



ARKANSAS DEPARTMENT OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72199-9600



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THE ADJUTANT GENERAL

NGAR-SO

1 April 2022

MEMORANDUM FOR Arkansas National Guard Soldiers, Airmen, and DoD Employees

SUBJECT: The Adjutant General's Policy 2022-09, Arkansas National Guard Accident Reporting

1. This policy supersedes The Adjutant General's Policy 2012-02, Arkansas Army National Guard Accident Reporting, dated 6 October 2011.

2. References:

- a. Army Regulation 385-10, The Army Safety Program, 24 February 2017
- b. DA PAM 385-10, Army Safety Program, RAR 19 January 2010
- c. DA PAM 385-40, Army Accident Investigations and Reporting, 18 March 2015
- d. National Guard Supplement 1 to AR 385-10, The Army Safety Program, 12 February 2015
- e. Air Force Instruction 91-202, The US Air Force Mishap Prevention Program, US Air Force Mishap Prevention Program, 15 April 2021
- f. Air Force Manual 91-223, Aviation Safety Investigations and Reports, 14 September 2018, Air Mobility Command Supplement, 11 June 2020
- g. Air Force Manual 91-224, Ground Safety Investigation and Hazard Reporting, 29 June 2021
- h. DoDI 6055.1, DoD Safety and Occupational Health (SOH) Program, October 14, 2014
- i. DoDI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping, August 31, 2018

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j. 29 CFR 1904, Recording and Reporting Occupational Injuries and illness

k. 29 CFR 1910, Occupational Safety and Health Standards

l. Arkansas Army National Guard Safety and Occupational Health Program Standard Operating Procedures

2. Purpose. This policy establishes standard procedures for;

a. Command, supervisory, and personnel responsibilities for reporting accidents, occupational illnesses, incidents, and near misses.

b. Commander and/or Supervisor (commander/supervisor) guidelines for accident investigations.

3. Applicability. This policy applies to all Arkansas Army National Guard Major Subordinate Commands, separate TDA units, Training Centers, JFHQ, Arkansas Air National Guard units, and civilian personnel, regardless of duty status (AGR, Technician, State Active Duty, and DoD personnel), assigned or attached to Arkansas National Guard, and contractors working on Camp Robinson or Fort Chaffee. All unit, wing, squadron, directorate, tenant, and contractor activities will include this policy as a part of their Safety Program. Note: Tenant (i.e. Arkansas Department of Emergency Management, Arkansas Department of Military, Police/Fire Department(s), etc.) and contractors working on Camp Joseph T. Robinson, Fort Chaffee Maneuver Training Center, or within any Arkansas National Guard managed facility, will report accidents and safety concerns or issues through their appropriate safety channels.

4. An accident is any unplanned event or series of events that results in death, injury, or illness to personnel, or damage to or loss of equipment or property. All military losses affect readiness. The prime objective of accident reporting and investigation is prevention. Finding the causes of an accident and taking steps to control or eliminate the unsafe conditions can help prevent similar accidents from happening in the future.

a. All accidents, unsafe incidents, and near misses, regardless of classification or severity are reportable to the immediate unit commander and the unit safety officer. The unit commander will:

(1) Report all Class A, Class B, Class C, and Class R Accidental Fatality accidents in accordance with this policy and the Adjutant General's policy Commander's Critical Information Requirements and Serious Incident Reporting.

(2) Report each accident, near miss, or safety concern to the State Safety Office

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(Army), or the applicable Air Force installation Wing Safety Office.

(3) Require safety investigation. Commanders will investigate the incident to determine the causation or root cause of the accident. Commanders will share the root cause with the unit members and adjacent units as a tool to raise awareness and prevent future accidents.

(4) Require submittal of a safety investigation report. An investigation report will be completed and submitted to the State Safety Office or applicable Air Force National Guard Installation Safety Office. Contact the State Safety Office for safety investigation guidance.

b. Commander/supervisors will review Notification-Investigation-Reports (Enclosure 1) for definitions of accident classification, reporting, and investigation requirements. The severity of an accident dictates the type of investigation and level of detail required for the safety investigation and the report. Army commander/supervisors should contact the State Safety Office for guidance or clarification of post-accident requirements and processes. Air Force commander/supervisors contact the applicable installation Wing Safety Office.

