



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
SOUTHWEST REGION  
1204 STANLEY ROAD, SUITE 9  
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-ZS

09 JAN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA) Guidance Memorandum #9 – Accident Classification, Reporting, and Investigation

1. REFERENCES.

- a. AR 385-40, Accident Reporting and Records, 1 Nov 94.
- b. DA Pam 385-40, Army Accident Investigation and Reporting, 1 Nov 94.
- c. Memorandum, the Secretary of Defense, 19 May 03, subject: Reducing Preventable Accidents.

2. PURPOSE. To provide general guidance to all SWRO personnel and specific guidance to garrison commanders and safety managers.

3. APPLICABILITY. These procedures are applicable to all military, civilian, and contractor personnel assigned to the SWRO IMA. Army Materiel Command installations assigned within the southwest region are encouraged to comply with these procedures within the limits of their internal command policies.

4. PROCEDURES. The challenge from the Secretary of Defense, reference 1c, is to reduce preventable accident rates by at least 50% in the next two years. The immediate goal is to reduce FY04 accidents by a minimum of 25%. The following actions will be taken to ensure accident information is received and utilized in accordance with (IAW) current guidance.

- a. All accidents/injuries will be reported to the local garrison safety office IAW local guidance.
- b. The garrison safety office will determine whether an accident/injury is classified to be mission or base operations based upon the individual's Unit Identification Code.
- c. The garrison safety office will maintain a separate log for each category of accident, i.e., military, Department of the Army civilian (DAC) (OSHA 300), contractor, and nonappropriated fund (NAF) for garrison personnel.

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d. It is recommended that mission accident information also be maintained to provide a more complete trend analysis.

e. Categories of accidents to be tracked are:

- (1) Privately Owned Vehicle (POV)
- (2) Army Motor Vehicle (AMV)
- (3) Military Personnel Injury (On/Off-Duty)
- (4) DAC Injury
- (5) Contractor Personnel Injury
- (6) NAF Personnel Injury
- (7) Aviation
- (8) Other

f. In addition to existing Department of the Army (DA) reporting requirements, Class A and B accidents will be reported telephonically or e-mailed to DSN 471-0763/0448; Commercial (210) 221-0763/0448; [Anne.Ferguson@samhouston.army.mil](mailto:Anne.Ferguson@samhouston.army.mil) or [Brian.Pennartz@samhouston.army.mil](mailto:Brian.Pennartz@samhouston.army.mil) within 24 hours of receiving notification of the accident.

g. If the US Army Safety Center (USASC) declines to investigate a Class A or B accident, determination will be made by the SWRO Director whether or not SWRO will conduct an investigation.

h. The USASC is the repository of accident reports for Army accidents. Garrison safety managers will provide base operations accident/injury reports directly to the USASC with a copy furnished to SWRO Safety Office, 1204 Stanley Rd, Fort Sam Houston, TX 78234.

i. Class A and B accident reports will be staffed through the chain of command prior to being sent to the USASC.

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j. DAC accidents will continue to be processed with the Federal Employee Compensation Act coordinator, but the information will be made available to the garrison safety office.

k. A summary of accident data (sample attached) will be provided to the SWRO Safety Office NLT the 30th of each month following the quarter.

5. PROPONENT. The Safety Office is the proponent for this Guidance Memorandum. POC is Anne T. Ferguson at (210)221-0763, DSN 471-0763 or email [Anne.Ferguson@samhouston.army.mil](mailto:Anne.Ferguson@samhouston.army.mil).

Encl

  
HUGH M. EXTON, JR  
Director

DISTRIBUTION:

Garrison Commander, Corpus Christi AD, 308 Crecy St., Corpus Christi, TX  
78419-5260

Garrison Commander, Fort Bliss, Bldg. 2A Sheridan Road, Fort Bliss, TX 79916

Garrison Commander, Fort Hood, Bldg 1001, Room 312, Fort Hood, TX 76544

Garrison Commander, Fort Huachuca, 2837 Boyd Ave, Fort Huachuca, AZ 85613-7001

Garrison Commander, Fort Irwin, PO Box 105021, Fort Irwin, CA 92310-5021

Garrison Commander, Fort Polk, 7330 Mississippi Ave, Fort Polk, LA 71459

Garrison Commander, Fort Sam Houston, 1206 Stanley Road, Bldg 122, Suite A,  
Fort Sam Houston, TX 78234-5001

Garrison Commander, Fort Sill, Bldg 455 McNair Hall, Room 114, Fort Sill, OK 73503

Garrison Commander, Hawthorne AD, 1 South Maine Ave, Hawthorne, NV 89415-9404

Garrison Commander, Lone Star Army Ammunition Plant, Hwy 82 West, Texarkana, TX  
75505-9101

Garrison Representative, Louisiana Army Ammunition Plant, PO Box 658, Doyline, LA  
71023

Garrison Commander, McAlester Army Ammunition Plant, 1 C Tree Road, McAlester,  
OK 74501

Garrison Commander, Pine Bluff Arsenal, 10020 Kabrich Circle, Pine Bluff, AR 71602

Garrison Commander, Presidio of Monterey, 1759 Lewis Road B-614, Monterey, CA  
(CONT)

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DISTRIBUTION: (CONT)

Garrison Commander, Red River Army Depot, 100 Main Drive, Texarkana, TX  
75507-5000

Garrison Representative, Riverbank Army Ammunition Plant, 5300 Claus Road,  
Riverbank, CA 95367-0670

Garrison Commander, Sierra Army Depot, 74 C Street, Herlong, CA 96113-5000

Garrison Commander, West Coast Command (Prov), Bldg 790 5th Street - Camp  
Parks, Dublin, CA 94568-5201

Garrison Commander, White Sands Missile Range, Bldg 100, Headquarters Ave, White  
Sands Missile Range, NM 88002

Garrison Director, Yuma Proving Ground, 301 C Street, Yuma, AZ 85365-9124

<b>WHO</b> <i>The person who had the accident.</i>	<b>WHAT</b> <i>Type of accident: Military on/off duty/DAC/NAF/ Contractor</i>	<b>WHEN</b> <i>Date of accident</i>	<b>WHERE</b> <i>The location and installation, if applicable</i>	<b>WHY</b> <i>Accident description</i>	<b>CORRECTIVE ACTION</b> <i>What actions are being taken to prevent this from happening again?</i>
Joe Smith	DAC	13 Dec 03	Motor Pool Bldg 2009 Camp Sparkles	Splashed solvent in eyes. Eye/face protection not worn	Mr. Smith, along with the other members of the motor pool, has had additional training on the use, fit, and proper care of PPE.
PVT. Stuffy	Military Off duty	13 Dec 03	Hwy 369, mile-marker 26 Anytown, USA	Broke left leg as a result of hitting guardrail caused by falling asleep at the wheel and lost control of vehicle.	Platoon SGT has counsel PVT Stuffy to ensure he understands the proper amount of rest a person needs before making a trip and how often a person should take a break from driving when making a long trip.