

Department of the Army  
Headquarters, U.S. Army Cadet Command  
1<sup>st</sup> Cavalry Regiment Road  
Fort Knox, Kentucky 40121-5123

USACC Regulation 385-10

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Safety

CADET COMMAND SAFETY PROGRAM

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FOR THE COMMANDER:

OFFICIAL:



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Commanding

**History.** This publication is an administrative revision. The portions affected by the administrative revision are listed in the summary of change

**Summary.** This regulation prescribes policies, responsibilities, procedures for the development, implementation, evaluation of U.S. Army Cadet Command (USACC) safety programs and the integration of Risk Management.

**Applicability.** This regulation applies to all USACC organizations, personnel and operations, to include Junior and Senior Reserve Officers Training Corps' (ROTC) programs, Cadet Summer Training (CST), etc. Where conflicts exist between the standards established by this regulation and other statutory or regulatory requirements, the more stringent standard will apply.

**Note:** Cadets, when not in a duty status, are not bound by the same Army regulatory requirements as Soldiers; however, they will be counseled and should be encouraged to adopt and comply with the policies and guidance addressed herein.

**Proponent and Exception Authority.** The proponent for this regulation is the Director of Safety, USACC. Commander, USACC is the approval authority for exceptions or waivers to this regulation, provided they are consistent with controlling laws, regulations, and other USACC policies. All requests for waiver or exception to this regulation will require full documentation that identifies the specific standard in question, justification

for the request (why the waiver or exception is necessary and detailed analysis of the expected benefits), and a completed risk management plan. All requests for exceptions will be submitted through each level of the chain of command and will include a review by USACC Safety and Staff Judge Advocate (SJA) prior to submission to Commander, USACC. All requests for deviations, exceptions or waivers for standards/requirements contained in other regulatory guidance will be documented and submitted in accordance (IAW) with the effected policy or regulation.

**Army Management Control Process.** This regulation contains management control provisions IAW AR 11-2, but does not identify evaluated key management controls.

**Supplementation.** Supplementation of this regulation or establishment of local forms are prohibited by subordinate commands of USACC.

**Suggested Improvements.** Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Cadet Command (ATCC-ZF), Fort Knox, KY 40121-5123.

**Distribution.** Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

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### Summary of Change

#### USACC Reg 385-10 Cadet Command Safety Program

- Updates Accident Investigation and Reporting
- Updates Risk Decision Approval Authority
- Updates Explosives Safety Program
- Updates Appendix C 15-Passenger Van Safe Operation Policy
- Updates Appendix D – Utility Terrain Vehicle

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## **Chapter 1 - Occupational Safety and Health – Program Management**

### **1-1. Purpose**

The purpose of this regulation is to establish safety and risk management policies, procedures, and responsibilities for implementation of the USACC Safety Program, and to ensure protection of the force to include Cadets, Cadre, Employees, and Family members.

### **1-2. References**

- a. AR 385-10, The Army Safety Program
- b. TR 385-2, U.S. Army Training and Doctrine Command Safety Program

### **1-3. Explanation of Terms**

The glossary contains abbreviations and special terms used in this regulation.

### **1-4. Responsibilities**

- a. Director of Safety, USACC will –

(1) Serve as the Safety Director of USACC. Installation Safety Office Safety Director serves as the Senior Safety Director for Fort Knox.

(2) Report to Commanding General (CG), USACC through the Chief of Staff (CoS), USACC and function as the principal staff advisor, technical consultant, and coordinator to the commander and headquarters for all safety and occupational health efforts within USACC.

(3) Exercise staff oversight for the integration of safety and risk management procedures into mission domains, policy, regulations and training operations throughout USACC and Fort Knox.

(4) Develop command safety and occupational health policy.

(5) Plan, develop, and manage a comprehensive safety and occupational health program to effectively address/facilitate compliance with established regulatory and statutory safety and occupational health program requirements.

(6) Plan, prepare, and develop budget submissions to facilitate effective implementation and execution of the safety and health program requirements outlined in this and higher headquarters' regulations, policies, and instructions.

(7) Schedule and conduct a minimum of semi-annual USACC Safety Council meetings as outlined at paragraph 1-5.

(8) Represent the Command and provide safety participation in multiple councils, committees, and working groups (internal and external to the command).

(9) Serve as the USACC Career Program Manager for Career Program (CP) 12 IAW AR 385-10 and AR 690-950.

(10) Develop and disseminate a Pre-Accident Plan (Appendix H).

b. All Commanders, Professors of Military Science and Directors will:

(1) Appoint an Additional Duty Safety Officer (ADSO) / Collateral Duty Safety Officer (CDSO) IAW the requirements outlined in AR 385-10, Chapter 10, paragraph 10-8. USACC policy for ADSO training is outlined in Chapter 3, paragraph 3-3c,d.

(2) Develop and maintain current safety policies, standing operating procedures (SOPs), OPORD annexes, etc. to ensure integration of safety and risk management into operations and activities.

(3) Oversee development of risk management plans and ensure review, approval, and signature of risk management worksheets IAW procedures/authorized approval authority as outlined in Chapter 4.

(4) Ensure safety inspections of working and training environments are performed and documented. Conduct a timely follow-up to ensure the corrective actions were taken.

(5) Establish procedures to ensure job descriptions adequately reflect safety responsibilities and requirements for the position. Include safety performance on DA Forms 67-10-1 through 67-10-4, Officer Evaluation Report Support Form; DA Forms 2166-8, Noncommissioned Officer Evaluation Report; and DA Forms 7222-1, Senior System Civilian Evaluation Report Support Form. Suggested bullets include:

(a) Attend appropriate leadership safety and risk management training.

(b) Ensure subordinate personnel attend required safety training.

(c) Ensure the risk management (RM) process is incorporated and documented into all operations.

(d) Enforce regulations and standards.

(e) Review and revises safety SOP biannually.

(6) Identify and eliminate hazardous conditions, establish safe practices and procedures consistent with the mission, integrate risk management into all major unit activities, and motivate and instruct personnel in safe performance on- and off-duty.

(7) Require timely reporting of accidents IAW AR 385-10, Chapter 3, DA PAM 385-40, and Chapter 2 of this regulation. Report all USACC Class A and B accidents immediately to the UASCC Safety Office.

(8) Inform the USACC Safety Office of any changes in function, material(s), or mission that might adversely affect the safety and/or health of personnel.

(9) Provide safety briefings to all personnel before holidays and prior to collective training events.

c. Brigade Commanders will:

(1) Serve as a member of the USACC and Fort Knox Safety Council.

(2) Ensure Brigade Additional Duty Safety Officers are appointed and complete training as outlined in Chapter 3, paragraph 3-3c and d.

(3) Ensure necessary safety and occupational health (SOH) responsibilities are addressed with garrison commanders by developing local memorandum of understanding/agreement between garrisons and USACC organizations.

d. ADSOs/Collateral Duty Safety Officers (CDSOs) will:

(1) Become familiar with TRADOC Regulation 385-2, Appendix B outlines policy, duties, and responsibilities.

(2) ADSOs will complete training as outlined in Chapter 3, para. 3-4c and d.

(3) ADSO/CDSO's will serve as a member of the Brigade Commanders special staff and principal advisor to the commander in all safety and occupational health programs. They will communicate best practices and share lessons-learned.

(4) Brigade ADSOs will be tasked to augment HQ, USACC Safety staff and will be assigned to support Cadet Summer Training, Fort Knox, Kentucky.

(5) ADSO/CDSO's will become familiar with this regulation, Army safety regulations, and safety aspects included in SOPs, field manuals, technical manuals, and appropriate consensus standards.

(6) Conduct and document Standard Army Safety and Occupational Health Inspections (SASOHI) of assigned workplaces and facilities.

(7) Provide prompt assistance with accident investigation and reporting IAW DA PAM 385-40. Review completeness and accuracy of reports, evaluate adequacy of corrective actions, and forward completed accident investigations through the USACC Safety Office.

(8) Maintain unit safety records (mishap data base) and analyze the unit's accident experience to determine accident patterns. Provide commanders and supervisors with accident summary data to ensure preventive efforts are in place.

(9) Provide liaison with USACC Safety and Occupational Health Offices personnel on safety and health issues of mutual interest/concern.

## 1-5. USACC Safety Council

a. Purpose. USACC is established as a forum for sharing valuable safety and accident prevention information throughout the Command, and to facilitate the free exchange of information, ideas, and recommendations relating to Safety and Occupational Health programs and initiatives. USACC is the Senior Command on Fort Knox, yet the Installation Safety Office is the lead for the Fort Knox Safety Council, which USACC is a member. In addition, USACC Safety Office holds a quarterly meeting with its outlying brigade ADSO/CDSO to allow collaboration of ideas and new information. See APPENDIX E – US Army Cadet Command Safety Council/Forums regarding safety councils in USACC and additional meeting platforms.

b. Authority. AR 385-10, The Army Safety Program, TRADOC Safety Regulation 385-2, and IMCOM Regulation 385-10 direct the formation of this council.

c. Organization and Functions.

(1) Commander, US Army Cadet Command (USACC) and Fort Knox or the commander's designee, will chair the council.

(2) A list of members (voting and non-voting) and invited guests is provided upon request from the Installation Safety Office.

(3) The Installation Safety Office serves as the council recorder and prepares minutes in Memorandum for Record (MFR) format. USACC takes minutes of its own quarterly brigade meetings.

(4) The Council will meet semi-annually or at the call of the Chairman.

(5) Participation by members and guest not stationed at Fort Knox will be via teleconference or other announced digital media e.g. Microsoft Teams.

(6) Meetings will be scheduled and posted to the long-range calendar NLT 60 days prior to the meeting with a follow-up e-mail reminder to participants not later than one week prior to the meeting.

(7) The meeting will be conducted to review effectiveness of the safety program initiatives, define needs, assign responsibilities, share lessons-learned, and resolve issues as they relate to Fort Knox Safety Programs.

d. Objectives. The Safety council is a decision-making group, centrally formed to enhance the safety and accident prevention programs and initiatives throughout the installation. Specific objectives include:

(1) Assist the Senior Commander in the implementation of command safety, accident prevention, and risk management integration efforts.

(2) Review accident and incident trends, ongoing safety initiatives, and make recommendations to the Senior Commander for safety policies, programs, and investments.



(3) Promote and foster the free exchange of information and ideas on safety and risk management, personal involvement of commanders, staff, and leadership in promoting safety awareness and accident prevention, and integration of system safety and risk management into all USACC and Fort Knox operations and training.

(4) Recognize individuals and units/organizations for achievements and/or contributions in accident prevention.

#### **1-6. Host Installation Standards**

Personnel working or training on an installation will also be governed by the host installation safety standards. The host installation commander is the responsible authority for resolution of safety standard conflicts.

### **Chapter 2 - Accident Investigation and Reporting**

#### **2-1. Purpose**

The purpose of accident investigation, reporting, and recordkeeping is to identify causative and contributing factors, and conduct analysis to identify accident trends to target accident prevention efforts, and prevent recurrence.

#### **2-2. References**

References are listed in Appendix A.

