



UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg, Command Policy Memorandum #48, Accident Reporting and Investigations

1. References:

- a. AE Reg 385-40, Accident Reporting and Records, 29 Sep 05.
- b. Memorandum, USAG Baden-Wuerttemberg, IMEU-BW-ZA, subject: USAG Baden-Wuerttemberg Command Policy Memorandum #2, Incident Notifications.
- c. DA PAM 385-40, Army Accident Investigating and Reporting, (RAR 001), 25 Feb 10.
- d. AR 385-10, The Army Safety Program, (RAR 003), 14 Jun 10.
- e. DA Pam 385-10, Army Safety Program, (RAR 003), 19 Jan 10.

2. The primary purpose of our safety program is the prevention of accidents. However, when an accident does occur it must be thoroughly investigated to determine not only what happened, but how and why it occurred. Investigations are conducted with prevention in mind rather than to place blame. The information gathered in the course of an investigation may help to prevent a similar, or perhaps more severe, accident from occurring.

3. An Army accident is any unplanned event that results in personal injury or in property damage resulting from an Army operation. When a personal injury requires little or no treatment, it is minor. If it results in a fatality, permanent disability, or inpatient hospitalization of three or more personnel it is major. Similarly, property damage may be minor (less than \$50,000) or major (greater than \$500,000). All accidents will be investigated regardless of the extent of injury or property damage involved.

4. The following reporting procedures will be followed for personnel assigned to the staff elements of USAG Baden-Wuerttemberg:

a. The following procedures will be used by garrison personnel who witness or are involved in an on-duty accident:

(1) Major accidents that occur during the duty hours (0730-1700, Monday-Friday) will be telephonically reported to me or the Deputy Commander within 30 minutes of the event. To

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ensure this occurs, personnel who witness or are involved in an on-duty accident will report the incident to their immediate supervisor by the most expedient means. The immediate supervisor will in turn report the incident to their safety representative, director, or special staff manager. The responsible director or special staff manager that incurs the accident will be responsible for notifying me, USAG BW Deputy Commander and Director of Safety of the incident. All other accidents will be reported directly to the BW Safety Office within 1 hour of the incident.

(2) Major accidents that occur after normal duty hours (1730-0700, Monday-Fridays, weekends, and holidays) will be reported to the USAG BW Garrison Provost Marshal Desk Sergeant. These incidents will be reported to me, USAG BW Deputy Commander and Director of Safety no later than the first hour of the next duty day. All other accidents will be reported to the BW Safety Office by noon the next duty day.

b. All major accidents involving garrison Soldiers, regardless of their duty status, will be reported and investigated.

c. Accident notifications will consist of the following information, when available:

(1) The time and location of the accident.

(2) Who (name, unit assigned, MOS or occupational job series) and/or what (nomenclature, model number, make, ownership (military or privately-owned), etc.) was involved in the accident.

(3) The extent of injury (hospitalization, permanent disability, death) or property damage (totaled, destroyed, repairable, etc.) involved.

(4) Brief synopsis of how the incident occurred. Do not speculate on the exact cause of the accident.

(5) Immediate action taken to prevent or mitigate further occurrences, if available.

5. Subordinate garrison commanders will establish similar procedures for reporting major accidents involving garrison assets (people, property, and equipment to include vehicles). Garrison commanders will ensure the procedures require tenant units to telephonically notify them of major accidents within their footprint. Tenant unit accidents resulting in major injuries or property damage, or those that are likely to gain media attention must be telephonically reported to me within 30 minutes of the event. Operational Reports (OPREPS) and Serious Incident Reports (SIR) must be accomplished as required by Army and USAREUR guidance (reference 1c). Tenant units are responsible for investigating accidents involving their assets. However, when garrison and tenant assets are involved Garrison Commanders should weigh

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whether a joint investigation would be appropriate. At a minimum, lessons learned will be shared between units to prevent similar occurrences. Tenants' accident information should be shared with installation safety offices so that garrison safety staffs are aware of all accidents that occur on their installation and provide better trend analysis to target negative trends.

6. Unit commanders are responsible for ensuring accident investigations are accomplished in accordance with AR 385-10 (reference 1d) and AER 385-40 (reference 1a) guidance. An accident investigation board will be appointed "on orders" by the court-martial convening authority in the chain of command for all accidents involving: a fatality, total or partial permanent disability; hospitalization of three or more personnel resulting from a single incident; the loss/destruction/abandonment of an Army aircraft or missile; and, property damage of \$500,000 or more. Units will use the United States Army Loss Reporting Automation System (https://crc.army.mil/Loss_Reporting/LRAS_accident.html) to document the results of the investigation. The appropriate garrison safety office will be courtesy copied on all accident notifications and investigations conducted in their footprint.

7. Collection and protection of perishable evidence is critical to the investigation of accidents. Commanders should consider toxicology testing of DA personnel involved in serious accidents after consultation with the Office of the Staff Judge Advocate. To prevent loss of critical physical evidence, supervisors should leave the scene of accidents that result in serious personnel injuries or property damage undisturbed, unless necessary to prevent further damage or injury.

8. No one wants an accident to occur, but when one does occur we must act quickly and decisively to identify the cause of the accident and take corrective actions, as needed, to prevent recurrence. Commanders and directors must ensure everyone understands the need and procedure for reporting accidents. Consequently, personnel should be briefed annually on the procedures and new personnel should be briefed on the procedures as part of their workplace orientation.

9. The proponent for this policy memorandum is the USAG Baden-Wuerttemberg Safety Office, DSN 373-5277/9082, commercial 06221-17-5277/9082, or email: usagbw.safety@eur.army.mil.


BRYAN D. DECOSTER
COL, MI
Commanding

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