safety professional (0018) as the central ESMP point of contact to manage the installation master ESMP.

(3) The SC will, if they decide to delegate the authority of managing the master installation ESMP, accomplish such documents, letters of agreement/understanding, orders, etc. as required. These documents will, in detail, identify who is responsible and required tasks and reports to be accomplished. At a minimum, the ESMP will address those elements listed in AR 385-10, chapter 5.

(4) Ensure that there is only one master installation ESMP. All assigned units who have an ammunition/explosive mission will develop a unit ESMP and attached as an annex to, the master installation ESMP. Establishment of a master installation ESMP will reduce confusion over responsibilities and ensure that explosive safety is not compromised.

(5) Require all areas where ammunition/explosives are stored be designated as a "RESTRICTED AREA" and posted conspicuously in accordance with AR 190-11, chapter 2, paragraph 2-5c.

(6) 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 in accordance with 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 ATP 5-19 outlining the responsibilities of all TRADOC activities with an explosives mission. As part of the mission explosive safety management program, a 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. Tenants and other assigned units will coordinate ALL ESMP matters through the central ESMP POC.

(3) Ensure competent and qualified (GS 0017/0018/GS1910/MOS 910A) personnel initiate and review explosives safety Certificates of Risk Acceptance (CoRA), Deliberate Risk Assessment Documents (DRADs) and Certificates of Compelling Reason (CCR) for ammunition and explosives related operations, facilities or equipment, site plans, safety submissions, and ammunition and explosives facility designs and that installation master plans take into account ESMP requirements. Explosive Site Plans for TRADOC facilities will be staffed thru garrison commander's office and reviewed/approved by the SC prior to sending to HQ TRADOC Safety Office for reviewed and forwarding to USATCES. Other commands facilities plans, after SC review and approval will be forwarded to their Command Safety Office for review and forwarding to USATCES. A copy of all approved explosive safety site plans, CCRs, CoRAs, DRADs, waivers will be on permanent file at the Garrison Safety 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) Explosive Safety Program organization and staffing

(b) Explosive safety site planning and coordination

(c) Facilities conformance

(d) Emergency response

(e) Tenant responsibilities

(f) Master planning

(g) Range operations

(h) Contractor explosive safety responsibilities and mandated inclusion of FAAR clause 223.370 requirement into contract

- (i) Accident prevention
- (j) Facilities maintenance
- (k) Demilitarization/destruction
- (l) RM
- (m) Explosive safety issuances (SOPs, policies, checklists, licenses, etc.)
- (n) Records management
- (o) Inspections/evaluations/audits
- (p) Explosives safety training/certification
- (q) Fire prevention and protection
- (r) Amnesty program
- (s) Hazards of Electromagnetic Radiation to Ordnance

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

(7) Contracted explosive operations require explosive safety oversight per their contract and DOD 4145.26-M (DOD Contractor's Safety Manual for Ammunitions and Explosives).

(a) Contracting Officer Representative must ensure compliance with DOD 4145.26-M, DA Pam 385-64 and DA Pam 385-65 and IMCOM safety requirements.

(b) Contractors will provide advanced detailed information about proposed operations to allow required evaluations and approvals to be completed. No operations are authorized until approvals have been given.

(8) Monitor all training operations to ensure compliance with explosive safety standards. Note: Homemade Explosive Training for EOD and Special Forces personnel will comply with ALARACT #331/2012 Improvised Homemade Explosive Safety and DA Pam 385-64 requirements.

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

(10) Ensure all requests for waivers, CCRs, and CoRAs/DRADs are completed and forwarded to appropriate IMCOM regional office, with copy furnished to the Commander, TRADOC (ATCS-S), 950 Jefferson Ave, Fort Eustis, VA 23604-5700 or [usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil) in accordance with 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 in accordance with DODD 6055.9E and DA Pam 385-64, chapter 9 (Joint Base units must coordinate with garrison safety to determine local requirements for licenses). Licenses are required to be reviewed annually by a competent individual and record of the review on file at the garrison safety office unless otherwise required by written agreement.