5. All persons involved in or aware of an accident will report accidents immediately to the commander/supervisor directly responsible for the operation, materiel, or persons involved. Within the context of this policy, accident is synonymous with mishap, unsafe incident, and near miss.

6. Accident Documentation.

a. Army: Commander/supervisors will ensure a copy of the Preliminary Incident Notification (PIN) Checklist (Enclosure 2) is a part of the Log Book for all Army vehicles (military, GSA, NTV, ATV, ROV, etc.) and aircraft. Commander/supervisors will ensure a PIN checklist is completed for all accidents. A blank PIN checklist can be down loaded from the State Safety Office SharePoint page in the Mishap Notification/Reporting folder,

<https://ngarhome/Web%20Pages/ARNG%20Staff/SAFETY/Pages/Safety%20Team.asp>
X.

b. Air Force: Commander/supervisors will complete a Supervisors Mishap Report (AF Form 978), for accidents. A blank AF Form 978 can be located on Air Force epubs or from the Installation Safety SharePoint page.

7. To report an accident, Commander/Supervisors will contact;

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a. Army: Complete and submit a PIN checklist to the State Safety Office. Commander/supervisors will reference Enclosure 1 and complete the notification requirements associated with the classification of accident. Commander/supervisors will also follow installation and Range Control SOP reporting requirements for accidents occurring on Camp Robinson or Ft. Chaffee. Commanders will notify the immediate chain of command and the State Safety Office of all accidents that occur at home station or local training areas. Contact the State Safety Office for questions or assistance with the classification or notification process. Email the completed PIN checklist to ng.ar.ararng.list.safety@army.mil.

b. Air Force: Commander/supervisors will complete and submit a Supervisors Mishap Report (AF Form 978) to applicable installation Wing Safety Office, 188th Wing or 189th Airlift Wing in accordance with DoDI 6055.1 and DoDI 6055.07 immediately following the accident.


8. Accident reporting and investigation is a regimented process. Commanders may use the ARNG Accident Determination Diagram Enclosure 3 to determine if an incident is an Army or Air Force accident. Once it is determined, an accident occurred, commander/supervisors will refer to Enclosure 1 to determine the appropriate classification of the accident and review the investigation and report requirements associated with each the accident classifications.

9. Incidents resolved at the lowest level may be considered first aid and are not reportable. Commander/supervisors will utilize the First Aid Determination (Enclosure 4) to assess if an incident is first aid.

10. See DA PAM 385-10 and AFI 91-202 glossaries for definitions of safety related terms.

11. Point of contact for this memorandum is the State Safety & Occupational Health Manager at (501) 212-5092, or email at ng.ar.ararng.list.safety@army.mil.

- 4 Encls
1. Notification-Investigation-Reports
 2. Preliminary Incident Notification Checklist
 3. ARNG Accident Determination Diagram
 4. First Aid Determination


KENDALL W. PENN
Major General
The Adjutant General

1. An accident is any unplanned event or series of events that results in death, injury, or illness to personnel, illness resulting in restricted duties or quarters, medical treatment greater than first aid, needle stick injuries and/or cuts from sharps that are contaminated from another person's blood or other potentially infectious material. An accident is also any damage to or loss of equipment or property.
2. Within the context of this document, accident is synonymous with mishap, incident, unsafe incident, and near miss.
3. All military losses affect readiness. The prime objective of accident reporting and investigation is prevention. Finding the cause of an accident and taking steps to control or eliminate the unsafe conditions can help prevent similar accidents from happening in the future.
4. Commanders and/or supervisors (commander/supervisor) will notify leadership, conduct safety investigations and provide safety investigation reports of all accidents in accordance with the guidelines listed below. Note: Army/Air Force regulations mandate the type and detail of safety investigations and safety reports based on the severity or classification of the accident. The State Safety Office or the applicable Air Force installation Wing Safety Office are the points of contact for guidance for accident notification, safety investigations, and preparation of accident investigation reports.
5. Commander/supervisors will report the following personnel and government property accidents/ incidents:
 - a. All Class A, Class B, Class C, Class D, Class E, Class F, Non-duty Class R, and On-duty Class R are reported to the State Safety Office and IAW the Adjutant General's policy Commander's Critical Information Requirements and Serious Incident Reporting, AR 385-10, NGB Supplement to AR 385-10, and/or DoDI 6055.07.
 - b. Other personnel reporting requirements:
 - (1) Injury or occupational illness (fatal or nonfatal) to on-duty DoD Civilian personnel while performing work-related duties.
 - (2) Injury or illness to non-Army/Air Force personnel as a result of Army/Air Force operations.
 - (3) Soldier training related deaths not covered in paragraph 5a above.
 - (4) Persons who are missing and/or presumed dead as the result of a potential accident will be reported as accident fatalities until proven otherwise.
 - (5) Occupational injuries and illnesses reported by a contractor or subcontractor where accident reporting to the Army/Air Force is contractually required.