#### **2-3. General**

Accident reporting and investigation will be IAW the references identified in Appendix A. Additional USACC procedures and requirements are identified below.

#### **2-4. Accident Reporting (includes DAC for DOL) and Recording**

a. All categories of Army mishaps, on and off duty, involving Army operations, personnel, or material are reportable.

b. Incidents that meet the Army definition as a recordable Army accident (AR 385-10) will be recorded by inputting the mishap information into ASMIS. The use of DA Form 285 (U.S. Army Accident Report) or DA Form 285-AB (U.S. Army Abbreviated Ground Accident Report) as prescribed in DA Pam 385-40 and per the instructions on the form is obsolete.

c. Work related injuries or illnesses involving Department of Army Civilians (DAC) will require submission of the mishap in ASMIS. In addition, Department of Labor (DOL) Forms CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or CA-2 (Notice of Occupational Disease and Claim for Compensation) must be completed on-line at <https://www.ecomp.dol.gov>. Paper copies are now obsolete, except for local records. See Appendix G for employee and supervisor detailed instructions to include information regarding Cadet Federal Employee Compensation Act (FECA) claims.

d. The Special Claims section of the Cleveland, Ohio OWCP office processes all ROTC claims. Cadets with duty-related injury or illness will complete Department of Labor (DOL) Forms CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation)

or CA-2 (Notice of Occupational Disease and Claim for Compensation) on-line at <https://www.ecomp.dol.gov>. This claim is time sensitive and; therefore, must be completed as soon as possible. Paper copies are now obsolete. Cadets should ask for assistance from their Human Resource Assistant at their university program. For example, complete a form CA-1 (digitally) if the Cadet falls and injures his/her knee during Physical Training or on an Obstacle Course. In addition to this claim, a mishap report must be filed with the applicable university program/brigade safety officer.

e. DOL Form CA-1 nor a mishap report in ASMIS is not required for off-duty accidents involving Cadets or DAC personnel.

f. ADSOs/CDSOs are responsible for submission of completed accident reports to the USACC Safety Office via ASMIS IAW timelines established in AR 385-10 and DA Pam 385-40. Additional stringent conditions are required for Class C and Class D mishaps. Although Class C and Class D mishap reports require submission in ASMIS within respective applicable regulatory guidelines (90/30 days), USACC Safety Office requires: for On-Duty Class C reports submitted for review within 85 days, and for On-Duty Class D mishaps within 25 days. For Off-Duty mishaps, both Class C and Class D reports require ADSO/CDSO submission within 25 days. The stringent requirement is to ensure any needed corrections have time to be completed prior to regulatory suspense.

g. USACC Safety Office will provide final review of accident reports and forward to US Army Combat Readiness/Safety Center for input into the Army accident database using ASMIS.

h. Cadets require a report for on-duty, recordable mishaps only, not off-duty. A Cadet is considered on-duty if in participation during class, lab, FTX, CST or like events.

i. Brigade ADSO/CDSO must register in ASMIS at <https://mishap.safety.army.mil> and ensure they include USACC Safety Office in the hierarchy for review of the mishap report in ASMIS 2.0; this is input by UIC W0MTAA in the hierarchy and searching by name and email address of the USACC Accident Database Manager (Barry L. Lenderman, [barry.l.lenderman.civ@mail.mil](mailto:barry.l.lenderman.civ@mail.mil)), 502-624-4932. You can't manually add the information, you must use the gold box search tool as ASMIS will not accept manual reviewer input when there is a search box. Once registered in ASMIS and submitting the report, the POC is the submitter. The RSO will be the brigade ADSO/CDSO, which can be the same person, just check the block, POC also RSO. Once the reviewer is completed and has provided any comments or is ready to send to CRC, ensure the hierarchy list includes TRADOC so they may have USACC in their purview for mishaps. Brigades may assign an interim reviewer, but USACC Safety Office POC will be the final reviewer.

j. For Class A and Class B mishaps (SM – on/off duty, DAC and Cadet– on duty), the brigade safety officer will ensure that the USACC Safety Office has been notified by telephone, complete the DA Form 7306 (worksheet for telephonic notification of ground accident). The brigade will submit a SIR IAW USACC reporting procedures.

k. Upon notification, USACC Safety Office will notify USACC Chain of Command first and second TRADOC Safety POC of the mishap and then notify CRC via regulatory guidance.

l. Upon notifications to the Command, TRADOC and CRC, USACC Safety Office will send the DA Form 7306 to CRC and assist the unit (brigade) in filling out the mishap report as

necessary. For Off Duty Class B mishaps (SM only), no CAI is required, but notification is still necessary using the ASMIS Initial Notification Tab in ASMIS (NOT create report).

m. Once the Command and higher headquarters have been notified, the information on the DA Form 7306 will be called in to CRC by USACC Safety Office. Once called in to CRC, the POC (brigade) inputting the information must go into ASMIS to submit the information under the tab Class A, B, or Aviation C (Initial Notification). USACC Safety Office will provide the unit with assistance as needed on this procedure and provide mishap investigation board orders.

n. For JROTC Cadets and cadre whether on or off duty, these are reportable incidents not mishaps for SIR purposes, but not reportable for mishaps in ASMIS. These incidents are tracked for statistical purposes to advise JROTC programs of incidents taking place across the Command in an effort to reduce/eliminate from recurring.

## **2-5. Accident Investigation and Board Appointing Authority**

a. Units will investigate all accidents to determine facts, circumstances, identify causative, contributing factors, and lessons learned to prevent a recurrence.

b. CG, USACC, CG, USACC, has general court-martial convening authority (GCMCA) jurisdiction over the installation or Cadet Command unit's responsible operation, personnel, or materiel involved in a mishap. The CG is the appointing authority for accident investigation boards for incidents/mishaps involving USACC, US Army Garrison Fort Knox, and Fort Knox/Tenant Organizations.

c. The appointing authority will:

(1) Appoint on orders, for Class A and Class B mishaps, the president and other board members from other battalion or battalion-equivalent (University) organizations then the accountable organization. The BDE commands will provide recommended names to these board members or request support from higher headquarters when investigation requirements are beyond the unit's capability.

(2) USACC will support Brigade's mishap investigation board with board members that they cannot fill, like a medical officer, maintenance officer, or other SME advisor requirement.

(3) USACC units will give priority to accident investigation and reporting duties to ensure prompt completion of accident reports. Units will ensure that adequate clerical and administrative support is available to assist in the rapid completion of accident investigations.

(4) Units will ensure that no board member has a personal interest in the outcome of the accident investigation.

(5) USACC Safety officer will prepare and get signed by the CG the mishap board appointment orders. Then, disseminate orders to the BDE Safety Officers to execute the investigation.

## **2-6. Mishap Board Procedures**

a. This guidance advises how USACC will conduct a mishap requiring a full investigation; primarily class A and Class B mishaps.

b. After the individual has been treated by emergency medical personnel, the following will take place:

(1) Notification of the Chain of Command

(2) Notification of the mishap to TRADOC Safety

(3) Notification of the mishap to CRC

(4) Initiation of the DA Form 7306 by the BDE to the USACC Safety Office

(5) USACC Safety determines if a CAI or an Installation level Accident Investigation (IAI) will be conducted by identifying the board members and obtaining the signed board orders signed by the Commanding General. The IAI board will be the first option to investigate by USACC.

(6) Preparation for the investigation – Safety Officers gathering of all information (pictures, drawings, etc.)

## **2-7. Preparing for Investigation Board**

a. In cases of Serious Accidents/Incidents, as defined, an Army Accident Investigation Team may be dispatched. Board procedures will be in line with DA Pam 385-40, Chapter 2. The Army Accident Investigator's Handbook breaks down each step of the accident investigation board process. USACC Safety will provide an advisor to the accident investigation board.

b. The Accident Investigation Team will want to get to work immediately after they arrive.

(1) USACC Safety Manager POC with the BDE Safety Officer's assistance will schedule an in brief for the accident investigation board members when they arrive of their duties and responsibilities.

(a) All evidence gathered should be handed over at the in brief.

(b) The responsible manager should brief the Accident Investigation Team on the basic circumstances of the accident, people involved, witnesses available, evidence gathered, the hazards of the location in general and the mishap location specifically.

(c) Any additional information should be presented to the Accident Investigation Team at this time.

(d) Once the accident investigation President is briefed, they will schedule an in brief to the brigade senior leadership or representative.

## (2) Administrative Support

(a) The brigade (BDE Safety Officer POC) will provide the Accident Investigation Team should have a reasonably secure area where they can conduct administrative work and a separate but adjacent area that can be used as a conference/interview room. Ideally, this area should not be immediately adjacent to the branch that suffered the loss.

(b) Computers with LAN and Internet access for each team member should be available in the workspace if team members did not bring individual laptops.

(c) A telephone with local and long distance capability, fax machine, and printer should be available for the team. If, due to local procedure or hazard, handheld radios or other specialized equipment is required by the team when in the field, you will be asked to provide these by the Team Leader.

(d) Provide a local telephone book and an office telephone directory in the team's workspace.

(e) At least two vehicles/drivers, appropriate for the area, should be made accessible/provided to the team.

## Chapter 3 – Education, Training, and Promotion

### 3-1. Purpose

Safety education, training, and promotion are effective tools that increase safety knowledge, skills, and enhance awareness. Safety awards programs recognizes units and individuals that significantly contribute to accident prevention, consequently improving Cadet Command operations.

### 3-2. References

- a. AR 385-10, The Army Safety Program
- b. TR 385-2, U.S. Army Training and Doctrine Command Safety Program

### 3-3. General

Commanders and supervisors will ensure that required safety training and education are scheduled, conducted, and documented.

### 3-4. Education and Training

a. Army Safety education and training requirements are outlined in AR 385-10, Chapter 10 and serve as the primary standard for safety and risk management training within USACC.

b. Commanders and leaders will (at a minimum) conduct safety briefs prior to anticipated periods of peak travel (e.g., before mid/end of the school year, prior to holiday weekends, etc.)

c. All ADSO/CDSOs will complete training requirements outlined in AR 385-10, Chapter 10.

d. Brigade ADSO/CDSO Training:  
In addition to requirements established by AR 385-10, each brigade:

(1) ADSO/CDSO will complete the Ground Safety Officer Course (GSOC) within 180 days of appointment.

(2) The GSOC is a six-week resident training course that provides an expanded skill set for ADSOs (military and civilian). The course curriculum includes training on Risk Management, Explosives Safety Management, Accident Investigation and Reporting, Range Safety, and Occupational Safety and Health Administration.

(3) Brigades are required to fund GSOC for their appointed ADSO/CDSO.

(4) ADSOs/CDSOs are required to complete a series of prerequisite on-line courses before attending GSOC. Course registration and prerequisite training requirements are available at:

<https://safety.army.mil/TRAINING-COURSES/Ground-Safety-Officer-Training>

### **3-5. Promotional Events**

a. USACC Safety Office will obtain, develop, and distribute holiday safety messages, seasonal safety materials, and identify available resources for information/training materials to enhance safety awareness across the Command.

b. USACC units are encouraged to designate a date on an annual basis to conduct and participate in safety stand-down training events.

