



DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON WHITE SANDS
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

REPLY TO
ATTENTION OF

IMWE-WSM-SO

15 July 2008

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:

- a. **Class A-** An Army accident in which the resulting total cost of property damage is \$1,000,000 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 \$200,000 or more, but less than \$1,000,000; 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 \$20,000 or more, but less than \$200,000; 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 \$20,000; 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

IMWE-WSM-SO

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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 link and complete the form

[DA 285-A-R](#)

[DA 285-B-R](#)

[DA 285 FILE 1/2](#)

[DA 285 FILE 2/2](#)

[DA 285-O-R](#)

- b. **On duty Military and Civilian/Contract personnel-** If the accident can be classified as Class C, or D accident click on the following link and complete the form: [DA 285-AB-R](#)

- c. **Off duty Military personnel-** If the accident can be classified as Class A, B, C, or D accident click on the following link and complete the form: [DA 285-AB-R](#)

- 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: [WSMR Accident Investigation Form](#)

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

- a. Installation Safety Office,
 - i. Fax- (575)-678-5435
 - ii. Hand delivery or regular mail- Building 126, room 112
 - iii. email – wsmr.installation.safetyoffice@us.army.mil

INSTALLATION SAFETY OFFICE
BUILDING 126
WSMR, NM 80022