

SINGLE SOURCE SAFETY DOCUMENT
CHAPTER 5
INVESTIGATION AND REPORTING OF ARMY ACCIDENTS

5-1. GENERAL.

a. It is DA policy that effective prevention programs be instituted Army-wide to eliminate hazards and prevent recurrence of Army accidents. For this reason, all Army accidents will be investigated. The primary purpose of investigating and reporting Army accidents is prevention. Accidents will be investigated to the degree necessary to identify the immediate mistake(s)/error(s)/failures(s), and system inadequacy(ies) which may have caused, or contributed to, the accident being investigated.

b. All accidents are reportable. Investigation and accident reporting will be performed in accordance with AR 385-10, DA Pam 385-40, and this policy.

c. *Army Accident*: An unplanned event or series of events that results in injury/illness to either Army or non-Army personnel, and/or damage to Army or non-Army property as a result of Army operations (caused by the Army).

(1) *Class A Accident*: An Army accident in which the resulting total cost of property damage is \$2 million or more; an Army aircraft is destroyed, missing, or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability. Note that unmanned aircraft system (UAS) accidents are classified based on the cost to repair or replace the UAS. A destroyed, missing, or abandoned UAS will not constitute a Class A accident unless replacement or repair cost is \$2 million or more.

(2) *Class B Accident*: An Army accident in which the resulting total cost of property damage is \$500,000 or more but less than \$2 million, an injury and/or occupational illness results in permanent partial disability, or when 3 or more personnel are hospitalized as in-patients as the result of a single occurrence.

(3) *Class C Accident*: An Army accident in which the resulting total cost of property damage is \$50,000 or more but less than \$500,000, a nonfatal injury or occupational illness that causes 1 or more days away from work or training beyond the day or shift on which it occurred or disability at any time (that does not meet the definition of Class A or Class B and is a day(s) away from work case).

(4) *Class D Accident*: An Army accident in which the resulting in total cost of property damage is \$2,000 or more but less than \$50,000, a nonfatal injury or illness resulting in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries, and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss, or a work-related tuberculosis case.

d. *Reportable Accident*: All incidents that cause injury, illness, or property damage of "any kind" must be reported to the Soldier's or employee's unit safety officer and their chain-of-command.

e. *Recordable Accident*: An accident that meets the "minimum criteria" stated in AR 385-10, DA Pam 385-40 for Class A-D accidents. Recordable accidents (on or off duty) are submitted to the Soldier's/employee's/unit's safety officer and the chain-of-command.

(1) Recordable on-duty injury or occupational illness Soldier and Civilian:

(a) Death.

- (b) Permanent disability.
- (c) Days away from work or training beyond the day of injury.
- (d) Restricted work or transfer to another job beyond the day of injury.
- (e) Medical treatment beyond first aid.
- (d) Loss of consciousness for any length of time.
- (e) Significant injury or illness diagnosed by a licensed health care professional.
- (f) Aggravation of injuries or illness sustained prior to military/government service by the current tenure of service.

(2) Recordable off-duty injury or occupational illness - Soldier:

- (a) Death.
- (b) Days away from work or training.
- (c) Restricted work or transfer to another job.

f. *On-Duty Status*. The following explanations should be used in determining duty status. These criteria are for accident reporting purposes only and have no relation to compensability or line of duty determination. This applies to Army personnel who are:

(1) Physically present at any location where they are to perform their officially assigned work (includes those activities incident to normal work activities that occur on Army installations, e.g. lunch or coffee breaks).

(2) Being transported by Army, commercial conveyance, or POV for the purpose of performing officially assigned work, to include reimbursable travel in privately owned motor vehicles for temporary duty. Excludes driving to and from work.

(3) Participation in compulsory sports or physical training activities.

g. *Off-Duty Status*. This applies to Army personnel who are not in an on-duty status, whether on or off the Army installations.

(1) Personal time.

(2) Official leave.

(3) Traveling before and after official duties; to/from official duty or Temporary Duty (TDY) station.

(4) Voluntary installation team sports

(5) TDY at no cost to the government.

(6) Lunch or rest break engaging in activities related to eating or resting.

5-2. MILITARY ACCIDENTS AND INJURIES. The commander or supervisor directly responsible for the operation, materiel, or person(s) involved in an Army accident will ensure:

a. All accidents are investigated to obtain the facts and circumstances.

b. The appropriate report is prepared in accordance with instructions in referenced regulations.