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 quantity distance (QD) requirements. Total NEW cannot exceed 100 pounds NEW in accordance with IMCOM Regulation 5-13. Prior to a unit storing any ammunition in an arms room, the Garrison Commander will approve the risk assessment that justifies the storage based on operational necessity and safety considerations.

d. Ammunition will be packed in approved U.S. Department of Transportation 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. Safety directors will-

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

(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. Commanders/commandants will ensure driver education and training is conducted in accordance with AR 385-10, paragraph 11-7.

b. Commanders/commandants will implement mandatory training of the Army traffic safety training program by providing the “Introduction to Driver’s Training – Module 1” traffic safety training during initial military training in accordance with AR 350-1, Table G-2. Training will be annotated in digital training management system.

c. Soldiers reporting to new duty assignments will complete follow-on training to include local hazards; intermediate driver’s training; remedial 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 PPE in accordance with AR 385-10, paragraph 11-9d. Commanders/commandants will-

a. Ensure motorcycle riders successfully complete the requirements of the Progressive Motorcycle Program in accordance with AR 385-10, paragraph 11-9 b.

b. Ensure each military service member who is a known or potential motorcycle rider is provided, reviews, and completes the TRADOC Statement of Motorcycle Operator 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.

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

d. 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.

e. 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.

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 RM 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 overhead covering). 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 reflective with luminescent tape

**8-10. Driver distractions**

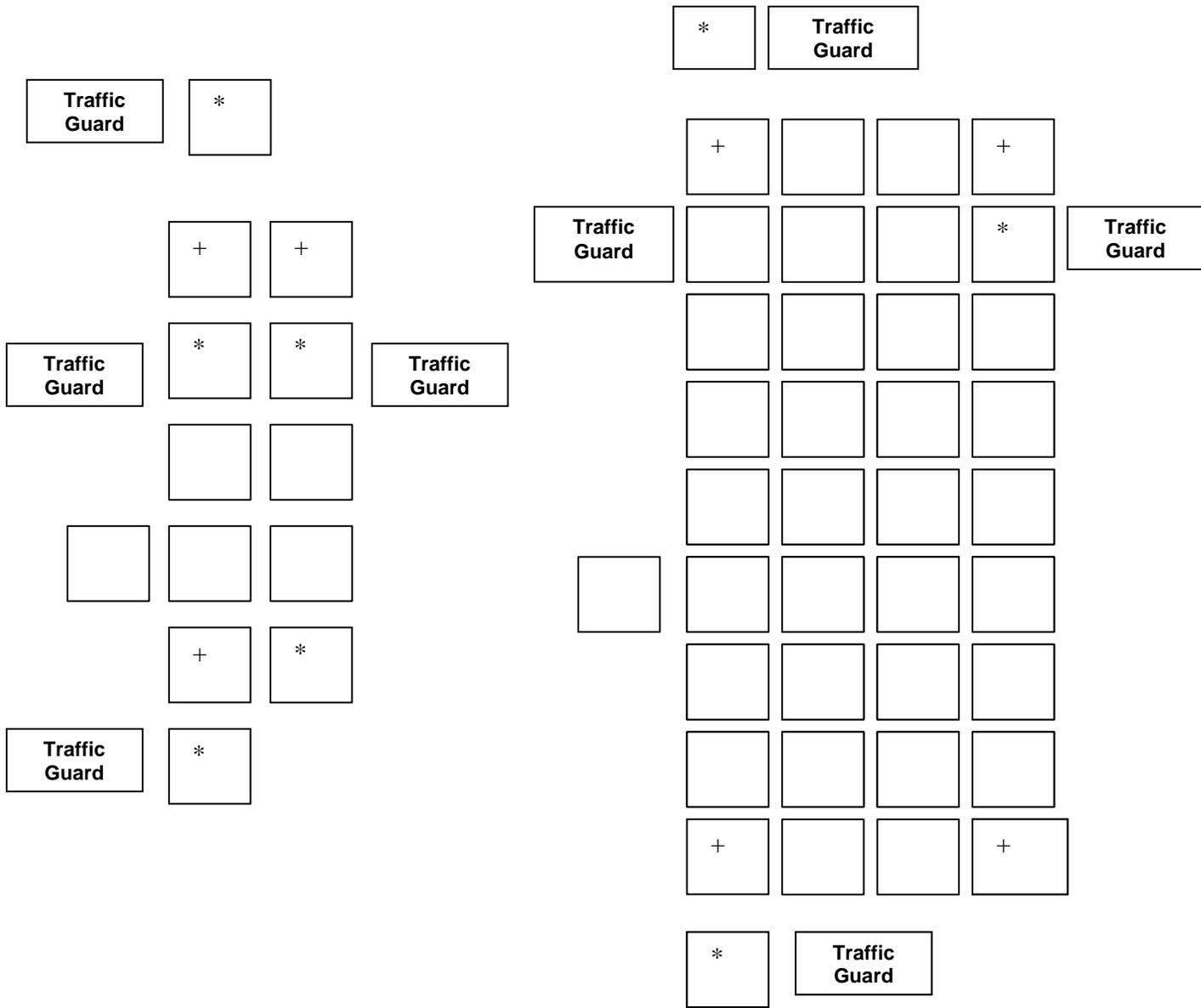
a. An increase in driving mishaps are caused by distracting activities such as hand-held and hands-free cell phones, eating, drinking, and operating entertainment and global positional systems. TRADOC drivers are encouraged to safely park vehicles prior to completing tasks that distract attention from operating a vehicle on official government business or off-duty. Accessory equipment, such as GPS mounting, should be mounted in a manner that does not interfere with the driver’s line of sight.