### **3-6. Use of Promotional Items/Materials**

a. The use of incentive/promotional items can substantially contribute to mishap prevention programs. AR 385-10 authorizes the use of promotional items and ARs 600-8- 22 and 672-20 authorizes their purchase. The use of promotional items to recognize safe performance is encouraged.

b. Promotional items for safety must be distributed for valid reasons, for actions observed, and not with such frequency that they lose impact/significance.

c. A promotional items tracker will be established to account for appropriated funds items at a minimum of: item, date, distribution, and for what purpose.

d. Questions regarding purchase limits or suitability will be directed to the Command Judge Advocate.

### 3-7. Safety Awards

a. Awards and procedures outlined in AR 385-10 and TRADOC Regulation are fully adopted and serve as the USACC Safety Awards program.

b. USACC Safety Office will:

(1) Publish OPORDS to solicit award nominations for individuals and organizations, conduct review/edits as needed, and track process completion and submission.

(2) Schedule award presentations/ceremonies as appropriate.

c. Units may recognize and request recognition for individual and subordinate organizations. Safety Awards guidance criteria for DA Level Awards may be found in DA Pam 385-10.

(1) Brigades may request recognition for 12 consecutive months without experiencing an at-fault Class A or Class B mishap and one hundred percent completion of Risk Management (RM) training. This accomplishment is recognized with receipt of the Army Safety Excellence Streamer.

(2) Unit Awards.

(a) Impact Awards. Commanders are encouraged to promote safety awareness with safety impact awards. These can be locally procured medals, trophies, badges, Commander's coins, and plaques given to individuals or units for mishap prevention promotion. Funding requirements for these items are the respective command's responsibility.

(b) Organizations may request a certificate of achievement in safety for outstanding safety accomplishments signed by the CG and CSM. The certificate may be requested by submitting a MFR with documentation to USACC Safety Office.

(c) Unit/Individual Safety Certificate. Criteria: MFR stating safe performance/accomplishment of subordinate organization(s) and/or individual(s).

(d) The following is required for submission:

Unit (All must be satisfied)

- Safety officer appointed in writing who has completed the required level of training
- Implemented a safety program at applicable level
- Reduced the number of accidents by 50% of the previous year
- Established a mishap tracking and reporting system that includes trends, causal factors, mitigation measures, etc.
  - Documented risk management process describing hazards/controls and management of those identified risks
  - Active participant in ADSO/CDSO Safety Sync
  - Description of how the organization achieved its success and why it deserves recognition above its peers.

(ii) Individual Achievement ( one or more required)

- o Achieved a significant contribution to safety
- o Sustained excellence in safety, significant improvement – mishap prevention program
- o Conducted a single act/event saving a life or preventing major property damage
- o Significantly improved safety awareness by promoting mishap prevention measures

(e) Units may develop criteria to recognize mishap prevention accomplishments within their command.

## **Chapter 4 - Risk Management**

### **4-1 Purpose**

The purpose of Risk Management (RM) is to identify and reduce possible risks.

### **4-2. References**

References are listed in Appendix A.

### **4-3. General**

a. The risk management process is the Army's primary method for identifying hazards and managing/mitigating risk across the full spectrum of operations and environments (on and off duty).

b. ATP 5-19, Risk Management, provides detailed guidance, procedures, tools, and examples for the application of the risk management process. Effective application of the risk management process is based on the following four principles:

- (1) Integrate RM into all phases of missions and operations
- (2) Make risk decisions at the appropriate level
- (3) Accept no unnecessary risk
- (4) Apply RM cyclically and continuously

### **4-4. USACC Risk Decision Approval Authority**

a. Extremely High Risk (E) Cadet Command personnel will not conduct extremely high-risk training.

b. High Risk (H) Commanding General (CG) or Deputy Commanding General (DCG) / Deputy Commanding Office (DCO).

c. Medium Risk (M). Brigade Commander/Director (Colonel or O6 equivalent - e.g., GS-14). The approval authority for CST is the CST Commandant, but may be delegated in writing to the CST CoS and/or a CST TF Commander whom the CST Commandant designates. NOTE: Most ROTC training should not exceed an overall medium residual risk level.



d. Low Risk (L). Professors of Military Science who serve as the O-5 level (includes O-4 serving in a PMS position), and Senior Military College (SMC) O-6 PMS position waiver approval authority for low-risk training and events.

e. Special Considerations.

(1) CG retains approval authority (regardless of residual risk level) for any aviation "seats out operation" (exiting the aircraft while in flight or seats physically out).

(2) Risk approval (regardless of the level of residual risk) will not be delegated below Brigade Commander (Colonel) for operations involving alcohol or certain types of ammunition events.

(3) Alcohol. Events or activities, which alcohol will be available/consumed (e.g., Dining In/Out, organization days).

(4) Ammunition. Certain types of ammunition events (buddy team live-fire, stress shoot) and explosives (live hand grenade); Army or university/program procured. SMC O-6 in PMS position – ETP does not apply for the above-mentioned ammunition movement/explosive operations. Exception - Note: Does not apply to storage and transport of ammunition/explosives (MAJ/O-4 must have appointment orders to accompany storage request), static ranges (BRM-individual weapon qual.), salute cannon operations, or FTXs using pyrotechnics or blanks. LTC/O-5, MAJ/O-4, and SMC/O-6 in the PMS position have approval authority for the exception.

#### **4-5. Documentation of the Risk Management Process**

a. The Deliberate Risk Management Worksheet (DD Form 2977, NOV 2020) will be used to document the risk management process. While other documents and tools may be used in conjunction with this form for the purpose of assessing probability and severity, the DD Form 2977 is the only form for recording the process and risk decisions.

b. The risk management process is cyclical and continuous. The DD Form 2977 must be completed and on-hand (on-site) for all training events, and used as a "working document" to reflect changes in conditions, controls, and risk levels. Pen/ink changes are required as new hazards, controls, and the situation changes to the environment.

c. Deliberate Risk Management Worksheets (DRAW) must be maintained on file for a minimum of three years, and reviewed as part of the safety program evaluations, Organization Inspection Programs (OIPs), Initial Command Inspections (ICIs), Staff Assistance Visits (SAVs), and other requirements.

#### **4-6. USACC Risk Management for Cadet Summer Training**

USACC CIR 145-05 provides additional Risk Management guidance as it applies specifically to CST and is updated annually.

## **Chapter 5 - Safety in Training**

### **5-1. Purpose**

The purpose of safety in training is a process that aims to provide cadre and Cadets with the knowledge and skills to perform tasks in a way that is safe for them to accomplish the objective. In addition, an effective training environment safety plan includes proper instruction and guidelines to identify hazards, report them, and deal with incidents.

### **5-2. References**

References are listed in Appendix A.

### **5-3. General**

a. This chapter establishes minimum training safety requirements within USACC. This guidance applies to all SROTC and JROTC personnel involved in the planning, supervision, or execution of training. Risk Management (RM) will be documented and provided for all training events.

b. Training safely is an inherent command/leadership responsibility. Commanders will ensure training is conducted IAW applicable regulations, manuals, circulars, etc., and incorporate adequate safety provisions into all training events and operations.

### **5-4. Training Safety Requirements**

Leaders at all levels constantly plan, rehearse, and act to conduct dangerous activities as safely as possible, even while under the most challenging conditions. Commanders will comply with the following safety requirements. Commanders may supplement this list, as required:

a. Complete and sign the Risk Management Worksheet (DD Form 2977) at the appropriate level all Cadet and Cadre training.

(1) A Risk Management Worksheet will be completed for POI classroom instruction and training.

(2) A Risk Management Worksheet will be completed for each leadership lab, FTX, social event, Cadet (Staff) Ride, weekend training session, Ranger Challenge training event, Cadet Challenge, drill or marksmanship competition, rappelling event, salute cannon fire, or any other training or activity beyond routine classroom and physical training sessions.

b. Incorporate the Cadet buddy system into all training and other events (Cadet rides, dining in, etc.). Ensure Cadet buddy teams understand the importance of individual safety over-watch; for example, recognition of and first aid for heat/cold injuries.

c. Designate Cadet safety officers to assist cadre in the planning and execution of SROTC Program training. Cadre will always be the primary safety officer.

d. Develop and incorporate RM into the safety SOPs. Review and update SOPs not less than every two years. Send updated SOPs to the Brigade ADSO.

e. Verify appropriate qualifications for instructors, trainers, drivers, lifeguards, etc.

f. Require special or preliminary training of Cadets prior to engaging in moderate or high-risk training and conduct training in a progressive and sequential manner; e.g., preliminary basic rifle marksmanship, and identification and segregation of blank and ball ammunition before firing blank or live rounds.

g. Ensure participants know the dangers inherent in a training event; for example, risks associated with terrain, off-limit areas, weather, vegetation, animals, water hazards, road and traffic conditions, vehicles, equipment, weapons, improper personal protective equipment (PPE) use, inadequate rest, dehydration, horseplay, ammunition, and pyrotechnics.

h. Ensure participants know the type and location of medical support, evacuation plans, accountability, and medical facility to be used if evacuation is needed. Publish or communicate the emergency radio frequencies/call signs and telephone numbers, as appropriate. For training off campus, conduct prior face-to-face coordination with the medical facility to be used in case of an emergency; strip maps to local medical facilities should be part of the CONOP.

i. Conduct safety briefings for all participants prior to and during training, as appropriate. Ensure RM worksheets are properly documented/updated to show changes or lessons-learned.

j. Establish reporting procedures for unsafe acts, conditions, and accidents.

### **5-5 Publication Requirements**

Include applicable safety requirements in all RM worksheets and training publications to include programs of instruction (POI), how-to-fight manuals, and lesson plans. Commander, cadre, and Cadet handbooks will contain applicable information on training safety.

### **5-6 High-risk Training**

If a training event is assessed as a high-risk event, after control measures are implemented, commanders will forward risk management worksheet and detailed plans for the training through the Brigade headquarters to USACC (ATCC-TOC and ATCC-ZF). The CG is the final approval authority for high-risk training. Traditionally, only high-risk training associated with approved schools (airborne, air

assault, etc.) will be approved. Approved plans remain valid unless substantive changes are made.

### **5-7. Rappel Training**

Rappel training will be conducted IAW requirements/procedures outlined in CCR 145-3, TC 21-14, and established standards and SOPs. Where rappelling is conducted on a military installation, host installation requirements will apply. Cadre will comply with USACC Rappel SOP and will only be conducted by certified rappel safety officers.

Attendance at a school such as Ranger School, Special Forces, or Air Assault School alone is not sufficient.

a. If instructors have these qualifications and can demonstrate these skills they can attend a one day Brigade Recertification course. These instructors must pass all requirements in order to be brigade certified.

b. For Rappel Master/Rappel Safety Officer to maintain currency with their rappel certification they must perform duties as a Rappel Master/RSO at a minimum of every six months.

c. Rappel Master/RSO must execute four critical tasks every six months which will be witnessed and certified by another RSO in the form of a signed memorandum.