(6) Injury or occupational illness to volunteers or on-duty contractors supervised by Army/Air Force personnel on a day-to-day basis.

(7) Fatal accidents involving members of the visiting public when involved in authorized recreational activities on Army/Air Force National Guard facilities, installations, and properties.

(8) Incidents involving DoD Civilian personnel injured as a result of violence in the work environment will be reported to the U.S. Department of Labor according to 29 CFR 1904.5.

(9) Incidents involving Service Members injured while supporting State Active Duty missions.

c. Damage to public or private property. Damage to public or private property caused by Army/Air Force operations (the Army/Air Force had a causal or contributing role in the accident) will be reported.

6. Commander/supervisors will investigate all unplanned events and make the decision as to whether the event is an Army/Air Force accident, or some other category of loss, i.e. near miss or treatment beyond first-aid. Utilization of the Arkansas National Guard Accident Determination Diagram (Enclosure 3) and Definition of First-Aid (Enclosure 4) will assist commander/supervisors in the determination of an Army/Air Force accident and/or reportable incident. See paragraphs below for accident investigation and reporting requirements for each classification of accident.

7. Upon receipt of notification of an accident the following actions will be completed;

a. Army and Air Force Commander/Supervisor(s) will;

(1) Secure the accident site and complete the notification process.

(2) Immediately after securing the accident site, commander/supervisor will initiate the collection of witness statements of all individuals who have knowledge of the events leading up to the accident and post-accident information. Note witness statements, not sworn statements, are required.

(3) Provide all information/data requested by the responsible Safety Official.

(4) Conduct the safety investigation and submit a report of investigation of the accident as outlined by the applicable regulation(s). (Note: Laws and regulations mandate the complexity and detail of safety investigations and reporting requirements based on the severity/cost of the accident. Contact the State Safety & Occupational Health Manager or applicable Air Force installation Wing Safety Office for guidance or clarification of investigation and investigation report requirements.)

b. **State Safety & Occupational Health Manager.** Upon receipt of an accident form, PIN checklist, DA Form 285-AB-R or DA Form 2397-AB, the SOHM will;

(1) Review the document(s) for completeness, contact MACOM or Directorate Safety Officer for additional information as required and provide guidance to the commander/supervisor on the safety investigation and investigation report requirements.

(2) Enter the accident information into the Army Safety Management Information System (ASMIS) and complete the accident notification to the Fort Rucker Command Readiness Center (CRC) and National Guard Bureau as required.

(3) Review the commander's safety investigation report and complete Fort Rucker CRC and NGB requirements for submittal of accident investigation reports.

c. **Air Force Chief of Safety.** Upon receipt of an accident notification and/or an AF Form 978, the Chief of Safety will ensure the following actions are completed;

(1) Review of the document for completeness and determine the mishap classification and reporting requirements. If needed, contact MAJCOM or NGB Safety Officer for additional information as required and provide guidance on the safety investigation requirements based on the severity of the accident.

(2) As applicable, ensure accident information is entered into the Air Force Safety Automated System (AFSAS) and complete the accident notification to National Guard Bureau as required.