(1) DA Form 285-AB-R, Abbreviated Ground Accident Report (AGAR).

(2) DA Form 285, Technical Report of U.S. Army Accident Report, for fatal on-duty accidents.

(3) DA Form 7306-R, Telephonic Notification of Ground Accident (Figure 5-2).

(4) U.S. Army Combat Readiness/Safety Center (CR/SC) - ReportIt. To assist commanders and supervisors, the Army has instituted ReportIt. ReportIt is the single Army accident and risk management system for collecting injury, illness and loss data and effectively

managing its safety and occupational health program. Commanders and supervisors are encouraged to use ReportIt to report all Army accidents (Figure 1).

c. **Military on-duty.** The following are minimum requirements for reporting military on-duty injuries/fatalities:

(1) *Class C and D accidents.* When injuries or occupational illnesses cause lost time from work, restricted duty or profile beyond the day or shift on which it occurred, and/or medical treatment beyond first aid, the immediate supervisor will request the Service Member obtain their medical record(s) for that accident. The unit to which the Service Member is assigned will submit a completed DA Form 285-AB, preferably using ReportIt, through the chain of command to the appropriate safety office within 14 calendar days of the incident. Contact your unit safety officer for the appropriate Safety Office - Unit Identification Code (UIC).

(2) For an emergency on Fort Hamilton during duty or non-duty hours, dial 718-630-4357 (HELP) or 911.

(3) For any Class A or B accident, the commander who first becomes aware of the accident will, through their existing chain-of-command, notify the Fort Hamilton Safety Office as soon as possible on the day of the incident at 718-630-4232; during non-duty hours, notify the Fort Hamilton DES Desk at 718-630-4357 (HELP). For initial reporting requirements use DA Form 7306, Worksheet for Telephonic Notification of Ground Accident, located on the CR/SC website and at the back of this regulation (Figure 5-2). Submit the DA Form 7306, Worksheet for Telephonic Notification of Ground Accident to the Installation Safety Office who will notify the Combat Readiness Center. The unit to which the Service Member is assigned will submit a completed DA Form 285, preferably through ReportIt, to the Fort Hamilton Safety Office to be forwarded through appropriate channels. The CR/SC will determine if a Centralized Accident Investigation or an Installation-level Accident Investigation is required. Procedures outlined in AR 385-10 and DA Pam 385-40 will be used in the event an investigation board is required.

d. **Military off-duty.** Units will submit a fully completed DA Form 285-AB, preferably through ReportIt, for reporting military off-duty injuries that result in fatalities, permanent disability, days away from work or training, restricted work or transfer to another job, or medical treatment beyond first aid.

(1) Fatal injuries of off-duty military personnel will be reported as soon as possible through Fort Hamilton DES Desk at 718-630-4357 (HELP).

(2) Privately-owned vehicle accidents will include information on vehicle type involved, use of safety belts/helmets/drug or alcohol use, and driver training completed.

5-3. MILITARY AND CIVILIAN NON-REPORTABLE OCCUPATIONAL ILLNESSES AND INJURIES.

a. *Non-occupational diseases.* Injuries associated with non-occupational diseases where the disease itself, not the injury, is the proximate cause of the lost time; for example, a minor cut suffered by a hemophiliac which results in time away from work due to the disease response to the cut.

b. *Self-Inflicted Injuries.* Suicides, suicide attempts, or voluntary self-inflicted injuries, such as Russian Roulette.

c. *Criminal assault.* Injuries that result from initiating criminal activity where the intent was to inflict injury. These include cases of assault, rape, murder, and offenses under Article

118 UCMJ with the exception of negligent homicide, voluntary manslaughter, and attempts to commit any of these offenses.

d. *Prior-service injuries.* Injuries sustained before entry into service or employment unless they are specifically aggravated by current tenure of service.

e. *Strains.* Strains from simple, natural, nonviolent body positions or actions, such as coughing or sneezing, bending or reaching.

f. *Hospitalization.* Hospitalization of a person solely for observation/administration purposes and subsequent release.

g. *Adverse reaction.* Adverse bodily reactions resulting directly from the use of alcohol or other drugs not administered by or under the direction of a competent medical authority.