(1) Rigging Tower

(2) Knots

(3) Rappel Master Personnel Inspection

(4) Hooking up a rappeller

d. Only brigade certified RSO's may be responsible for setting up the rappel site, inspecting equipment, hooking up rappellers, and supervising their descent.

e. In addition to attending a brigade certification course, cadre may attend a training course at Cadet Summer Training. It is important to obtain a copy of the training memorandum with the cadre's name listed to have in the respective cadre's training records as proof of attendance should an accident investigation be required.

f. At a minimum, approved rappel sites will be inspected annually by competent safety or structural engineering professionals to ensure structures/sites have not degraded making them unsafe. The Rappel Master/RSO will conduct a safety inspection each time prior to use using the USACC Rappel Tower/Site Inspection check sheet.

g. A Deliberate Risk Assessment Worksheet (DRAW) will be reviewed and approved for each rappel training event.

## 5-8. Marksmanship Training

a. Conduct marksmanship training IAW USACC Annual Training Guidance Academic Year (AY) Training guidance and FM 3-22.9. SROTC Cadets, to include SMP Cadets and those with prior active duty service, will not be assigned the duty or position of range officer-in-charge (OIC) or safety officer. Cadets may assist Cadre or support personnel; however, not in the execution of such duties. At no time will Cadets be unsupervised by a Cadre member during marksmanship training.

b. Units may use non-DOD firing ranges, but those ranges must be inspected annually and comply with AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat. Indoor firing ranges require an annual range inspection using DA Form 5688, March 03. Units must use DA Form 5687, Initial Inspection Checklist for Indoor Ranges if it is the first time being used.

c. University/high school-owned ranges. Indoor range construction criteria and personnel exposures at indoor firing ranges will be controlled IAW OSHA standards.

(1) Weapons ranges on university property are "owned" by the university itself, even if they are under the sole control of the Military Science Department.

(2) ROTC units that desire to use or control such ranges will establish a written memorandum of understanding (MOU) with the university regarding the use, access, control, and maintenance of such a range. "Use" entails the hours the range may be used, the caliber or type weapons allowed, and the safety rules. At a minimum, units will observe the same safety rules normally applied at a similar range on an Army installation. "Access control" limits who may use the range and who controls access. "Maintenance" includes periodic cleanup of the impact area which normally requires sifting lead from the sand, replacing the sand, and properly disposing of lead and sand.

(3) Unit responsibility for such ranges must be limited. Units may use the range and may take responsibility for range access control if desired by the school. Units may not assume or accept responsibility for maintenance of the range beyond simple cleanup. Units (and the Army) will not be responsible for or use appropriated funds for repairs to the facility, ensuring the range meets OSHA standards for the periodic collection, separation and disposal of lead and sand from the impact area.

(4) SROTC Programs must successfully negotiate the necessary MOU with their colleges or universities, or cease use of the range facility. When an MOU cannot be established, SROTC Program leaders will report the impasse by a memorandum through channels to Cadet Command (ATCC-TOC) and seek the assistance of brigade to help resolve the impasse with the university.

## **5-9 Water Operations**

There are times during military operations when Soldiers may need to negotiate a water obstacle. These are potentially dangerous situations and not every Cadet participating in water operations should be considered a proficient swimmer. Combat Water Survival Training (CWST) is referenced in TC 21-21; all requirements apply. There are three classification levels of water survival training: Class Three – Basic, Class Two – Intermediate, and Class One – Advanced. The main goal of water survival training is for every Cadet to meet the requirements of basic classification. For other water operations e.g. rafting PT, leadership must ensure that a certified lifeguard (person trained in recovery procedures) and a recovery craft is present during training. The recovery craft must be able to transport a potential victim and should be one you can pull the person into. Applicable US Coast Guard approved flotation devices and a recovery device (hook) should be present and readily available at the training event. Leadership must ensure that cadre providing instruction are certified to execute the training.

## **5-10. Blank Small Arms Ammunition**

The minimum safe distance for unprotected personnel from small caliber ammunition is 15 feet. At this distance, this is considered a "safety kill" and a blank shouldn't be fired within this 15 foot arc. Approved single hearing protection will be worn. During force-on-force training, approved eye protection will also be worn. It is each individual firer's responsibility to ensure that blank ammunition and blank ammunition only is loaded during these training operations.

## **5-11. Pyrotechnics**

Cadets/students and other untrained personnel will not handle simulators/pyrotechnics. The issue and handling of simulators are restricted to trained officers, Cadre, and NCOs. Training will at a minimum include the proper use, hazards associated with, standoff distance, proper PPE and the training value of blanks and simulators. Each device will be demonstrated to show how it functions and how unsafe employment may cause injury. Training will be formally documented/recorded.

## **5-12. Smoke Safety**

a. Smoke adds realism to training, it is also a health hazard. Commanders will use caution when employing smoke. All personnel will either avoid exposure or don protective masks under any of the following conditions: when operating in or passing through dense smoke of any type where visibility is less than 50 meters, when using hydrogen chloride smoke produced by smoke pots, and anytime smoke causes someone breathing difficulty.

b. Smoke will not obscure the visibility of drivers on nearby roads, trails or bicycle paths. Personnel utilizing smoke and other pyrotechnics will have access to Ammunition Information Notices (AIN) messages to ensure they remain aware of changes with these items.

### **5-13. Off-installation Training**

When units use off-installation facilities (such as firing ranges, confidence courses, high-ropes or low-ropes courses, rope bridging sites, FTX's, etc.), commanders will abide by the same regulations and policies applicable to training conducted on a typical installation. Additional notification through local public safety (i.e. police and emergency services) should be coordinated in the event of an accident or incident on public or private property.

### **5-14. Contracted Training**

When units contract for training (such as white-water rafting, paint ball, high- or low-ropes courses, confidence courses, etc.), the contractor's liability does not relieve the commander of risk-management responsibilities.

### **5-15. Conclusion**

Risk management does not completely eliminate risk. Leaders must perceive potential risk, assess its impact on operations, take action to reduce or eliminate it, decide when the residual risk is prudent, and supervise to succeed. Safety and risk management practices must be imbedded in all training activities; it is a value that must be constantly practiced, taught, and reinforced. Risk Management will require future leaders to think well beyond their own sphere of influence if they want to survive its environment. Whether it be economic, environmental, geopolitical, technological, etc. their growing interdependencies will result in an ever-changing and expanding risk environment that Cadets must be able to grasp.

## **Chapter 6 - Explosives Safety Program**

### **6-1. Purpose**

The purpose of the explosive safety program is to ensure reasonable safety and enhance operational readiness by reducing the possibility of injury, loss of life and property damage, as well as, to ensure protection of the future to include Cadets, cadre, employees, and Family Members.

### **6-2. References**

- a. AR 385-10, The Army Safety Program
- b. TR 385-2, U.S. Army Training and Doctrine Command Safety Program

### **6-3. General**

- a. This chapter addresses organizational and functional responsibilities as they apply to the management and execution of the USACC explosives safety program.
- b. USACC units/organizations not located on/training on Fort Knox will comply with ammunition/explosives safety standards of the host installation. In cases where USACC operations involving ammunition/explosives occur at locations not on a military installation, those operations must comply with references identified above.

c. Authority to perform all Installation Commander explosives safety program duties required by references identified above outside Cadet Command is delegated to Fort Knox Installation Safety Office.

d. CG, USACC serves as risk approval authority for any operation on Fort Knox involving ammunition/explosives with a residual risk of "High".

e. Ammunition and Explosives storage and handling must conform to DOD and Army standards for explosives safety.

f. USACC Safety Office will serve as the POC for any deviations ensuring they are accurate and kept current. In addition, USACC Safety Office will advise incoming leadership of any current deviations which require A&E safety risk acceptance.

g. Brigade and University Program cadre will follow all local policies and guidelines as directed by the range area using for A&E operations e.g. local installation or NG training area.

#### **6-4. Responsibilities**

##### **a. US Army Garrison, Fort Knox**

(1) Designate organization/individual responsibility for establishing, managing, and directing the USACC and Fort Knox Explosive Safety Management Program (ESMP)

(2) Ensure USACC and Fort Knox ESMP addresses (at a minimum): organization and staffing, site planning, facilities conformance, emergency response, tenants, master planning, ranges, contractors, accident prevention program, facility maintenance, demilitarization/destruction, risk management, explosive safety issuances, records management, inspections/evaluations/audits, and training.

(3) Coordinate explosives safety issues and ensure timely, accurate information and updates are provided to Senior Commander.

##### **b. USACC Safety**

(1) Provide information to Installation Safety Office concerning ESMP.

(2) Provide liaison/coordination to Installation Safety Office for Senior Command review, signature, approval, etc. for MOUs/ memorandums of agreement (MOAs), orders, site plan submissions, waivers, exemptions, risk management approvals, inspection reports, etc. relating to the ESMP.

(3) Participate as necessary in all ESMP program assessments/evaluation briefings conducted by higher HQ/other agencies.

#### **6-5. Training Responsibilities**

a. Personnel assigned responsibility for oversight or supervision of the unit ESMP must have successfully completed all training requirements for/have received CP12 Level I



Explosives Certification. Installation Safety Office is assigned the overall explosive mission (ESMP); therefore, should be CP12 Level II Explosive Certified.

b. Personnel assigned responsibility for the daily management and execution of the unit ESMP should complete additional training (Explosive Level II Certification). This is not a requirement unless it is part of the individual's Position Description and are actively engaged as 50% or more of their assigned duties/responsibilities.

#### **6-6. Ammunition/Explosives Handling**

a. USACC, Brigade Commanders will comply with explosive safety requirements as referenced above and, where training or co-located on a military installation, comply with all host installation explosive safety programs, policies, and standards.

b. Cadets will not handle, issue, receive, or load ammunition without direct supervision of qualified Cadre. Cadets will not handle or utilize pyro techniques (ETP is the exception signed by the CG; e.g. Senior Military Programs).

c. All dud pyrotechnics will be reported to Range Division.

#### **6-7 Ammunition Storage and Arms Rooms Licensing**

a. Ammo Storage Procedures requiring an ETP to store ammunition requires a memorandum signed by a LTC/O-5 or a MAJ/O-4 in a PMS position (MAJ/O-4 requires a copy of position assignment orders with ETP submission).

(1) All ammunition and explosives are required to be stored as applicable IAW regulatory guidance; e.g. proper separation and marking between ball and blank, separation between explosive devices (artillery simulators, smoke, and other pyro). Applicable exterior building marking (e.g. Orange square/diagonal 4) must be displayed when AA&E is being stored.

(2) Notification to the local fire department is necessary when actively storing AA&E.

(3) All safety equipment should be utilized and readily available when storing or handling AA&E (e.g. gloves for handling, minimum of two BC fire extinguishers).