b. Vehicle operators will comply with applicable State, and local laws that are more stringent than this policy regarding distractions while driving (e.g., using cell phones, text messaging). Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, DoD personnel are prohibited while driving any vehicle on or off-installations, on official Government business from text messaging, using cell phones, government supplied electronic equipment for texting, or using other hand-held electronic devices unless the vehicle is safely parked or they are using a hands-free device, except for receiving or placing calls in performance of duties from tactical or emergency. All uniformed military members assigned to TRADOC organizations are prohibited from using cell phones including texting while operating a personally owned motor vehicle, regardless of location, unless the vehicle is safely parked or the driver is using a hands-free device.

c. Use of hands-free devices is also discouraged as creating significant distractions from safe driving performance. DoD personnel are prohibited, while driving any vehicle on official government business, from wearing any listening devices other than hearing aids, single ear-

piece hands-free phone devices, and motorcycle driver/passenger intercom devices where allowed by law. Use of those devices impairs driving and masks or prevents the recognition of emergency signals, alarms, announcements, the approach of vehicles, human speech, and outside noises in general.

d. 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.



**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 RM 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 are completed prior to training in, on, or over water in accordance with AR 56-9.

(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 ATP 5-19, chapters 1 and 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.
- 

## **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. Title 10, CFR 20 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 Safety will-

- (1) Develop, direct, and coordinate the TRADOC Radiation Safety Program.
- (2) Appoint, in writing, a TRADOC Radiation Safety Staff Officer and alternate Radiation Safety Staff Officer to manage and oversee the TRADOC Radiation Safety Program.

c. The TRADOC Radiation Safety Staff Officer 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 in accordance with 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 subordinate command 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 in accordance with 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, in accordance with AR 385-10, paragraph 2-22c(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 in accordance with AR 385-10, paragraph 2-22c(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 chairperson. 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 garrison, 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 23604-5700 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 Garrison Commander until an adequately trained IRSO can be appointed.

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## **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 RM 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 RM integration and appropriate risk assessment.

(4) Require that DD Form 2977 be used for each event/training. The DD Form 2977 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 RM.

(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/PHC%20Resource%20Library/heaters-JusttheFacts05finalw-links.pdf>. 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 in accordance with 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 in accordance with 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 firefighting 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 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 RM for high-risk training events. See AR 350-1, paragraph G-12 for guidance on training and utilization of combat lifesavers.

b. Medical evacuation. Commanders will coordinate to ensure medical evacuation support is consistent with the activity or training being conducted, and 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 it 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 Regulation 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 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 in accordance with 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 in accordance with 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 Regulation 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). TRADOC units will conduct chemical agent safety management according to AR 385-10, chapter 21, 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 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 Safety Office, 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 Pam 385-30, Mishap Risk Management, when explosives or chemical agents are the initial cause of the risk.

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## **Chapter 13**

### **Safety requirements**

#### **13-1. Cargo operations safety**

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

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 installation-specific infrastructure issues.

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

d. Garrison 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 AR 385-10, chapter 4 and DOD 4145.26-M.

b. Safety directors and managers will maintain a record of safety meetings with contractors, setting overall safety program requirements in accordance with AR 385-10, paragraph 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. 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 all 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 AR 385-10, chapter 16 and DA Pam 385-10, chapter 14.

b. Safety directors will develop written safety and occupational health policies required to ensure compliance with OSHA requirements.