5-4. CIVILIAN ACCIDENTS AND INJURIES. In order to reduce the danger of injury in the workplace and the cost associated with these injuries, the following reporting procedures will apply. These requirements apply only for on-duty injuries, whether or not an employee files a workers' compensation claim:

a. All accidents are investigated to obtain the facts and circumstances.

b. The appropriate report is prepared in accordance with instructions in referenced regulations.

(1) DA Form 285-AB-R, Abbreviated Ground Accident Report (AGAR).

(2) DA Form 285, Technical Report of U.S. Army Accident Report, for fatal on-duty accidents.

(3) DA Form 7306-R, Telephonic Notification of Ground Accident (Figure 5-2).

(4) U.S. Army Combat Readiness/Safety Center (CR/SC) - ReportIt. To assist commanders and supervisors, the Army has instituted ReportIt. ReportIt is the single Army accident and risk management system for collecting injury, illness and loss data and effectively managing its safety and occupational health program. Commanders and supervisors are encouraged to use ReportIt to report all Army accidents (Figure 1).

(5) Department of Labor Workers' Compensation form CA-1 for civilian on-duty injuries. Employees and supervisors are encouraged to use electronic filing through the EDI web-based system to expedite the filing process and assignment of a claim number.

a. When a Civilian employee receives an on-the-job injury or occupational illness that requires emergency services call Fort Hamilton DES Desk at 718-630-4357 (HELP) or 911; otherwise, the supervisor will have the employee report to their Primary Care Physician if needed.

b. Supervisors will complete the appropriate accident report, preferably using ReportIt, through the chain of command to the appropriate safety office within 14 calendar days of the incident. Contact your unit safety officer for the appropriate Safety Office - Unit Identification Code (UIC). It is the supervisor's responsibility to obtain necessary information to complete the accident investigation.

c. *Property Damage Accidents.* To report accident damages involving \$2000 or more to Army property, the owning unit/directorate will submit a fully completed DA Form 285-AB, preferably through ReportIt, through the chain of command to the appropriate safety office within 14 calendar days of the incident. Contact your unit safety officer for the appropriate Safety Office - Unit Identification Code (UIC). It is the supervisor's responsibility to obtain necessary information to complete the accident investigation.

5-5. REFERENCES.

a. Websites:

- (1) CRC ReportIt: <https://reportit.safety.army.mil/Default.aspx>.
- (2) Workers' Compensation EDI web-based system for CA-1 and CA-2:
https://cacdiucs.cpms.osd.mil/forms/frmservlet?config=SAFER_ALONE_PRO

b. Regulations:

- (1) AR 385-10
- (2) DA Pam 385-40
- (3) DOD Directive dated 20 Feb 07, subject: Injury Reporting Requirements.

Figure 5-1

REPORT IT
ARMY ACCIDENT REPORTING SYSTEM

Should I Report? Create Report Resume Report Review Report

Worksheets
ReportIt worksheets are available to assist you in gathering your accident information. These worksheets follow the order in which you will need to enter accident data into ReportIt. The worksheets include all blocks for each form type and mode.
Click one of the links below to download and print a ReportIt worksheet:
Ground Guided Ground Expert Aviation Guided Aviation Expert

ALARACT 371/2011
As of SEP 2011 - REPORTING OF ALL ACCIDENTS, BOTH FATAL AND NONFATAL, RESULTING IN OCCUPATIONAL ILLNESS TO ARMY MILITARY AND ARMY CIVILIAN PERSONNEL; INJURY TO ON-DUTY ARMY CIVILIAN PERSONNEL; INJURY TO ARMY MILITARY PERSONNEL, WHETHER ON OR OFF DUTY; DAMAGE TO ARMY PROPERTY; AND DAMAGE TO PUBLIC OR PRIVATE PROPERTY AND/OR INJURY OR ILLNESS OF NON-ARMY PERSONNEL CAUSED BY ARMY OPERATIONS. ONLINE REPORTING IS THE PREFERRED METHOD FOR SUBMITTING ACCIDENT REPORTS.
Read full message [HERE](#).

Timeline
The following is an estimate for our release dates.
Timeline chart showing milestones from FY 09 to FY 12, including: SA Certification (10/2009), DoD Approval (1/2010), Project Kickoff (4/2010), Block 1 Development (6/2010), Block 2 Development (9/2010), Block 3 Development (12/2010), Block 4 Development (3/2011), Block 5 Development (6/2011), Block 6 Development (9/2011), Block 7 Development (12/2011).