8. Department of Defense (DoD) Accident Classifications. DoD publishes guidelines for classification of accidents. The classification of accident provides the guidance for reporting, accident investigation, and preparation of investigation report documents. DoD accident classifications are:

a. *Class A Accident.* An Army/Air Force accident in which—

(1) The resulting total cost of property damage is \$2 million or more;

(2) An Army/Air Force aircraft is destroyed, missing, or abandoned; or

(3) An injury and/or occupational illness results in a fatality or permanent total disability. Note. 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.

b. *Class B Accident.* An Army/Air Force accident in which—

(1) The resulting total cost of property damage is \$500,000 or more but less than \$2 million;

(2) An injury and/or occupational illness results in permanent partial disability; or

(3) When three or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. *Class C Accident.* An Army/Air Force accident in which—

(1) The resulting total cost of property damage is \$50,000 or more but less than \$500,000;

(2) A nonfatal injury or occupational illness that causes one or more days away from work or training beyond the day or shift on which it occurred; or

(3) 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).

d. *Class D Accident.* An Army/Air Force accident in which—

(1) The resulting total cost of property damage is \$20,000 or more but less than \$50,000;

(2) A nonfatal injury or illness results 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

(3) A work-related tuberculosis case.

e. *Class E Ground/Aviation Accident-Army.* An Army ground or Army Aviation accident in which the resulting total cost of property damage is \$5,000 or more but less than \$20,000. These incidents will be reported using DA Form 285-AB, Abbreviated Ground Accident Report (AGAR) or DA Form 2397-AB the Abbreviated Aviation Accident Report (AAAR) for the appropriate type of accident.

f. *Class E Mishap-Air Force.* A work-related mishap that falls below Class D criteria. Most Class E mishap reporting is voluntary; however, see discipline-specific safety manuals for a list of events requiring mandatory reporting.

g. *Class F Aviation Incident-Army.* Are Army recordable incidents that are confined to aircraft turbine engine damage because of unavoidable internal or external foreign object damage, where that is the only damage (does not include installed aircraft auxiliary power units). These incidents will be reported using DA Form 2397-AB for all

Class C, D, E, F, and all Aircraft Ground); check “F” in the “Accident Classification” block.

h. *Class R Accident/Incident-Army*. A Class R accident/incident report is unique to the Army National Guard (ARNG) and provides emphasis on overall end strength and readiness program requirements. Non-duty and State Active Duty losses are recordable and reportable to the National Guard Bureau and the State Safety Office. An ARNG accident in which—

(1) A Non-duty ARNG Class R Accidental Fatality is defined as: The loss of a member of the ARNG who is not on Title 10 or 32 orders for duty or performing associated military duty related tasks. Commanders will report Non-duty Class R to the State Safety Office. Non-duty Class R are tracked at the State and ARNG HQ levels.

(2) An On-duty ARNG Class R Accident/Incident is defined as: Property damage that does not meet Class E dollar cost threshold outlined in AR 385-10, as shown above. On-duty Class R accidents/incidents are tracked at the State HQ level.

9. Accident Notification. Persons involved in or aware of an accident will report it immediately to the commander or supervisor directly responsible for the operation, materiel, or persons involved. Accidents are reported criteria are “immediate” or “emergent” (same duty day or within eight (8) hours of the accident occurrence). The commander/supervisor who first becomes aware of any Army/Air Force class accident will utilize the following guidelines for accident notification. Commander/supervisors will notify—

a. *Class A, Class B, & Class C On-duty Accidents*. The Arkansas National Guard Leadership, the State Safety Office or Installation Wing Safety Office, and the immediate commander or supervisor of all personnel involved. Immediate notification is required for all Class A, Class B, and Class C accidents.

b. *Army Class A, Class B, and Class C Aviation On-duty Accidents*. In addition to 8.a. above, Commander's will also conduct an immediate notification to the Commander, USACR/Safety Center for all Class A, Class B, and Class C aviation (flight, flight related, and aircraft ground, or UAS) accidents. The method for immediate notification is by telephone (defense switched network (DSN) 558–2660 or 558–3410; commercial (334) 255–2660 or (334) 255–3410). Instructions for immediate notification are contained on the USACR/Safety Center Web site at <https://safety.army.mil/accidentreporting>. The State Safety Office is the point of contact for any questions concerning accident-reporting requirements to the USACR/Safety Center.

(1) Worksheet for Telephonic Notification of Aviation Class A, Class B, Class C Accident/Incident (DA Form 7305). This form can be found on the State Safety Office website in the Mishap Notification/Reporting folder.

<https://ngarhome/Web%20Pages/ARNG%20Staff/SAFETY/Pages/Safety%20Team.asp>
X.