(4) A Memorandum for Record (MFR) will be required to store ammunition in the USACC Arms Room. The MFR will be signed by a LTC/O-5 or above. If the PMS is a MAJ/O-4 (IAW Chap. 4-3), a copy of their assignment orders is required to accompany the MFR. An example MFR can be found in Appendix F – Arms Room Storage Memorandum for Record. The USACC Safety Explosive POC will review the MFR prior to physical placement of the AA&E ensuring compliance. Storage of AA&E in USACC Arms Room, building 5926 must be IAW the explosive site license not to exceed 100 NEW (1.3 and 1.4 only).

a. Arms Room Licensing per Army regulatory guidance is applicable dependent upon location of the arms room. If the arms room is on a military installation (including NG/USAR) then all regulations and policies apply. If the arms room is on a university campus, an explosive license is dependent upon whether it is a publicly or privately funded university.

(1) If the university is privately funded, no exemptions are authorized and a license must be requested and issued from the U.S. Department of Alcohol, Tobacco, and Fire Arms. Contact your local ATF Field Office for assistance.

(2) If the university is publicly funded, then the arms rooms requires no explosive license as it is exempt per 27 CFR 555.141a3.

(3) If storing AA&E with a local University Police Department, you should obtain a Memorandum of Understanding/Memorandum of Agreement. This document will be inspected during Initial Command Inspection as applicable.

## **Chapter 7 - Motor Vehicle Accident Prevention Program**

### **7-1. Purpose**

The purpose of an organization's motor vehicle accident prevention program is to establish responsibilities and procedures for carrying out the Army Safety Program's motor vehicle accident prevention effort and reducing the risk of death and injury to Army personnel in motor vehicles.

### **7-2. References**

a. AR 385-10, The Army Safety Program

b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

### **7-3. General**

References identified above and the following provide guidance for Army and Privately- owned vehicle accident prevention.

### **7-4. Responsibilities**

a. Supervisors will—

(1) Ensure vehicle operators are performing inspections and operating vehicles in a safe manner. Deadline vehicles at any time vehicle conditions make continued operation unsafe.

(2) Hold regular safety briefings (especially prior to 3-4 day weekends, holidays, and leaves) with drivers to emphasize proper procedures for operating vehicle and discuss any accidents, near misses, or current conditions (weather, road repair, and traffic) that may have a bearing on the driver's safe operation of vehicle. Specific handling characteristics of vehicles should be briefed; e.g., elevated center of gravity for large vans.

b. All Army motor vehicle (AMV) operators will comply with all vehicle operator manual (-10) and regulatory requirements.

## **7-5. Prevention of AMV Accidents**

a. AMV operations will comply with daily travel distance/driving times as outlined in the Joint Travel Regulation, AR 385-10, and established standards/restrictions for specific vehicles and missions. Where there is a conflict, the more stringent standard will apply. Ensure to conduct daily PMCS prior to operation of the AMV, annotating any deficiencies, ensuring needed maintenance is conducted in a timely manner.

b. Drivers will take a 15 minute rest break every 2 to 3 hours of driving or every 100 to 150 miles, whichever occurs first.

c. During breaks, drivers will inspect their vehicles and ensure equipment and cargo is secure.

## **7-6. Prevention of Privately Owned Vehicle (POV) Accidents**

POV mishaps (PMV-2 and PMV-4) continue to be the number one cause of accident injury and death in the US Army. Commanders, leaders, and supervisors at all levels will incorporate POV accident avoidance in all pre-holiday safety awareness briefings and training.

## **7-7. Driver Education**

AR 385-10 outlines training requirements for both AMVs and POVs.

## **7-8. Motorcycle Safety**

a. In addition to established training programs (AR 385-10), engaged leadership is key to motorcycle accident prevention. Every leader is required to identify and counsel motorcycle riders under their immediate supervision. This is to occur as part of the initial counseling of newly assigned personnel (to include Cadets), and on an annual basis thereafter. At a minimum, counseling will include a discussion/review of training, licensing, and registration requirements, as well as, motorcycle safety hazards and controls (e.g., effects of speed, alcohol and fatigue, use of PPE, and equipment condition and maintenance.)

b. Motorcycle Rider Mentorship Programs also serve as effective mitigation strategies that engage the inexperienced riders with more seasoned riders. Where organizations are located on or near an Army Installation with an existing Motorcycle Mentorship Program, commanders should encourage active participation. Although the mentor should be a motorcycle rider, the mentor doesn't have to be a motorcycle rider if there isn't one available. Mentors should encourage riders to utilize the Tires-Controls Lights Oil Chassis Stands (T-CLOCS) Inspection Checklist found at [www.msf-usa.org](http://www.msf-usa.org) prior to any operation. Riders must comply with regulatory guidance (AR 385-10, Chapter 11) requiring initial and refresher/sustainment training.

## **7-9. Specialty Vehicles**

Specialty vehicles include a wide variety of types. The most commonly utilized in Cadet Command include: golf carts, utility terrain vehicles, and 15 passenger vans.

a. Golf Carts: Operate a cart from the driver's seat only. Carry only the number of passengers you have seats and seat belts for. Never allow personnel to ride/hang off of the cart. Always fully engage the parking brake and remove the key before leaving the vehicle. Keep legs, feet, and arms inside the cart while in operation. Drivers and passengers must remain seated while the vehicle is moving. Never reverse downhill. Use caution when driving over wet, muddy, steep, or uneven ground. Observe any mandated speed limits and only operate the cart at the appropriate skill level.

b. USACC policy/additional requirements for 15 passenger (15 PAX) vans, and utility terrain vehicles (UTVs) are provided as follows:

- (1) Fifteen (15) Passenger Vans - Appendix C
- (2) Utility Terrain Vehicles (UTV)- Appendix D

## **APPENDIX A - References**

### **Section I - Required Publications**

DODI 6055.4, DoD Traffic Safety Program  
AR 190-45 - Law Enforcement Reporting  
AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).  
AR 385-10 - The Army Safety Program  
AR 385-63 - Range Safety  
Cadet Command Regulation 145-5, Reserve Officers Training Corps, US Army ROTC Leaders Training Course  
DA Pam 385-1 - Small Unit Safety Officer/NCO  
Guide DA PAM 385-10- Army Safety Program  
DA Pam 385-10, Army Safety Program  
DA PAM 385-11 -Army Guidelines for Safety Color Codes, Signs, Tags, and Markings DA PAM 385-16- System Safety Management Guide  
DA PAM 385-24 - The Army Radiation Safety Program  
DA PAM 385-25 - Occupational Dosimetry and Dose Recording for Exposure to Ionizing Radiation  
DA PAM 385-26 - The Army Electrical Safety Program  
DA PAM 385-30- Mishap Risk Management  
DA PAM 385-40 - Army Accident Investigations and Reporting  
DA PAM 385-61 - Toxic Chemical Agent Safety Standards  
DA PAM 385-63- Range Safety  
DA PAM 385-64 - Ammunition and Explosives Safety Standards  
DA PAM 385-65 - Explosive and Chemical Sit Plan Development and Submission DA PAM 385-69 - Safety Standards for Microbiological and Biomedical Laboratories DA PAM 385-90 - Army Aviation Accident Prevention Program  
AR 600-55 - The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)  
FM 7-22 - Army Physical Readiness Training  
FM 21-60 - Visual Signals  
Army Techniques Publication 5-19, Risk Management  
TB MED 507 - Heat Stress Control and Heat Casualty Management  
TB MED 508 - Prevention and Management of Cold - Weather Injuries TB MED 575 - Swimming Pools and Bathing Facilities  
TC 3-21.220 Static line Parachuting Techniques & Training  
TC 21-21 - Water Survival Training  
TC 21-24 - Rappelling  
TRADOC REG 350-29 - Prevention of Heat and Cold Casualties  
TRADOC REG 385-2 - U.S. Army Training and Doctrine Command Safety Program  
USACC REG 145-3, Army Senior ROTC Basic Officer Leader Course  
USACC REG 145-3-1, Reserve Officers' Training Corps Pre-commissioning Training and Leadership Development, Off-Campus Training

USACC CIR 145-5, Cadet Summer Training  
USACC, DCS, G-3, Standard Operating Procedure

## **Section II - Related Publications**

DODI 6050.05 - DoD Hazard Communication Program  
DOD 6055.09-M - DoD Ammunition and Explosives Safety  
Standards AR 15-6 - Procedures for Investigating Officers and  
Boards of Officers  
AR 25-400-2 - The Army Records Information Management System  
(ARIMS) AR 40-5 - Preventive Medicine  
AR 75-1 - Malfunctions Involving Ammunition and Explosives  
AR 190-11 - Physical Security of Arms, Ammunitions and Explosives  
AR 200-1 - Environmental Protection and  
Enhancement AR 420-1, Chapter 23 - Fire and  
Emergency Services AR 600-8-22 - Military Awards  
AR 672-20 - Incentive Awards  
AR 700-141 - Hazardous Materials Information Resource System  
ATP 5-19, Risk Management, April 2014  
FM 3-22.9 - Rifle Marksmanship M16-/M4-Series Weapons  
TRADOC REG 350-8 - Ammunition  
Title 10 CFR 19 - Notices, Instructions, and Reports to Workers: Inspection and  
Investigations  
Title 29 CFR 1910 - Occupational Safety and Health  
Standards Title 29 CFR 1910.1200 - Hazard Communication  
49 CFR Part 571.500, Low-Speed Vehicles.  
American National Standards Institute (ANSI)

## **Section III - Referenced Forms**

DA Form 285- Technical Report of U.S. Army Ground Accident Report  
DA Form 285-AB - U.S. Army Abbreviated Ground Accident Report  
(AGAR) DA Form 348 - Equipment Operator's Qualification Record  
(Except Aircraft) DA Form 4753 - Notice of Unsafe or Unhealthful Working  
Condition  
DA Form 4754 - Violation Inventory Log  
DA Form 4755 - Employee Report of Alleged Unsafe or Unhealthful Working  
Condition DA Form 7306 Worksheet for Telephonic Notification of Ground Accident  
DD Form 2272 - Department of Defense Safety and Occupational Health Protection  
Program  
DD Form 2977, Deliberate Risk Assessment Worksheet, JAN 2014  
DOL Form CA-1 - Federal Notice of Traumatic Injury and Claim for Continuation of Pay/  
Compensation  
DOL Form CA-2 - Notice of Occupational Disease and Claim for Compensation  
DOL Form CA-6 - Official Superiors' Report of Employees' Death  
OSHA Form 300 - Log of Work-Related Injuries and Illnesses (Available at:  
<http://www.osha.gov> or <https://www.osha.gov/recordkeeping/RKforms.htm>)  
OSHA Form 300A - Summary of Work-Related Injuries and Illness (Available  
at: <http://www.osha.gov> or <https://www.osha.gov/recordkeeping/RKforms.htm>)

