



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY RESERVE COMMAND
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AFRC-SA (385-10f)

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General Policy # 24-12: Standard Procedures Following an Army Mishap

1. References:

- a. Army Regulation (AR) 15-6 (Procedures for Investigating Officers and Boards of Officers), 1 April 2016.
- b. The Assistant Secretary of the Army, Installation, Energy and Environment, SAIE-ZA memorandum (Changes to Army Regulation 385-10 for Mishap Classification), 24 July 2024.
- c. AR 385-10 (The Army Safety and Occupational Health Program), 24 July 2023.
- d. USAR Regulation 385-2 (USAR Safety Program), 1 June 2012.
- e. HQ, U.S. Army Forces Command (FORSCOM), AFPE-SA memorandum (FORSCOM Commanding General Policy Memo 16, Standard Procedures Following a Military Training Mishap), 4 October 2022.
- f. HQ, FORSCOM, Execution Order 150-319 (FORSCOM Military Training Mishap Reporting Process), 7 April 2015.
- g. USARC Commanding General Delegation of Authority #21-06 memorandum (Accident Investigation Board Appointments), 19 March 2021.

2. This policy supersedes USARC Commanding General Policy Memo # 23-01, Standard Procedures Following a Military Mishap.

3. This policy outlines mishap notification and administrative investigation procedures following an Army mishap (on duty, off duty, or Troop Program Unit (TPU) not in a duty status).

a. Mishap Notification Requirements. In accordance with reference 1b-1f, immediate notification of all mishaps and near miss to unit safety managers, safety officers or noncommissioned officers (NCOs), and the immediate commander or supervisor of all personnel involved is paramount. Units will notify the USARC Safety Office within 24 hours of an "on duty" Class A, Class B, and Aviation (AVN) Class C mishap; an "off duty" Class A or B Ground

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mishap; or a TPU "non duty" fatality using the USARC Mishap Initial Notification Template. The USARC Safety Office will notify USARC leadership and the FORSCOM Safety Office as required. Units will not directly report to the U.S. Army Combat Readiness Center (USACRC). The USARC Safety Office will submit the required initial report to USACRC.

b. Mishap Investigation Requirements. Reference 1b and 1c, chapter 3 provides the reporting and investigation requirements for all Army mishaps. The Army Safety Management Information System 2.0 (ASMIS 2.0) is the system of record for reporting all USARC mishaps. Reference 1g outlines mishap investigation board appointment procedures for USARC "on duty" Class A, Class B, or AVN Class C mishaps.

(1) USARC General Officer Commanders will appoint the Safety Investigation Board (SIB) within three (3) calendar days of all Class A, Class B, and Aviation Class C mishaps to preserve evidence and quickly have lessons learned available.

(2) The SIB duties are mishap investigation until conclusion, the SIB outbrief to the USAR Commanding General (CG) or Deputy Commanding General (DCG), and the completed mishap report submitted for command review.

c. Mishap Reporting Timelines. The table defines USARC mishap report submission timelines. The USARC Safety Director is the approval authority for written extensions to these timelines. SIB will submit all "on duty" Class A, B, and AVN Class C mishap reports to the USARC Safety Office for quality assurance (QA) prior to briefing the mishap chain of command.

Mishap Classification	On Duty QA "To USARC Safety"	Off Duty/NonDuty QA "To USARC Safety"
Class A	60 Days	20 Days
Class B	60 Days	20 Days
Class C	60 Days	20 Days
Class D	20 Days	20 Days
Class E	20 Days	20 Days
Class R	20 Days	20 Days

d. Mishap Report Staffing. Safety managers, safety officers, and/or safety NCOs will staff all mishap reports through their chain of command for review. Each commander at echelon, in addition to providing concurrence or non-concurrence for each finding and recommendation, will include actions initiated to implement the final report's recommendations and any other action(s) taken or planned to prevent recurrence. Using ASMIS 2.0, the SIB will staff all "on duty" Class A, Class B, and AVN Class C mishap reports through the mishap chain of command. When complete, submit the report to the USARC Safety Office.

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e. Mishap Outbrief. Safety managers, safety officers, safety NCOs, or SIB presidents will coordinate with the USARC Safety Office to schedule a formal outbrief with the USARC CG or DCG.

(1) Since the U.S. Army does not classify TPU nonduty fatalities as Army mishaps, unit safety managers, safety officers, and/or safety NCOs will submit a nonduty fatality outbrief to the USARC Safety Office. The requirement for a formal outbrief is at the discretion of the USARC CG or DCG.

(2) For mandated mishap briefings to FORSCOM leadership, mishap units will follow reference 1e.

f. Lessons Learned Dissemination. When a mishap causes or has the potential to result in death, permanent or partial disability, or total loss of equipment, the mishap unit chain of command will submit a Red or Yellow Hash Safety Message (5Ws and recommended immediate actions) to the USARC Safety Office. The intent is for mishap unit to share critical mishap prevention information without compromising the investigation. The USARC Command Group will receive the Red or Yellow Hash Safety Messages for situational awareness.

g. Administrative Investigations. Commanders will follow procedures outlined in reference 1a and 1e, paragraph 2a (2).

4. For additional information, contact Mr. Michael A. Tulley, Command Safety Director, at 910-570-9280 or michael.a.tulley.civ@army.mil.



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