(2) Worksheet for Telephonic Notification of Ground Class A, or Class B Accident (DA Form 7306). This form can be found on the State Safety Office website in the Mishap Notification/Reporting folder.

<https://ngarhome/Web%20Pages/ARNG%20Staff/SAFETY/Pages/Safety%20Team.asp>
X.

c. *Army Class A and Class B Off-duty Accidents.* The Arkansas National Guard Leadership and the State Safety Office for accidents involving National Guard personnel who are on Title 10 or 32 orders for duty performing associated military duty related tasks but the accident occurred while off-duty. Contact the State Safety Office for guidance to conduct an Army safety investigation for off-duty accidents. Immediate notification is required for Class A and Class B off-duty accidents.

d. *Class D Accidents.* The Arkansas National Guard Leadership, the State Safety Office or Installation Wing Safety Office, and the immediate commander or supervisor of all personnel involved. Emergent notification is required for Class D on-duty accidents.

e. *Class E Accidents.*

(1) Army. The State Safety Office and the immediate commander or supervisor of all personnel involved. Emergent notification is required for Class E on-duty accidents.

(2) Air Force. Installation Wing Safety Office. Most Class E mishap reporting is voluntary; however, see discipline-specific safety manuals for a list of events requiring mandatory reporting.

f. *Army Class F Accidents.* The State Safety Office and the immediate commander or supervisor of all personnel involved. Emergent notification is required for Army Class F on-duty accidents.

g. *Army Class R Non-duty ARNG Accidental Fatality.* Army. Commander/supervisors will notify the Arkansas National Guard Leadership, the State Safety Office, and the immediate commander or supervisor of all personnel involved. Immediate notification is required for Class R non-duty accident fatality.

h. *Army Class R On-duty ARNG Accident/Incident.* Army. The State Safety Office and the immediate commander or supervisor of all personnel involved. Emergent notification is required for Class R on-duty accidents.

i. *Death or Hospitalization of DA Civilian Employee from a Work Related Incident.* The Arkansas National Guard Leadership, the State Safety Office, and the immediate commander or supervisor of all personnel involved. Immediate notification is required

for the death of a DA Civilian employee or the hospitalization for three or more civilian employees as a result of a work related incident.

(1) Commander/supervisors will also provide an oral report to the State Safety Office or Installation Wing Safety Office within four (4) hours after the death of any DA Civilian employee from a work-related incident, or the inpatient hospitalization of three or more civilian employees as a result of a work-related incident.

(2) The Safety & Occupational Health Manager or Installation Wing Safety Office will contact the U.S. Department of Labor within eight (8) hours after the fatality and/or multiple hospitalization by telephone or in person to the Arkansas area office of the OSHA, U.S. Department of Labor, at (501) 682-4521. The representative may also use the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).

j. *M-Day Soldiers – Non-Duty Status.* The Arkansas National Guard Leadership, the State Safety Office or Installation Wing Safety Office, and the immediate commander or supervisor of all non-duty personnel involved for any accident meeting the requirements of a Class A, or Class B on-duty accidents. Immediate notification is required for all non-duty Class A, or Class B accidents.

k. *State Active Duty Class A, Class B, or Class C Accidents.* The Arkansas National Guard Leadership, the State Safety Office, and the immediate commander or supervisor of all personnel involved for any state active duty accident meeting the requirements of a Class A, Class B, or Class C accident. Immediate notification is required for all State Active Duty Class A, Class B, or Class C accidents.

l. *State Active Duty Class D, Class E, or NGB Army Class R Accident.* The Arkansas National Guard Leadership, the State Safety Office, and the immediate commander or supervisor of all personnel involved for any accident meeting the requirements of a Class D, Class E accident or NGB Army Class R accident. Emergent notification is required for all State Active Duty Class D, Class E, or NGB Army Class R accidents.

m. *Near Miss incident.* The State Safety Office or Installation Wing Safety Office and the immediate commander or supervisor of all personnel involved for any near miss incident. A near miss is an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Emergent notification is required for all Near Miss incidents.

