

MEMORANDUM FOR: TEAM WSMR (Military, Civilian, Contract Personnel)

SUBJECT: Process for Reporting an Accident at WSMR

An Army accident is defined as an unplanned event, or series of events, which results in one or more of the following:

- Occupational illness to Army military or Army civilian personnel.
- Injury to on-duty Army civilian personnel.
- Injury to Army military on-duty or off-duty.
- Damage to Army property. Damage to public or private property, and/or injury or illness to non-Army personnel caused by Army operations (the Army had a causal or contributing role in the accident).

Summarized below are the 3 steps for reporting an accident at WSMR.

1. **Determine the appropriate accident class (AR 385-10, 3-4): Please note the costs of property damage amounts do not match the amounts listed in the hyperlinked “Use and Preparation Guide”. The Secretary of Defense, Acquisition Technology and Logistics approved the cost thresholds for accident severity classification effective 5 Oct 09.**
 - a. **Class A-** An Army accident in which the resulting total cost of property damage is \$2,000,000 or more; an Army aircraft or missile is destroyed, missing, or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability. Note that unmanned aircraft systems (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 exceeds \$1,000,000 or more.
 - b. **Class B-** An Army accident in which the resulting total cost of property damage is \$500,000 or more, but less than \$2,000,000; an injury and/or occupational illness results in permanent partial disability, or when 3 or more personnel are hospitalized as inpatients as the result of a single occurrence.
 - c. **Class C-** 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 B and is a lost time case).
 - d. **Class D-** 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.
 - e. **Other-** All other accidents.

2. **Select one of the following and complete the appropriate form:**

- a. **On duty Military and Civilian/Contract personnel-** If the accident can be classified as Class A, or B accident click on the following links and complete the forms:
 - i. [U.S. Army Accident Report – Part 1, DA Form 285, Jan 92,](#)
 - ii. [U.S. Army Accident Report – Part 2, DA Form 285, Jan 92,](#)
 - iii. [U.S. Army Accident Report, Statement of Reviewing Officials – DA Form 285-O-R, Jul 1994,](#)
 - iv. [U.S. Army Accident Report , Summary of Witness Interview – DA Form 285-W-R, Jul 1994,](#) and
 - v. [U.S. Army Accident Report, Index B – DA Form 285-B-R, Jul 1994.](#)
- b. **On duty Military and Civilian/Contract personnel-** If the accident can be classified as Class C or D accident click on the following links and complete the forms:
 - i. [U.S. Army Abbreviated Ground Accident Report \(AGAR\) – DA Form 285-AB, Feb 2009,](#)
 - ii. [View AGAR Use and Preparation Guide,](#) and
 - iii. [View Table B.](#)
- c. **Off duty Military personnel-** If the accident can be classified as Class A, B, C, or D accident click on the following links and complete the forms:
 - i. [U.S. Army Abbreviated Ground Accident Report \(AGAR\) – DA Form 285-AB, Feb 2009,](#)
 - ii. [View AGAR Use and Preparation Guide,](#)
 - iii. [Excerpt DA APM 385-40, Table B-2.](#)
- d. If the total cost of property damage is less than \$2000.00 and is not a non fatal 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. THE ACCIDENT MUST STILL BE REPORTED. Click on the following link and complete the form:
 - i. [WSMR Accident Investigation Form, May 2009](#)

3. **Forward the completed forms to:**

- a. Installation Safety Office (ISO),
 - i. Fax- (575)-678-5435
 - ii. Hand delivery or regular mail- Building 126, room 337 or 341.
 - iii. email – wsmr.installation.safetyoffice@us.army.mil
- b. The completed forms must be forwarded to Test Center (TC) or Garrison Commander for signature, and then ISO forwards to higher TC or Garrison Command Headquarters. In order to comply with suspense dates, the completed forms are due within 15 calendar days to ISO. Army suspense dates are as follows:

**Table 4-1
Ground accident notification, reporting requirements, and suspense's**

Accident Class	PEACETIME			COMBAT ²	
	Telephonic Notification Worksheet	Abbreviated Report AGAR	Full Report DA Form 285	Telephonic Notification Worksheet	AGAR ONLY by any means possible (automated, e-mail, fax, hand carry, mail)
ON-DUTY A & B	Immediately ¹	Not required	IAI/CAI-90 days	Immediately ¹	As time Permits (Not to Exceed 60 days)
C	Not required	Within 90 days	Not required	Not required	As time Permits (Not to Exceed 60 days)
D	Not required	Within 30 days	Not required	Not required	As time Permits (Not to Exceed 30 days)
OFF-DUTY A & B	Immediately ¹	Within 30 days	Not required	Immediately ¹	As time Permits (Not to Exceed 30 days)
C & D	Not required	Within 30 days	Not required	Not required	As time Permits (Not to Exceed 30 days)

Notes:

¹ USACRC must be notified IMMEDIATELY by phone at DSN 558-2660/2539/3410 or COM (334) 255-2660/2539/3410 or notify safety rep forward (during combat).

² When the senior tactical commander determined that the situation, conditions or time does not permit normal peacetime investigation and reporting.

INSTALLATION SAFETY OFFICE
BUILDING 126
WSMR, NM 80022