### **13-5. Public, family, off-duty, child and youth, recreational, and seasonal safety**

- a. Safety directors will ensure the implementation of public, family, child and youth, off-duty recreation and seasonal safety programs according to AR 385-10 and DA Pam 385-10.
- b. Safety directors will analyze off-duty and recreational accidents to identify activities associated with significant loss or injury rates.
- c. Unit personnel will apply RM and prepare risk assessments for each indoor and outdoor activity. All participants will be informed of applicable safety procedures and measures for managing risk.
- d. TRADOC safety directors will promote and address seasonal and holiday safety awareness programs and accident prevention efforts.
- e. Promotional programs and procedures will be developed to increase awareness of the specific hazards associated with the change of seasons and celebration of holidays as outlined in AR 385-10, paragraph 6-4. Use of appropriated funds requires legal review from the local Staff Judge Advocate.

### **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, RM will be used to identify and control hazards associated with the training, deployment and re-deployment of military personnel. The TRADOC G-1/4, 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 subordinate command, center of excellence, school, and activity with an individual mobilization mission will-
    - (1) Oversee and monitor individual mobilization safety programs in accordance with this regulation.
    - (2) Serve as principal advisor to the SC 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 (CP-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 (in accordance with Office of Personnel Management 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 in accordance with 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 Armywide 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 Chief Representative at the USACRC, Fort Rucker for review prior to the opening date.
- d. Functional Chief Representative retains approval authority for all non-CP-12 selections.
- e. Key positions must be designated on the position description. 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 careerists must have completed Army Civilian Training, Education, and Development System (ACTEDS) training appropriate to their series, in accordance with AR 385-10, paragraph 10-7. 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 CES Foundation Course within 60 days and the CES course appropriate to grade within two years of initial hire.

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 the ACTEDS training plan as soon as possible.

d. All CP-12s are encouraged to participate in their local Federal Safety and Health Council.

#### **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 Functional Chief Representative at the USACRC. 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. IDPs will be developed using the Army Career Tracker, and accounts for IDP funding will be processed through <https://www.goarmyed.com>.

#### **14-5. Responsibilities**

a. CP-12 certificate applicants will-

(1) Compile all required documentation to substantiate training 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 will-

(1) Review applicant's submission and verify that all required 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 and equivalent training certificates.

(3) Send all certificate requests to HQ 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) Copy of requestor biography and a copy of a current CP-12 Form 1 Skills Assessment.

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## **Chapter 15**

### **Electrical safety**

#### **15-1. General**

The Electrical Safety Program is an installation level program that is shared by mission, garrison, and tenant units. Responsibility for this program may include other than TRADOC military organization. This regulation is not meant to imply or direct action on the part of these non-TRADOC organizations and activities. It serves as a recap of the duties and responsibilities of those activities and organization as proscribes in other Federal, DoD, Army or legal regulations. Specific responsibilities are contained in AR 385-10 and DA Pam 385-26.

#### **15-2. Responsibilities**

a. Director, TRADOC Safety will-

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

(2) Ensure the appointment, on orders, of a competent person who will exercise “Authority Having Jurisdiction” (AHJ) who is able to:

(a) Provide technical knowledge and expertise about electrical system, codes, and standards.

(b) Be the determining TRADOC authority for establishing code or standard requirements used to approve equipment/material, installation, and/or procedures.

(3) Ensure that the Electrical Safety program includes those elements covered in AR 385-10, chapter 25 and DA Pam 385-26.

b. Senior Commanders will-

(1) Ensure that commanders, directors, and managers at all levels include electrical safety in safety and occupational health policies and that operations and training products include/emphasize prevention of electrical related accident/incidents.

(2) Appoint a competent person to exercise AHJ authority and to provide technical expertise and knowledge of local electrical systems, codes, and standards.

c. Safety managers will-

(1) Ensure that written SOPs are required for those frequently performed hazardous electrical operations that are identified by job hazard analysis in accordance with AR 385-10 and DA Pam 385-26.

(2) Conduct safety evaluations of organizations to ensure supervisors are developing electrical safety SOPs and that all personnel are trained to the appropriate level.

(3) Ensure that organizations and leaders at all levels apply electrical safety standards and RM to mitigate electrical safety hazards.

(4) Ensure that when electrical work is performed within the “Limited Approach Boundary” or “Arc Flash boundary” of live circuits or parts, at voltage levels of 50 volts or higher, or when an electrical hazard exists, a written “Energized Electrical Work” permit is required and risk is accepted at the proper level.

(5) Ensure supervisors maintain records of training and that annual refresher training is completed.

(6) Ensure that safety briefings are conducted by the person-in-charge prior to personnel working on energized circuits/parts.

(7) Ensure that supervisor and employee training is tailored to the level of exposure in the work environment.