SF 91 - Motor Vehicle Accident Report

## **APPENDIX B - Glossary**

### **B-1. Section I**

#### **Acronyms**

ACOM - Army Command  
ADIP - Army Driver Improvement Program  
ADSO - Additional Duty Safety Officer  
(Military) AGAR - Abbreviated Ground  
Accident Report AHA-Ammunition Holding  
Area  
AMV - Army motor vehicle  
ARNG - Army National Guard  
ASP - Ammunition supply  
point  
CAI - Centralized Accident Investigation  
CDSO - Collateral Duty Safety Officer  
(Civilian) CFR - Code of Federal Regulation  
CG - Commanding  
General CofS - Chief of  
staff  
CPAC - Civilian Personnel Advisory  
Center CSM - Command Sergeant Major  
CST - Cadet Summer Training  
CTLT - Cadet Troop Leader  
Training DA - Department of the  
Army  
DoD - Department of Defense  
DODI - Department of Defense Instruction  
DOL - Department of Labor  
DOT - Department of Transportation  
DRU - Direct Reporting Unit  
EEi - Essential elements of information  
EOC - Emergency Operations Center  
EOD - Explosive Ordnance Disposal  
FECA - Federal Employees' Compensation Act  
FOIA - Freedom of Information Act  
FTX - Field training exercise  
GSA - General Services Administration  
HAZCOM - Hazardous communication  
HAZMAT - Hazardous material  
HC - Hazard class  
HW - Hazardous waste  
JROTC - Junior Reserve Officers' Training Corps  
LCE - Load carrying equipment  
NALC - National Advanced Leadership Camp  
NCOIC - Noncommissioned officer in charge  
NEW - Net explosive weight



OIC - Officer in charge  
OSHA - Occupational Safety and Health  
Administration PPE - Personal Protective Equipment  
PMS - Professor of Military  
Science POC - Point of contact  
POV - Privately owned vehicle  
QASAS - Quality assurance specialist ammunition surveillance  
RAC - Risk assessment code  
RM - Risk Management  
ROTC - Reserve Officers' Training Corps  
SASOHI - Standard Army Safety and Occupational Health  
Inspection SC - Senior Command  
SIR - Serious incident report  
SOP - Standing operating procedure  
SROTC - Senior Reserve Officers' Training Corps  
TDY - Temporary duty  
TRADOC - United States Army Training and Doctrine Command  
USACRC/SC - United States Army Combat Readiness Center/Safety  
Center

## **B-2. Section II**

### **Terms**

#### **Explosives**

All items of ammunition; propellants liquid and solid; high and low yield explosives; pyrotechnics; and substances associated with the foregoing that present real and potential hazards to life or property. The term includes any device or assembly of devices that contains an explosive material. Examples are bombs, guided or unguided; water and land mines; depth charges; non-nuclear warheads; explosive-loaded projectiles; explosive components of aircrew escape systems; missile propellants; unguided missiles; pyrotechnic, illuminating, and signaling devices; and cartridge-actuated tools, such as stud drivers.

#### **Residual hazard**

A hazard that has not been eliminated by design.

#### **Residual risk**

Expected loss from a residual hazard. The risk remaining after one or more cycles of risk reduction efforts.

#### **Risk**

An expected loss or danger resulting from a hazard. Risk is expressed in terms of estimated severity and probability of injury or damage. Overtime, uncontrolled HIGH level risks will produce high levels of loss.

**Risk acceptance**

A formal or implied decision to accept the consequences of a risk based on a risk assessment.

**Risk assessment**

Evaluation of expected consequences of a risk against the benefits to be gained from accepting the risk.

**Risk management**

Making tradeoff decisions between potential/expected loss/injury versus the mission benefit of accepting the residual risk. Risk management supports the commander's overall estimate and decision making process. The objective is to accomplish the mission safely by identifying and eliminating unnecessary risk.

**Safety awareness**

A consciousness of hazards and the knowledge to avoid them or minimize their effect. Safety awareness training gives leaders the knowledge and motivation to accomplish the mission, while not unnecessarily jeopardizing the lives of personnel or readiness of equipment. Safety awareness leads to a proactive approach that uses risk management to evaluate the risks and eliminate those with inadequate benefits.

## **APPENDIX C - Fifteen (15) Passenger Van Safe Operation Policy**

### **C-1. Purpose**

This policy is established to minimize risk of accidents or injuries associated with the use of 15-passenger vans.

### **C-2. Proponent**

Proponent for this policy is the USACC and Fort Knox Safety Office.

### **C-3. References**

- a. AR 385-10, The Army Safety Program.
- b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).
- c. CCR 385-10, Cadet Command Safety Program.

### **C-4. Applicability**

This policy applies to all personnel (military, Civilian, contractors, Cadets) assigned to or participating in USACC events and operations when operating or traveling in 15-passenger vans (with or without trailer).

### **C-5. Definition**

Fifteen (15) passenger van is a van with seating capacity for 15 people, including the driver + 14 passengers.

### **C-6. Background**

a. National highway Traffic Safety Administration (NHTSA) has issued warnings and recommendations related to the use of 15-passenger vans. These warnings indicate that 15 passenger vans (all domestic manufacturers) have a significantly greater risk of roll-over than other vehicles under certain driving/occupancy conditions. These vans have traditionally played an important role in successful accomplishment of the USACC ROTC mission. Intent of this policy is not to eliminate/deter use of the 15- passenger vans as needed, but to establish standard policy and procedures for application across the Command.

b. Fifteen (15) Passenger Van Unique Vehicle Design and Operating Characteristics. 15 passenger vans are higher off the ground, longer, taller, heavier, provide less visibility, and are more powerful than typical passenger vehicles. They are similar to pick-up trucks in that they have truck chassis, truck suspension, truck tires, and truck engines. Also, as with pick-up trucks, the center of gravity for these vans (when empty) is higher than most passenger vehicles. As these vehicles are loaded, the center of gravity shifts upward, further increasing the potential for roll-over. While 15-passenger vans pose significant risk of roll-over, they are not equipped with the same roll protection and occupant protection found in other "high center of gravity"

vehicles (e.g., trucks and SUVs).

Note. General Motors 15-passenger vans have design modifications making them a more desirable option. USACC G4 has initiated action to transition to the GM product and/or transition to 12 passenger or other replacement vehicles in the current inventory through life-cycle replacement.

## **C-7. Responsibilities**

### **a. Commanders/Professors of Military Science will –**

(1) Incorporate this policy into local policies, procedures, and SOP.

(2) Establish and implement procedures for selection and training of vehicle operators IAW this policy, and AR 600-55, The Army Driver and Operator Standardization Program.

### **b. Driver will –**

(1) Execute responsibilities IAW this policy and AR 600-55, The Army Driver and Operator Standardization Program.

(2) Conduct Preventive Maintenance Checks and Services (PMCS) and inspections of the van prior, during, and following operation with specific attention to tire pressure and safety equipment. **Note: Low tire pressure contributes to the potential for roll-over accidents.**

### **c. Senior Occupant will –**

(1) Provide supervision and enforce procedures established in this policy.

(2) Execute responsibilities IAW this policy and AR 600-55, The Army Driver and Operator Standardization Program.

### **d. Assistant Driver will –**

(1) Perform driver responsibilities as assigned and remain alert/awake during vehicle operations.

(2) Assist driver in recognizing unsafe traffic situations and unsafe mechanical conditions of vehicle.

(3) Exit the vehicle and serve as ground guide during backing, movement through choke points, bivouac, parking, backing vehicle with trailer or movement through personnel/pedestrian area(s).

### **e. Passengers will –**

(1) Use vehicle restraints at any time vehicle is in operation.

(2) Refrain from generating excessive noise.

(3) Do not engage in any form of horseplay.

## **C-8. Operator Selection, Training and Licensing**

### **a. Operator Selection**

(1) Commander/designated representative will review driving records and interview all potential vehicle operators IAW AR 600-55, Chapter 3.

(2) Operators without a safe driving record will not be selected to operate a 15- passenger van.

(3) Safe driving record generally consists of no current suspensions or revocations of a state driver's license and no accidents within the past two years for which the driver was cited.

### **b. Training**

(1) Fifteen (15) passenger van operators –

(a) Follow G4 guidance referencing the GSA Drive-thru training. Complete the GSA online defensive driving course (optional) at <https://drivethru.gsa.gov>. This certificate is valid for 4 years from the date of issue.

(b) Complete the Army 15-passenger van Operators Course found on Black Board prior to operation.

(c) Complete hands-on training IAW AR 600-55 and G4 guidance prior to licensing. Towing a trailer with a van requires additional training.

(2) All training will be documented in GCSS-Army or manually on DA Form 348, Equipment Operator's Qualification Record and OF 346 IAW G4 guidance.

### **c. Licensing**

(1) 15-passenger van operators IAW G4 guidance must possess –

(a) A valid state driver's license.

(b) All training should be annotated on the operator's DA Form 348. All the equipment and training should be listed on their license OF-346 or DA Form 5984-E signed by their PMS/Supervisor on appointment orders by the brigade commander. The road test should be annotated on a DA Form 6125 (Road Test Score Sheet), and a memorandum of record will be prepared for the piece of equipment the training was conducted on, and who conducted the training. A valid OF 346 (U.S. Government Motor Vehicle Operator's Identification Card).

(2) All vehicles utilized for the pulling of a trailer must have TRAILER annotated on the individual driver's DA 348 and OF 346, and those drivers must be properly trained. Per AR 600-55 para 4-11, trailers are defined as any item that is towed behind a prime mover, which would include safety speed signs and light towers. Operators must be trained and licensed on each specific model of trailer. Generic trailer descriptions such as "pintle towed" will not be used. Each trailer possesses unique performance and maintenance characteristics in which the operator must demonstrate proficiency and be tested. Operators must receive the following training for trailer qualifications:

- (a) Receive introduction to trailer characteristics and operator manual instruction
- (b) Be familiar with the specific types of vehicles that the trailer may be safely towed behind.
- (c) Successful completion of written exam prior to issuance of learner permit.
- (d) Hands-on training to include maintenance, towing, and backing of the trailer.
- (e) Training validation/performance road test that includes PMCS hands-on test, vehicle control test, and road test.

(3) Trailer certifications will be entered on the DA Form 348 depicting the type of vehicle(s) used during the training and performance road test.

### **C-9. Operational Requirements and Restrictions**

#### **a. Passenger Occupancy**

(1) Occupancy is limited to the manufacturer's assigned seating capacity; however, it is highly recommended not to fill to capacity.

(2) Passengers are normally limited to persons who are 18 years of age or older and are employees, Cadets, or other individuals on official business for which the van has been signed out.

(3) Passengers should be loaded from the front to the rear to prevent center of gravity from shifting upward and to the rear.

#### **b. Safe Vehicle Operations**

(1) All 15-Passenger Van operations are required a Deliberate Risk Assessment Worksheet that exceeds three hours.

(2) Driver fatigue: IAW AR 385-10, para 11-4 b-c. missions involving 15-passenger van operations will not exceed 10 hours in a 24 hour period.

(3) Leaders will ensure that vehicle operators take frequent breaks throughout the mission.

(4) Due to unique design and operating characteristics, 15-passenger van speeds must be reduced below the posted speed limits for all turns and curves, and operators must avoid sudden steering motions.