10. Accident Investigation Requirements. At a minimum, Commander/Supervisors will conduct accident investigations for the following—

a. *Class A and Class B On-duty Accidents and Class C Aviation Accidents.* Immediate notification of accidents will be followed by a command accident investigation (investigation team appointed by the CRC Commander), or installation-level accident investigation (investigation team appointed by the TAG or the first officer

in the chain of command with General Court Martial Convening Authority (GCMCA). Contact the State Safety Office for guidance for an Army Class A, Class B, or Class C aviation accident investigation.

b. *Class A and Class B Off-duty Accidents. Army AGR Soldiers.* Immediate notification of accidents will be followed by a command accident investigation, investigation team appointed by the first officer in the chain of command with GCMCA. Contact the State Safety Office for guidance for an Army Class A, Class B off-duty accident investigation.

c. *Class C On-duty Ground Accidents.* Immediate notification of accidents will be followed by a command accident investigation, investigation team appointed by the first officer in the chain of command with GCMCA. Contact the State Safety Office for guidance for an Army Class C accident investigation.

d. *Class D, E, and F On-duty Accidents.* Emergent notification will be followed by command accident investigation, investigation team appointed by the first O6 officer in the chain of command. Contact the State Safety Office for guidance for an Army Class D, Class E, or Class F accident investigation.

e. *Class R Non-duty.* Immediate notification of accidents will be followed by command accident investigation, investigation team appointed by the first O5 in the chain of commander. Contact the State Safety Office for guidance for an Army Class R accident investigation.

f. *Class R On-duty Accident.* Emergent notification of accidents will be followed by command accident investigation, investigation team appointed by the first O5 in the chain of commander. Contact the State Safety Office for guidance for an Army Class R accident investigation.

g. *State Active Duty Accident.* Accidents that occur during State Active Duty missions have the same reporting and investigation requirements as the applicable Army/Air Force class of accident based on the severity of the accident. For example, a military vehicle sustains \$100k damage, the reporting, investigation, and investigation report requirements are the same as an Army/Air Force Class C accident.

11. Accident Investigation Report Requirements. For all classes of accident investigation reports, commander/supervisors will...

a. Army.

(1) Prepare accident investigation reports IAW DA Pam 385–40, and USACR/Safety Center's Use and Preparation Guides.

(2) Contact the Safety Occupational Health Manager for additional guidance, report requirement and timelines.

(3) Route the investigation report through the State Safety Office for review prior to submitting the report to the USACR/Safety Center.

b. Air Force.

(1) Prepare accident investigation reports IAW AF 91-224.

(2) Contact the Air Force Chief of Safety for additional guidance, report requirement and timelines.

(3) Route the investigation report through the Air Force Installation Safety Office for review prior to submitting the report.

12. Training Accident/Incidents above First-Aid.

a. Army. All units will follow installation range control regulations for reporting all accidents occurring in the down range training areas. For accidents or incidents above first-aid IAW Enclosure 4, and do not meet range control reporting requirements; or training accident or incidents that occur at locations off the installations, i.e. home station or local training areas, commanders will follow these reporting requirements;

(1) CO/BTRY Safety Officers will complete a PIN checklist for all incidents managed by the Unit Medic that exceed first aid care as defined in Enclosure 4. Prior to the closure of the inactive duty training or annual training (IDT/AT) period in which the incident occurred, the CO/BTRY Safety Officer will scan and email the PIN checklist to the Battalion Safety Officer.

(2) BN Safety Officer, prior to closure of the IDT/AT training period, will consolidate all CO/BTRY PIN checklists and email the reports to the state safety office at ng.ar.aranq.list.safety@army.mil with the BDE Safety Officer on the cc line of the email.

(3) BN Safety Officer will submit a rollup report of all incidents of above first-aid treatment completed at the Battalion Aid Station, Installation Medical Facility, or local Emergency Room that does not meet the TAG CCIR/SIR policy or the reporting requirements for Class A through Class R listed above.

b. Air Force. Air Force units will follow installation Wing Safety Office guidance for reporting accident/incident(s) above first-aid treatment.

c. Incidents that meet the definition of First Aid IAW Enclosure 4 are not reportable as an incident or an accident.