(8) Ensure that supervisors and leaders at all levels make sure all personnel are made aware of electrical safety hazards in their work environment and how to recognize and protect themselves from those hazards.

(9) Ensure that appropriate RM worksheets are included with job hazard analysis and required for all electrical related operations.

(10) Ensure RM worksheets and risk assessment documents (Energized Electrical Work Permits) are approved at the appropriate risk acceptance level.

(11) Ensure an electrical hazard analysis is conducted by qualified supervisors where electrical work is performed on facilities electrical distribution systems/electrical equipment/devices that are within “Arc Flash Boundary” in accordance with National Fire Protection Association code 70E.

(12) Review training products to ensure that they include electrical safety guidance.

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## **Chapter 16 Mobilization**

### **16-1. Intent**

This chapter establishes the minimum safety requirements for safety directors/managers at TRADOC schools and centers to assist Commander's in promoting and improving the health of the force through programs outlined in <http://www.armyg1.army.mil/dcs/default.asp>, and DA Pam 600-24.

### **16-2. Scope**

Injury prevention, dental health, good nutrition, tobacco use prevention and cessation, physical fitness and weight control, responsible sexual behavior, stress management, suicide prevention, alcohol and drug abuse prevention, and other health initiatives, during post mobilization and re-integration are critical to TRADOC mission success.

### **16-3. Application of force mobilization**

The Executive Authority for the CONUS Replacement Center mission/operations was passed from TRADOC to FORSCOM 1 May 2013.

### **16-4. Application of risk management**

See AR 385-10, ADP 3-0, and ATP 5-19.

### **16-5. Post mobilization**

See AR 385-10 for a discussion of post-deployment role adjustments, health assessment, and training requirements.

### **16-6. Reintegration/risk-re-familiarization**

See AR 385-10 for a discussion required reintegration training, surveys, and medical screening. While not specifically addressed, privately owned weapons safety should be included in scheduled training.

### **16-7. TRADOC Leader's Guide for Risk Reduction and Suicide Prevention**

See TRADOC Pamphlet 600-22 for guidance on reducing the likelihood of post deployment high-risk behavior, and the integration of the Risk Reduction Program.

<http://www.tradoc.army.mil/tpubs/pams/tp600-22.pdf>

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## **Appendix A References**

### **Section I**

#### **Required Publications**

ARs, DA Pams, 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 50-6

Chemical Surety

AR 56-9

Watercraft

AR 75-1

Malfunctions Involving Ammunition and Explosives

AR 95-1

Flight Regulations

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

ATP 5-19

Risk Management

DA Pam 25-31

Forms Management, Analysis, and Design

TRADOC Regulation 385-2

DA Pam 385-10  
Army Safety Program

DA Pam 385-16  
System Safety Management Guide

DA Pam 385-24  
The Army Radiation Safety Program

DA Pam 385-26  
The Army Electrical 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 385-65  
Explosive and Chemical Site Plan Development and Submission

DA Pam 385-90  
Army Aviation Accident Prevention Program

DA Pam 600-22  
Health Promotion, Risk Reduction, and Suicide Prevention

DOD 4145.26-M  
Contractor's Safety Manual for Ammunition and Explosives

DOD 6055.09-M  
DoD Ammunition and Explosives Safety Standards

DODD 6055.9E  
Explosives Safety Management and the DoD Explosives Safety Board

DODI 6050.05

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

DODI 6055.04

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

DODI 6055.07

Accident Investigation, Reporting and Recordkeeping

IMCOM Reg 5-13

Installation Ammunition Support

MIL-STD 882E

DoD Standard Practice for System Safety

TM 9-4520-257-12&P

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

TM 10-4500-200-13

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

National Fire Protection Association (NFPA) 70E

Standard for Electrical Safety in the Workplace

TRADOC Regulation 1-8

TRADOC Operations Reporting

TRADOC Regulation 350-6

Enlisted Initial Training Policies and Administration

TRADOC Regulation 350-29

Prevention of Heat and Cold Casualties

TRADOC Regulation 350-70

Army learning Policy and Systems

TRADOC Pamphlet 385-1

TRADOC Model Safety Program and Self-Assessment Guide

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.