(5) Operation of vans during inclement weather is discouraged. When these vans are operated during inclement weather, extreme caution and further reduction of speed is required. When drivers encounter inclement weather conditions en-route, the van should be stopped in a safe location until conditions improve. Communication between the operator and the respective SROTC Program is critical regarding location and time stopped. When the operator resumes the mission, they must communicate once again with their respective SROTC Program that they are proceeding as previously planned-

(6) Operation of 15-passenger vans requires the operator's undivided attention; therefore, use of cell phones are prohibited (regardless if Bluetooth Technology is in use making it a hands-free device) or other electronic communication devices.

(7) Ground guides will be used during backing, movement in congested areas, and movement through personnel/pedestrian areas.

(8) Proper storage of carry-on items must be enforced by the driver/senior occupant. Equipment stored behind the last row of seating must be kept at a minimum and secured so it doesn't become flying debris/projectiles in the event of a roll-over.

(9) Safety Briefings. All vehicle occupants will receive a safety briefing prior to each mission; recommend using the DRAW to brief. The briefing will address at a minimum the increased risk of a rollover during 15-passenger van operations, actions to take in the event of a roll-over, and the procedures to be taken in the event of an accident or other emergencies.

(a) Actions to take in the event of a pending roll-over:

(i) ALL - Yell "Roll-over, Roll-over, Roll-over."

(ii) ALL - Brace against inside structure of van.

(iii) Driver/Senior Occupant/Passenger - Brace against floorboard of van.

(iv) Driver/Senior Occupant/Passenger - Tuck and brace chin into chest.

(v) Driver - Continue to navigate the van as long as control is possible.

(vi) ALL - Attempt to maintain coherent orientation during roll.

Actions after a roll-over include: release seat belt (use caution, you may be suspended.)

(b) Procedures to be taken in the event of an accident or other emergencies:

(i) Assess injuries; call for emergency assistance (911 report accident).

(ii) Exit vehicle to a safe location.

(iii) Recover/secure any sensitive items.

### c. Towing

(1) Although the 15-passenger van is authorized to tow a trailer, it is strongly discouraged due to the high center of gravity and increased risk for roll-over.

(2) Where possible, a vehicle specifically designed for towing will be used (i.e. pickup truck). When an organization does not have such a vehicle, a short term rental of a vehicle designed for towing is recommended.

(3) Passengers (in addition to the driver/assistant driver) may only be transported in a van while towing a trailer as a last resort. In these cases, the rear seat of the van will be removed from the van, reducing the number of potential occupants. This option requires completion of a Deliberate Risk Assessment Worksheet (DA Form 2977), approved and signed by the appropriate risk decision approval authority.

(4) Regardless of vehicle category, compliance with the manufacturer's towing recommendations and towing capacity limitations is required. Maximum towing capacity includes the weight of both the empty trailer and the trailer cargo. The owner's manual must be consulted for safe towing procedures and safe limits.

(5) Operators of vehicles towing must have a valid operator's license for the primary vehicle with "trailer" endorsement.

(6) Operators towing a trailer must allow more time and distance when pulling into traffic or attempting to stop because the additional weight of the trailer and cargo may alter the primary vehicle's normal handling characteristics.

#### **d. Hazardous Cargo**

(1) The van with a closed "box" trailer is authorized for the transportation of hazardous cargo per DA Pam 385-64. A flat bed Department of Transportation (DOT) approved trailer is also authorized for the transportation of hazardous cargo, but the hazardous cargo will be secured to the trailer and well covered/secured (tarpaulin). If the hazardous cargo is placed on a pallet, both the pallet and the cargo will be secured to the trailer. Two serviced 10# BC fire extinguishers will be readily available.

(2) When transporting a trailer hauling hazardous cargo with any vehicle, only the driver and assistant driver will occupy the vehicle.

### **C-10 Exception to Policy**

#### **a. University Vehicle Prohibition**

(1) Some universities prohibit the use of vans to transport students.

(a) In cases where this prohibition exists, Brigade Commanders are required to engage the university leadership to formally request an exception to this policy for the purpose of operation and transportation of students in the conduct of training and the ROTC mission.



(b) In cases where exemption are not authorized, Commanders will coordinate directly with USACC G4 for substitution of all identified vehicles.

(2) All other request for exception/deviation require USACC CG approval.

## **APPENDIX D - Utility Terrain Vehicle (UTV) Safe Operation Policy**

### **D-1 Purpose**

This policy is established to minimize risk of accidents or injuries associated with the use of UTVs.

### **D-2 Proponent**

Proponent for this policy is the USACC and Fort Knox Safety Office.

### **D-3 References**

References are listed in Appendix A.

### **D-4 Applicability**

This policy applies to all personnel (military, Civilian, contractors, Cadets) assigned to or participating in USACC events and operations when operating or traveling in a UTV.

### **D-5 Definition**

A UTV is an off-road vehicle with side by side seating arrangement. Most all UTVs have seat belts and roll over protection, and most have a cargo box at the rear of the vehicle.

### **D-6 Background**

a. UTVs have not been specifically addressed to date in Army Regulations and/or policies. The use of All Terrain Vehicles (ATVs) is mentioned in several regulations and standards. The term UTV will be applicable to all mention of ATV in regulations and policies until the term UTV is added. The term Gator, which addresses a particular type/brand of UTV is mentioned frequently in newer regulations and policies. The Gator is specifically addressed and again UTV is synonymous. ATVs and UTVs share many similarities, but they are distinctly different vehicles and are intended for very different uses. An ATV is an off-road, single-rider vehicle intended for use as a recreational vehicle, racer, or transport over rough terrain. An ATV rider straddles the vehicle on a saddle. UTVs are also intended for use over rough terrain, but feature a truck-like bed for hauling materials. UTV riders sit side by side on bench or bucket seats. UTVs generally have a higher payload capability and are longer and wider than ATVs. While most ATVs can carry 125 to 200 lbs. of cargo in addition to the operator's weight, the UTV payloads vary from 800 to 1350 lbs. above the operator/passenger's weight.

The payload is usually carried on UTVs below the top of the tires as opposed to ATVs where the load is carried above the fenders. This lower load positioning can drastically lower the center of gravity, which increases stability. The steering differs between an ATV and a UTV. The ATV rider uses a handlebar system to steer, while UTV drivers steer using a steering wheel.

b. UTVs come in a number of different configurations and allow for more passengers. ATVs and UTVs can be designed to be street-legal (depending on state requirements), though UTVs are more likely to come from the factory with accessories or features that will make them street legal with little or no modifications.

#### **D-7 Responsibilities**

##### **a. Commanders/Professors of Military Science will –**

- (1) Incorporate this policy into brigade UTV SOPs.
- (2) Establish and implement procedures for selection and training of vehicle operators IAW this policy, and AR 385-10, The Army Safety Program.
- (3) Establish brigade/SROTC Program dispatch procedures to ensure compliance with training and licensing requirements contained in this policy.
- (4) Enforce safe operation policy and procedures.

##### **b. Driver will –**

- (1) Execute responsibilities IAW this policy and AR 385-10, The Army Safety Program. Conduct Preventive Maintenance Checks and Services (PMCS) and inspections of the UTV prior, during, and following operation. Specific UTV inspection requirements are addressed in Annex A.
- (2) Ensure all passengers are fully seated, properly fastened their vehicle restraint, and utilizing the appropriate PPE when the vehicle is in operation.
- (3) Ensure the vehicle cargo pay load is properly secured to ensure stability and avoid spillage.
- (4) Maintain accountability and security of equipment as outlined in paragraph 12 of this policy.

##### **c. Senior Occupant will –**

- (1) Provide supervision and enforce procedures established in this policy.
- (2) Execute responsibilities IAW this policy and AR 385-10, The Army Safety Program.

##### **d. Passenger(s) –**

- (1) Use vehicle restraints and PPE at any time vehicle is in operation.

(2) Do not engage in any form of horseplay.

(3) Serve as a ground guide as needed.

## **D-8 Operator Training and Licensing**

### **a. Training**

(1) Operators of UTVs must comply IAW G4 guidance –

(a) Be properly trained and licensed.

(b) Complete the Recreational Off-Highway Vehicle (ROV) Safety E-Course found at <http://www.rohva.org>. Additional training may be offered through local dealers or on-line. This will be completed prior to Cadet Summer Training (CST) if identified as will be operating while in the performance of duties.

(c) Complete hands-on training prior to operating a UTV given by an experienced/trained/certified UTV trainer/operator and/or unit driver instructor.

(d) Review the entire owner's manual and this policy prior to operating the UTV

(e) Complete any applicable state training requirements.

(2) All training will be documented in GCSS-Army (DA Form 5984-E) or manually entered on DA Form 348, Equipment Operator's Qualification Record and possess OF 346 with UTV endorsement.

### **b. Licensing**

(1) UTV operators must be licensed and possess a valid OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) IAW AR 600-55, para. 2-1.b for the specific item of equipment they are operating.

(2) UTV operators must be entered into the Global Combat Support System Army (GCSS-A) by the unit master driver.

(3) Many states require ATV/UTV operators to be state licensed. See State All-Terrain Vehicle Requirement.

## **D-9 Risk Management**

Risk Management plan and worksheets (DRAW) must be completed to address hazards and controls when UTVs will be used during any training or operational event.

## **D-10 Safety and Accident Prevention**

### **a. Passenger Occupancy**

(1) Occupancy is limited to the manufacturer's assigned seating capacity. Passengers will ride only in the provided seats of the vehicle. At no time will individuals be transported in the cargo area of the vehicle. Arms, legs, and loose clothing will remain inside the UTV during movement.

(2) Passengers are normally limited to employee 18 years of age or older and Cadets, or individuals on official business for which the vehicle has been deemed for use.

(3) Only Cadre, whether active duty military, National Guard/reserve members, DACs, DOD contractors, or early commissioned augmentation unit lieutenants on orders may operate UTVs; Cadets are not authorized to operate UTVs at any time.

### **b. Personal Protective Equipment**

(1) UTV Operators and passengers will wear PPE while the vehicle is in operation IAW AR 385-10. The following PPE is required for all operators and passengers when operating/riding in a UTV.

(2) DOT approved helmet that meets DOT Federal Motor Vehicle Safety Standard No. 218. Unit commanders may authorize the use of combat helmets for operating tactical vehicles, which include UTVs during operations and training based on operational risk assessment (AR 385-10). The Risk Decision Approval Authority may authorize in writing an ETP to allow personnel to operate a UTV with an ANSI Z 89.1 approved (chin strap) helmet.

(3) Eye Protection (ANSI approved).

(4) Protective Clothing requirements include long pants, long sleeved shirt/jacket, and sturdy over-the-ankle boots.

(5) Hearing protection is strongly encouraged based on the environment. Full-fingered gloves, and knee and elbow pads are recommended.

### **c. Vehicle Safety Equipment**

(1) The UTV is designed with a ROPS (Roll-Over Protection System). Safety devices and shields are intended to protect operators and passengers from injury or death. If equipped, under no circumstances will ROPS or any safety equipment be removed, disabled, or modified.

(2) Ensure every UTV is equipped with an ABC rated fire extinguisher and

an inventoried/ stocked first aid kit. Ensure these items are securely fastened to the UTV.

