

Safety  
**ACCIDENT REPORTING AND RECORDS**

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**SUPPLEMENTATION.** Further supplementation is prohibited except upon approval of this headquarters and Department of the Army (DA).

**SUGGESTED IMPROVEMENTS.** The proponent of this supplement is the Assistant Chief of Staff (ACofS), G1. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-GA-SAFE-G, Fort Hood, TX 76544-5056.

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AR 385-40, 1 April 1987, is supplemented as follows:

1. Page 10, paragraph 3-5, Investigation and Reporting of Army Accidents RCS-CSGPA-147(R4). Add subparagraphs a(5), c(4), and c(5) as follows:

a(5) DA Form 285 (U. S. Army Accident Investigation Report) is submitted through command channels to arrive at the Fort Hood (FH) Safety Office within fourteen calendar days of accident occurrence. DA Form 285 may be typed or handwritten legibly (original and two copies). Items 38a through 38c of DA Form 285 can be used for command review by each Major Subordinate Command (MSC). As a minimum, item 38c will be signed by the MSC commander on all reports of accidental fatalities.

c(4) The Directorate of Civilian Personnel will provide the FH Safety Office copies of completed CA (Compensation Act) Form 1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation), CA Form 2 (Notice of Occupational Disease and Claim for Compensation, and CA Form 16 (Authorization for Examination and/or Treatment) as soon as possible after occurrence of injury or illness.

c(5) Activity directors will notify the FH Safety Office immediately (287-3725/3340/3337) of any civilian on-the-job injury. Notification will not be delayed even if all information is not available. Accidents occurring after normal duty hours will be reported immediately on the next duty day. Information will include:

- (a) Name and grade of injured
- (b) Social security number
- (c) Date/time of mishap
- (d) Activity at time of accident
- (e) Location (building, etc.)
- (f) Organization
- (g) Supervisor's name
- (h) Short description of accident

2. Page 18, paragraph 5-9, Centralized Accident Investigation, Ground. Add paragraph e.

e. See FH Pam 385-40 (Centralized Accident Investigation of Ground Accidents (CAIG)) with change 1.

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\*This supplement supersedes FH Supplement 1 to AR 385-40, 19 January 1982.

3. Page 18, paragraph 5-10, Installation CAIG (I-CAIG). Add paragraph f.

f. CAIG procedures contained in FH Pam 385-40 also apply to I-CAIG. Additionally, FORSCOM Reg 385-1 (Forces Command Safety Program), paragraph 3-6, contains requirements for conducting I-CAIG. MSC commanders will review and submit reports to this headquarters not later than (NLT) forty-five calendar days after the accident.

4. Page 18, Paragraph 5-11, Review of Ground Accident Investigation Reports. Add paragraph c.

c. MSCs will review and submit CAIG investigation reports to reach this headquarters, NLT forty-five calendar days after the date of the United States Army Safety Center memorandum of transmittal.

5. Page 21, paragraph 8-1, General. Add subparagraph a(6)d.

a(6)d Damaged chemical alarms will be reported telephonically to the Installation Radiation Protection Officer, 287-4261/3329 without delay. See FH Reg 385-11 (Radiation Protection Program) for additional instructions.

FOR THE COMMANDER:



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