AR 5-22

The Army Force Modernization Proponent System

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 40-5

Preventive Medicine

AR 40-10

Health Hazard Assessment Program in Support of the Army Acquisition Process

AR 190-5

Motor Vehicle Traffic Supervision

DODI 5000.02

Operation of the Defense Acquisition System

DODI 6055.01

DOD Safety and Occupational Health (SOH) Program

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 Pamphlet 600-22  
Leader's Guide for Risk Reduction and Suicide Prevention

TRADOC Regulation 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

DD Form 2977  
Deliberate Risk Assessment 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/))

Operational Form 346

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

Standard Form 91

Motor Vehicle Accident Report

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## **Appendix B**

### **TRADOC additional (military) or collateral (DA Civilian) duty safety officer (ADSO/CDSO)**

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

a. The use of ADSO/CDSOs 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 ADSO/CDSO and place limits on their safety activities. ADSO/CDSO augment, but do not replace, the trained safety specialist.

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

#### **B-2. TRADOC ADSO/CDSO 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 in accordance with AR 385-10, this regulation, and the local safety regulations. Manage the unit safety program for the commander ensuring safety standards, procedures, and RM process is integrated into all operations.

(2) Ensure the commander's directives for managing and controlling risk are provided to the appropriate people for implementation.

(3) Follow-up to ensure risk controls are implemented 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, ADSO/CDSOs 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/CDSO and safety office**

- a. ADSOs/CDSOs will 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/CDSO is the POC for periodic SASOHI and other mandatory surveys such as surety assistance visits.
- c. Responses to subsequent findings will be executed and coordinated by the ADSO/CDSO.
- d. The safety office will provide, or offers assistance, with prevention program materials/information, standards interpretation, guidance and training.
- e. The ADSO/CDSO will submit reports, responds to taskers from the safety office and higher headquarters, and provide operational hazard information.

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

a. ADSOs/CDSOs will complete an online course, either the Additional Duty Safety Course or the Collateral Duty Safety Course (as appropriate) within 30 days of appointment. Both courses are hosted on the USACRC online training management system. ADSOs/CDSOs are also required to attend supplemental, installation specific training for ADSOs/CDSOs provided by the local safety office. Training for the ADSO/CDSO will focus primarily on 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  
Additional Safety training**

<b>Topic</b>	<b>Length</b>
Army Safety Policy	0.25 hour
ADSO/CDSO Responsibilities	0.25 hour
Hazard Identification	0.5 hour
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/CDSO courses will be maintained on file at the safety office and at the ADSO/CDSOs organization in accordance with AR 25-400-2. ADSOs/CDSOs 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 ADSOs/CDSOs will be in accordance with AR 385-10, paragraph 2-6g. Written appointment orders for the ADSO/CDSO will be forwarded to safety office within 1 week of appointment. See figure B-1 and B-2 for an example of ADSO and CDSO appointment orders respectively.

Unit Letterhead

OFFICE SYMBOL

Date

MEMORANDUM FOR

SUBJECT: Additional Duty Safety Officer/Noncommissioned Officer (ADSO/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, The Army Safety Program, 27 November 2013, TRADOC Regulation 385-2, TRADOC Command Safety and Occupational Health Program, 6 December 2011, 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 risk management (RM) process is integrated into all operations.

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

5. Special Instructions:

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

(b) Complete required ADSO course and other required training in accordance with 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.

**OFFICE SYMBOL**

SUBJECT: Additional Duty Safety Officer/Noncommissioned Officer Appointment Orders

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

**Commander's Signature Block**

CF:  
Safety Director

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

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<b>OFFICE SYMBOL</b>	<b>Unit Letterhead</b>	<b>Date</b>
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MEMORANDUM FOR

SUBJECT: Collateral Duty Safety Officer (CDSO) Appointment Orders

1. Effective (fill in date) the following individual(s) are assigned the duties and responsibilities within the (unit name):
  - a. Primary Collateral Duty Safety Officer – (Rank & Name)
  - b. Alternate Collateral Duty Safety Officer – (Rank & Name)
2. Authority: AR 385-10, The Army Safety Program, 27 November 2013, TRADOC Regulation 385-2, TRADOC Command Safety and Occupational Health Program, 6 December 2011, 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 risk management (RM) process is integrated into all operations.
4. Period: For a minimum of 1 year from the effective date or until relieved.
5. Special Instructions:

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

(b) Complete required CDSO course and other required training in accordance with **unit xxx local single source safety document**.

(c) Principal staff officers and section chiefs will oversee the CDSO 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 CDSOs has been officially relieved.

**OFFICE SYMBOL**

SUBJECT: Collateral Duty Safety Officer Appointment Orders

(d) Your performance support form will reflect the additional duties, responsibilities and special projects assigned and completed.