Preliminary Incident Notification Checklist

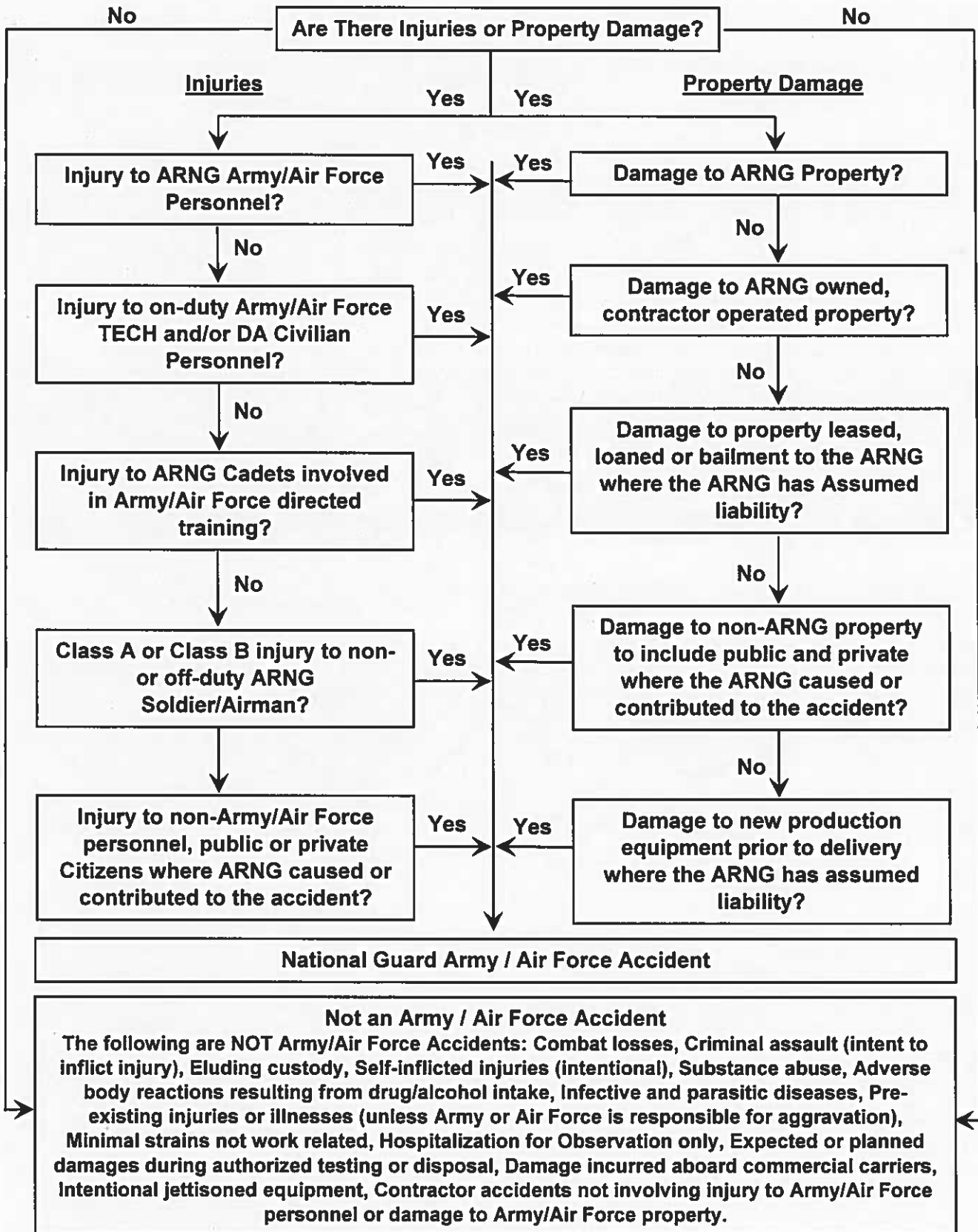
Will be sent to Safety Officer for Incident Classification

Investigation and accident reporting will be performed in accordance with AR 385-10 & DA Pam 385-40. Complete all areas that apply