What is ReportIt?
ReportIt is the centralized mechanism for collecting injury, illness and loss reports to help the Army meet its applicable regulatory requirements and effectively manage its safety and occupational health program. The Army Safety Management Information System - Revised (ASMIS-R), is necessary to reduce accidental loss. This automated incident reporting system will meet the functional needs of both command organizations and users. It will also improve regulatory compliance by offering a single, standard, and efficient process for reporting incidents.

What will ReportIt do for me?
The U.S. Army Combat Readiness/Safety Center (USACRC) supports the Army by collecting, storing, analyzing, and disseminating actionable information to assist leaders, soldiers, families and civilians in preserving and protecting our Army's resources. The ReportIt system will fully accommodate the data elements required by DoD and meet command-specific functionality, as well as reflect a streamlined, efficient reporting process, that will facilitate reporting and boost reporting rates. [More...](#)

Want to learn more about ReportIt?
Read our business case [here](#).

Need Some Guidance?
For assistance while entering a report, a User's Guide for [ground](#) and [aviation](#) is available through a link at the bottom of all screens, as well as the Information Center of the ReportIt sidebar.

<https://reportit.safety.army.mil/Default.aspx>

Figure 5-2

WORKSHEET FOR TELEPHONIC NOTIFICATION OF GROUND ACCIDENT For use of this form, see AR 385-10; the proponent agency is OCSA					
Immediately notify USASC telephonically of all Class A and B accidents IAW AR 385-10, chapter 3. Phone numbers are: Commercial (334) 255-2660/2539/3410 or DSN 558-2660/2539/3410					
SHADDED BLOCKS ARE FOR USER USE ONLY	A. FORM NUMBER	E. TIME & DATE OF REPORT RECEIVED			
		a. Year	b. Month	c. Day	d. Time (local)
1. POINT OF CONTACT FOR ACCIDENT INFORMATION		a. Name			
b. Duty		<input type="checkbox"/> Commander <input type="checkbox"/> Safety Officer		c. Phone Number DSN: Commercial:	
<input type="checkbox"/> Other (Specify)		2. ACCIDENT CLASSIFICATION		3. TIME & DATE OF ACCIDENT	
<input type="checkbox"/> A <input type="checkbox"/> B		a. Year b. Month c. Day		d. Time (local)	
		4. PERIOD OF DAY		5. ON/OFF DUTY	
		<input type="checkbox"/> Day <input type="checkbox"/> Night		<input type="checkbox"/> On-Duty <input type="checkbox"/> Off-Duty	
7. UNIT		8. MACOM		9. NIGHT VISION DEVICE IN USE	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. EXACT ACCIDENT LOCATION					
11. ON-POST/OFF-POST?		12. MILITARY INSTALLATION NEAREST ACCIDENT SITE			
<input type="checkbox"/> On-Post <input type="checkbox"/> Off-Post					
CHECK "YES" or "NO" FOR QUESTIONS 13 THROUGH 17					
13. EXPLOSIVE/HAZARDOUS/SENSITIVE MATERIALS INVOLVED?		Yes No		19. PERSONNEL INVOLVED	
<input type="checkbox"/> Yes <input type="checkbox"/> No				a. No. of Personnel by Rank/Category	
14. IF YES TO #13, ARE THEY SECURE?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Officer <input type="checkbox"/> WO	
15. ACCIDENT SITE SECURED IAW AR 385-10?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Enlisted <input type="checkbox"/> Army Civilian	
16. HAS ACCIDENT SCENE BEEN DISTURBED?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Non-Army Civilian	
				c. Highest Rank	
17. IF YES TO #16, WERE PHOTOS, ETC. MADE BEFORE DISTURBING THE SCENE?		<input type="checkbox"/> Yes <input type="checkbox"/> No		20. INJURIES (Enter # of each)	
18. WEATHER CONDITIONS				Fatalities	
				Non-Fatal Injuries	
21. ACCIDENT SYNOPSIS (What happened)					
22. NEWS MEDIA AWARE OF ACCIDENT		23. NEAREST AIRFIELD			
<input type="checkbox"/> Yes <input type="checkbox"/> No		a. Nearest that can handle C-12 (4,000 ft. min.)			
		b. Nearest commercial airfield			
24. WHO WILL INVESTIGATE?		a. Installation Level Accident Investigation (IAI) Board Appointed			
		<input type="checkbox"/> Yes <input type="checkbox"/> No		b. Team	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	