**Commander's Signature Block**

CF:  
Safety Director

**Figure B-2. Example CDSO appointment letter**

**Appendix C**

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

**C-1. Command responsibility**

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 in accordance with requirements in AR 385-10 and DA Pam 385-40 and reported to the USACRC within appropriate time requirements. Forward two copies of explosives and chemical agent mishap

investigation reports to the USACRC at Building 4905, Ruf Ave., Fort Rucker, AL 36362-5363 with a memorandum requesting one copy be forwarded to the Office of the DASAF at The Army Safety Office, 9351 Hall Road, Bldg. 1456, Fort Belvoir, VA 22060-5860, and one copy be forwarded to the DOD Explosives Safety Board at 4800 Mark Center Drive, Alexandria, VA 22350-3606

b. Ensure explosive mishap notification is made to the U.S. Army Technical Center for Explosives Safety [MCAL.DAC.ES.Hotline@conus.army.mil](mailto:MCAL.DAC.ES.Hotline@conus.army.mil). Ensure chemical agent mishap notification is conducted in accordance with 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. USACRC responsibility**

The USACRC, 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 Emergency Operations Center 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**

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 Combat Readiness 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, (fire-caused fire, fire-caused detonation, or 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 74 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.

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## Appendix D

### Fatality After Accident Review (FAAR)

#### D-1. Preparing fatality after accident review slides

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

**Table D-1**  
**Preparing FAAR 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 FAAR 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.)</li> <li>- 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 Fatality Review Board (FRB) FAAR findings and recommendations memo for TRADOC**

See Figure D-1 for memo format.

UNIT LETTERHEAD

OFFICE SYMBOL

MEMORANDUM FOR (Name and address of TRADOC Commander)

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, Army motor vehicle, 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: **(Remedial Driver Training, Motorcycle Riders Training, etc.)**

(5) Experience/currency, as appropriate: **[How long had person been performing task/level of experience (e.g., 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.

OFFICE SYMBOL

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

4. Corrective actions identified by the board have/have not been implemented.

Encl

**Commander's Signature Block**

CF:

TRADOC Surgeon

TRADOC Safety Director

**Figure D-1. Fatality Review Board (FRB) FAAR findings and recommendations memo for TRADOC**

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**Appendix E TRADOC Statement for Motorcycle Operator Responsibilities**

**E-1. Statement of Motorcycle Operator Responsibilities**

See figure E-1.

**TRADOC Statement of Motorcycle (MC) Operator Responsibilities**

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 is to ride in a safe manner and in accordance with 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) and, for motorcycles only, will successfully complete a Motorcycle Safety Foundation (or a Motorcycle Safety Foundation based state approved) course prior to operating a motorcycle, comply with the *“Progressive Motorcycle Program,”* in accordance with AR 385-10, paragraph 11-9 b., and comply with the PPE requirements *“Motorcycle and all-terrain vehicle rider protection,”* stated in accordance with AR 385-10, paragraph 11-9 d.

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 that the minimum PPE requirements in accordance with AR 385-10, and a U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it).

4. **Local, State, and Installation:** I understand the local and installation motorcycle requirements include carrying the Army approved course MSF card, proof of insurance, and registration during operation. If carrying a passenger, the passenger will wear the proper PPE in accordance with 385-10 reference above. The motorcycle will be equipped with a passenger seat and foot rests. My motorcycle will have two mirrors (one on each side) while in operation. I will submit proof of licensing, insurance, and training to my commander prior to initial operation of my motorcycle.

5. **Caution and hazards:** I fully understand my responsibility to comply with all the requirements for motorcycle operations and 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 operations and that I fully and freely accept the responsibility for operating in accordance with the laws, regulations, and policies listed above. I acknowledge I have been briefed on and understand the information provided above.

<i>Printed Name of Soldier</i>	<i>Unit Location</i>
<i>Signature of Soldier &amp; Date</i>	<i>Signature of Cdr, ISG, or Supervisor &amp; Date</i>

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

## Appendix F

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

#### F-1. Statement of ATV Operator Responsibilities

See Figure F-1.