Accident Type: <input type="checkbox"/> Injury <input type="checkbox"/> Property Damage		Soldier Involved	
Time: _____ Date: _____ Unit: _____ UIC: _____ Location Of Accident: _____ Number of Persons Involved: MIL _____ CIV _____	Name: _____ Rank: _____ AGE: _____ Status: <input type="checkbox"/> AGR <input type="checkbox"/> ADOS <input type="checkbox"/> Tech <input type="checkbox"/> M-day Other: _____		
Summary of Accident: An accident is an unplanned event or series of events that (1) results in death, injury, or illness that result in restricted duties or quarters, 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, and/or (2) damage to or loss of equipment or property.			
<i>*(continue in the remarks area if necessary)</i>			
Weather Conditions: Sunny <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Windy <input type="checkbox"/> Icy <input type="checkbox"/> Snow <input type="checkbox"/> Weather a factor? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name/ Address/ Phone of all involved persons (MIL& CIV) <i>*(continue in the remarks area if necessary)</i>			
1. _____ 2. _____ 3. _____			
Personnel Injury: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if yes complete below)</i>		Estimated Damages (\$)	
Injury Description: _____		Vehicle \$ _____ \$ _____	
Medical Care: None <input type="checkbox"/> Local <input type="checkbox"/> Hospital <input type="checkbox"/>		Equipment \$ _____ \$ _____	
# Work Days		PPE	
Lost: _____		Helmet: Available <input type="checkbox"/> Used <input type="checkbox"/>	
Loss of civilian wages due to injury Yes <input type="checkbox"/> No <input type="checkbox"/>		Goggles: Available <input type="checkbox"/> Used <input type="checkbox"/>	
Gloves: Available <input type="checkbox"/> Used <input type="checkbox"/>		Property \$ _____ \$ _____	
Vehicle or Equipment Involved:		Other \$ _____ \$ _____	
Make/Model: _____ Seat Belt: Available <input type="checkbox"/> Used <input type="checkbox"/>		Total Damages: \$ _____	
NSN/SN: _____		Explosives Involved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Damage amount/location: _____		Police Involvement:	
Equipment Totaled: Yes <input type="checkbox"/> No <input type="checkbox"/>		Report taken: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Owner of Equipment: Military <input type="checkbox"/> GSA <input type="checkbox"/> Civilian <input type="checkbox"/>		Report Number: _____	
Contact Info:		Citation Issued: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fill in all Blanks: <i>*(Unit POC must be Full time Military Personnel)</i>		(If yes) *who was cited: _____	
Unit POC: Name: _____ Contact #: _____		*what were they cited: _____	
Safety POC: Name: _____ Contact #: _____			
Unit Commander: Name: _____ Contact #: _____			
Other Information/Remarks: (list additional accident information, i.e. PPE, use back of page as necessary)			
01 APR 2022			

UIC: _____ **DATE:** _____ **TIME:** _____

CONTINUATION



Non-Duty = an M-Day or DSG Service Member in a non-drilling status
 Off-Duty = an AGR Service Member during non-schedule work hours

First aid.

First aid is defined using a list of procedures that are all-inclusive. If a procedure is not on the list, it is not considered first aid for recordkeeping purposes. If the most serious injury is first aid and there is no recordable property damage they are considered non-reportable.

The following are the procedures contained in the authorized first aid list:

- a. Using nonprescription medications at nonprescription strength. However, if a Service Member/Employee is provided prescription medications or nonprescription medications at prescription strength, this is considered medical treatment and reportable.
- b. Tetanus immunizations. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment).
- c. Cleaning, flushing or soaking wounds on the surface of the skin.
- d. Using wound coverings such as bandages, Band-AidsTM, gauze pads, etc.; or using butterfly bandages or Steri-StripsTM are first aid. Other wound closing devices such as sutures, staples, etc., are considered medical treatment and reportable.
- e. Hot or cold therapy, regardless of how many times it is used.
- f. Non-rigid means of support. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. Devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment and reportable.
- g. Temporary immobilization device used to transport accident victims (e.g., splints, slings, neck collars, back boards, etc.).
- h. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- i. Using eye patches.
- j. Removing foreign bodies from eye using irrigation or cotton swab. However, use of other methods to remove materials from the eye is medical treatment and reportable.
- k. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.
- l. Using finger guards.
- m. Massages. Massage therapy is first aid, but physical therapy or chiropractic treatment is considered medical treatment and reportable.
- n. Drinking fluids for relief of heat stress. Drinking fluids for relief of heat stress is first aid, but administering an IV is medical treatment and reportable.