#### **TRADOC Statement of All Terrain Vehicle (ATV) Operator Responsibilities**

1. I am a Soldier in the U.S. Army, military service member from another service or country assigned to a TRADOC organization. I have been identified myself as a potential ATV rider (current or future) and I understand my responsibility as an operator of an ATV to do so in a safe manor and in accordance with the provisions of all local laws, Army and DoD regulations and directives and local policies.
2. **I understand that at a minimum the personal protective equipment** requirements for ATV operations include: PPE requirements *“Motorcycle and all-terrain vehicle rider protection”, stated in accordance with AR 385-10, paragraph 11-9 d.* For off road use in areas with brush or rock consider 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 6 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 owners 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 in accordance with state requirements. I also understand that I need to check other state requirements if I operate my ATV away from the local area. State ATV licensing and registration information can be found at [www.atvsafety.org](http://www.atvsafety.org).
6. **I understand that formal training and a full understanding of the cautions and the hazards** associated with ATV operation is required before I operate an ATV. I also understand that I must always wear a helmet and safety gear while riding on an ATV, I will not drive an ATV on paved roads (when/where illegal to do so), I will never drive while under the influence of drugs or alcohol and I will avoid excessive speed. I also understand I am responsible for anyone I choose to 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 in accordance with the laws, regulations, and policies listed above. I acknowledge I have been briefed on and understand the information provided above.

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*Printed Name of Soldier*

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*Unit Location*

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*Signature of Soldier & Date*

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*Signature of Commander, ISG, or Supervisor  
& Date*

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

## Glossary

### Section I Abbreviations

ACTEDS	Army Civilian Training, Education, and Development System
ADSO	additional duty safety officer
AR	Army regulation
ARCIC	Army Capabilities Integration Center
ATV	all terrain vehicles
CDSO	collateral duty safety officer
CDTF	Chemical Defense Training Facility
CFR	Code of Federal Regulations
CG	Commanding General
CoS	Chief of Staff
COTS	commercial off-the-shelf
CP-12	Career Program 12
DA	Department of the Army
DA Pam	Department of the Army Pamphlet
DASAF	Director of Army Safety
DCG	Deputy Commanding General
DOD	Department of Defense
DODI	Department of Defense instruction
DOTMLPF-P	doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy
EOD	explosive ordnance disposal
ESC	executive safety council
ESMP	explosive safety management program
FAAR	fatality after accident review
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
IMCOM	U.S. Army Installation Management Command
IRSO	installation radiation safety officer
MATDEV	material developer
NCO	noncommissioned officer
NDI	nondevelopmental item
NEW	net explosive weight
NRC	Nuclear Regulatory Commission
OSHA	Occupational Safety and Health Administration
PEO	program executive officer
PM	program manager
POC	point of contact

POV	privately owned vehicle
PPE	personal protective equipment
PT	physical training
QASAS	quality assurance specialist, ammunition surveillance
QD	quantity distance
RM	risk management
SC	senior commander
SOP	standard operating procedure
SSRA	system safety risk assessment
TDY	temporary duty
TM	technical manual
TRADOC	U.S. Army Training and Doctrine Command
USACRC	U.S. Army Combat Readiness Center
UXO	unexploded ordnance

## **Section II**

### **Terms**

#### **ADDIE process**

The process used for developing Army learning products, consisting of the sequential steps of analysis, design, development, implementation, and evaluation (ADDIE).

#### **Authority having jurisdiction**

The organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure.

#### **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.

### **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.

### **Garrison Safety Director**

IMCOM appointed director responsible for managing garrison safety assets in order to meet missions and initiatives. Works with or as the Senior Safety Director to meet SCs orders, directives and intent.

### **Local Safety Office**

Mission safety office most closely supporting the level of command. May also be referred to as mission safety office.

### **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**

The identification and assessment of hazards (first two steps of the RM process).

**Risk management**

The process of identifying, assessing, and controlling risks arising from operational factors and making decisions that balance risk cost with mission benefit.

**Safety assessment report**

A formal, comprehensive safety report summarizing the safety data that has been collected and evaluated during the life cycle before a test of an item. It expresses the considered judgment of the developing agency on the hazard potential of the item, and any actions or precautions that are recommended to minimize these hazards and to reduce the exposure of personnel and equipment to them.

**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 RM 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.

**Senior Safety Director**

Designated on orders, a member of the senior commander's special staff. Responsible for synchronizing garrison and mission safety programs and initiatives, reporting to the senior commander (SC). Rated by their supervisor and senior rated by the SC to establish clear lines of accountability.

**System safety engineering**

An engineering discipline requiring specialized professional knowledge and skills in applying scientific and engineering principles, criteria, and techniques to identify and eliminate hazards, or reduce the associated risk.

**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.

**Subordinate command**

Any command immediately subordinate to or reporting directly to HQ TRADOC.

**Training development capability**

The Army's web-based tool for developing training or instructional products, using the 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.