(3) Manufacturer-provided safety decals on the UTV will not be removed. Ensure safety decals are clean and legible. Adhere to the precautions shown on the decals. Replace decals if destroyed, missing, or unreadable. Replacement decals are available from most authorized UTV dealers. Operators must understand the following definitions in order to ensure his/her safety and the safety of passengers.

(a) **Danger:** Indicates an immediate hazardous situation which, if not avoided, will result in death or serious injury.

(b) **Warning:** Indicates a potentially hazardous situation which, if not avoided, will result in death or serious injury.

(c) **Caution:** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.

(d) **Important:** Indicates that equipment damage may result if instructions are not carefully followed.

#### **d. Safe Vehicle Operations**

(1) Vehicle ignition will be in the off position when the vehicle operator is not seated in the driver's seat.

(2) A ground guide will be used any time the UTV is being backed up, or when operating in congested areas, choke points, or assembly areas.

(3) Personnel will not exit the UTV until movement has stopped. Never jump from the UTV; there is a danger of tripping or falling on protruding parts/objects.

(4) When refueling the UTV, it will be treated as any other government vehicle. All safety precautions apply to include no passengers in the compartment during refueling operations. Hot refuel of the UTV is not authorized; vehicles will be turned off. Ensure fuel cans are stored properly and away from hot engines and not in cargo areas.

(5) UTV lights are mandatory during operation at all times (AR 385-10).

(6) Maintain three points of contact when mounting or dismounting the UTV.

(7) Operator and all passengers will fasten their seat belt before starting the engine.

(8) Operate UTV controls only while sitting in the operator's seat and ensure the seat is locked in position.

(9) UTVs will not be operated in an unsafe/careless manner, e.g., avoid abrupt starts and stops, and sharp turns at high speeds.

(10) UTV engine exhaust can produce a hazardous environment in an enclosed structure. UTVs will not be operated inside buildings or enclosed structures except for the purpose of storage/removal and/or maintenance.

(11) Additional specific considerations, operational requirements, and restrictions are addressed in Annex B.

#### **e. Public Road Operations**

UTVs will not be driven on public roadways except to cross the roadway when necessary, and will only be driven on roadways at designated crossing points or with the use of ground guides.

#### **f. Towing**

Although many UTVs come equipped with towing capabilities, they should not be used to tow. Risk Decision Approval Authority has the option to approve these type of operations.

#### **g. Mishaps**

All mishaps whether recordable or near-miss will be reported to the USACC Safety Office after initial notification to your chain of command. UTVs are Army property and the hand receipt holder will be notified of any mishap involving the equipment. Any repairs to the UTV will be completed by a certified, trained, and licensed mechanic. These incidents will be recorded as FLIPL and the Logistics Section will be notified to ensure compliance. At no time will an operator who has incurred a mishap with a UTV turn it in for repair and pay out of pocket for repairs. The equipment must be inspected by Army personnel for proper mechanical function once repaired. If personnel are injured, a mishap report must be filed with the safety office. USACC Safety Office will be notified of all UTV mishaps whether recordable or non-recordable.

### **D-11 Safety Briefings and Risks**

a. All vehicle occupants will receive a safety briefing prior to each mission. The brief will address at a minimum the increased risk of a rollover during UTV operations, actions to take in the event of a roll-over, and the procedures to be taken in the event of an accident or other emergencies.

b. If operating a UTV on a military installation, the installation rules will be followed. In the event of an emergency, contact Range Control Division/911. This is covered in the range brief received prior to occupying a training area. If operating a UTV outside of a military installation, applicable emergency notification applies, but is

usually 911. Inform the Chain of Command and the Safety Officer of the accident, any injuries, and/or damage that may have occurred.

c. UTV operation presents unique risks. These risks include, but are not limited to injury to driver/passenger from shifting loads in the cargo area, falls from the vehicle, trapping hands/arms while using power lift to raise cargo area (if equipped), collision with another vehicle/object, rolling over steep slopes, and injury to eyes from dust/insects if not wearing eye protection are just a few. These risks should be listed along with controls on the risk management worksheet, and discussed during the safety briefing.

#### **D-12 Transport of UTVs**

Procedures for safely transporting UTVs are addressed in Annex C.

#### **D-13 Deviation**

Deviation approval authority for this regulation is the CG, USACC. Requests for deviation from this policy and supporting documentation (e.g., justification and risk management plan) must be submitted through USACC and Fort Knox Safety Office to the CG, USACC.

#### **D-14 Policy Violations**

Any observed violations to this regulation should be reported to the first supervisor in the Chain of Command and may result in administrative or punitive action.



## **ANNEX A to APPENDIX D - Utility Terrain Vehicle (UTV) Safe Operation Policy (UTV Inspection Requirements)**

**UTV Inspection Requirements – follow the vehicle equipment owner’s manual; additional guidance is provided below.**

### **1. Check List**

As stated in the driver responsibilities, the below listed checks will be conducted before, during, and after operation of the vehicle.

- a. Set Parking Brake. The parking brake is engaged by pulling/depressing the lever marked Parking Brake. The parking brake should be engaged any time the vehicle is being left unmanned.
- b. Check that the transmission is in Neutral or Park, as applicable.
- c. Brakes. Ensure the brakes are operational by applying the brake and then shifting the UTV into drive; the vehicle should not move. Next, apply slight pressure to the gas pedal and the vehicle may move, but only slightly, if any. The brake should hold the vehicle in place for the most part. Check to ensure there is no brake fluid leakage.
- d. Fuel. Fill the fuel tank with the appropriate fuel (check owner's manual) as needed.
- e. Check for leaks.
  - (1) Tires and wheels. Check condition and tire pressure.
  - (2) Controls. Check for proper function.
  - (3) Lights and switches. Check for proper function.
  - (4) Drive shaft and chassis. Check for damage or leaking fluids.
  - (5) Steering. Check that the wheels turn properly as you turn the steering wheel.
  - (6) Engine oil level. Check the oil level and add oil as necessary. Check for leaks.
  - (7) Transmission. Check the fluid level (unless closed system). Check for leaks.

(8) Nuts, bolts, and fasteners. Check the wheels to see that the axle nuts are tightened.

f. Check the security of all other nuts, bolts, and fasteners.

(1) Underbody and exhaust system. Check for and remove any dirt, vegetation, or other debris that could be a fire hazard or interfere with the proper operation of the vehicle.

(2) Check around the entire vehicle for any damages.

## **2. Maintenance Deficiencies**

Any maintenance deficiencies that can't be corrected by the operator must be reported to the appropriate person for repair. The vehicle will not be operated with any Class III leaks. The UTV is designed for safe, dependable service if operated and maintained according to instructions. Failure to properly operate a UTV could result in serious personal injury or equipment damage.

a. Operation is allowable with Class I or II leakage except for the brake system. Any brake fluid leakage must be reported. When in doubt, notify your supervisor. When operating with Class I or II leaks, check fluid levels more frequently until repaired. Class 111 leaks must be reported immediately to your supervisor and/or to the appropriated person. Failure to do this will result in damage to the vehicle and/or components.

b. Deficiencies should be annotated on DA Form 5988-E (Equipment maintenance & Inspection Worksheet).

## **ANNEX B to APPENDIX D – Utility Terrain Vehicle (UTV) Safe Operation Policy (Specific Operational Requirements and Restrictions)**

### **1. Power and Speed**

UTVs come equipped with engine ratings as high as 1000 cc, and with gear ratios that permit speeds in excess of 50 MPH. The use(s) planned for the UTV determine the size of the engine and gear ratio. There are few, if any, justifications for a maximum speed of more than 20 to 25 MPH; serious UTV accidents are frequent at higher speeds.

- a. UTVs highest rate of speed should not be more than 17 MPH, as deemed appropriate by the ATV Safety Institute.
- b. Make sure the UTV's gear ratio fits the unit's needs and load requirements when selecting a vehicle.
- c. Speeds must be reduced below normal when operating in inclement weather conditions, which are not recommended.
- d. Adjust the vehicle speed to allow a "speed cushion" when maneuvering, which includes hills and curves.
- e. If following a vehicle, maintain a safe distance so you have a safe maneuvering speed to compensate for errors in judgment, weather, road conditions, and poor driving by other motorists.
- f. Avoid the temptation to brake hard if the rear of the vehicle "slides out".
- g. Unexpected objects in the path of travel can cause you to swerve or lose control.
- h. Situational awareness can reduce the chance of driving or slipping into canals/ditches. This is especially important during hours of darkness or reduced visibility, which is not recommended as driving dangers increase.

### **2. Rough Terrain Operations**

UTVs are designed to operate over rough terrain, but certain precautions should be taken to avoid an accident.

- a. Drive the UTV slowly on hillsides and curves to eliminate the danger of tipping. Avoid steep slopes and uphill turns; follow the manufacturer's guidance.
- b. Drive slowly over rough ground or obstructions.
- c. If forced to drive out of a ditch, raven, or up a steep slope, engage the clutch/gas pedal slowly.
- d. When descending steep slopes, select a sufficiently low gear to maintain control with minimum use of braking.
- e. Use caution when driving near the edge of a ditch or raven as the ground could give away and lead to a roll-over.
- f. Remain alert when operating near trees and other obstructions.

### **3. Safe Motor Vehicle Operation**

Operators will not wear headsets, utilize cell phones, or use other electronic devices while operating a UTV.

### **4. Pedestrian Safety**

Pedestrians have the right-of-way. As with all vehicles, UTVs must yield to pedestrians at all times. Always reduce speed when approaching intersections, cross-walks, pedestrians, etc.

## **ANNEX C to APPENDIX D - Utility Terrain Vehicle (UTV) Safe Operation Policy (Transportation of UTVs)**

### **1. Transportation of UTVs**

#### **a. Attaching the Trailer**

- (1) Ensure the UTV transport trailer is attached to the Primary Transport Vehicle (PTV) during loading and unloading.
- (2) Place the hitch into the receiver on the PTV and secure with a locking pin.
- (3) Raise the trailer tongue above and over the appropriate ball attachment; then lower the tongue onto the ball.
- (4) Lock the ball locking device and secure pin through the locking device.
- (5) Secure safety chains to the tow vehicle's frame as applicable.
- (6) Secure electrical connection and check running lights, brake lights, and turn signals for proper operation prior to each departure.
- (7) Raise jack stand and plate (if equipped).
- (8) Remove footplate and secure holder on the trailer tongue (if equipped).

#### **b. Loading a UTV on a Trailer**

- (1) Remove cotter pins from ramp (as applicable) and slowly drop the ramp to the ground. The use of ramps not part of the trailer is authorized.
- (2) Use a ground guide when driving the UTV onto a trailer. Stop when the front tires touch the front of the trailer.
- (3) Place the UTV into park (if applicable) and set the parking brake. Use tie down (safety straps) to secure the UTV to the trailer. It is recommended to use at least two; four is recommended.
- (4) Turn the fuel cut-off to the "off" position.
- (5) Raise the trailer ramp and replace the cotter pins (as applicable).

**c. Unloading a UTV from a Trailer**

- (1) Remove cotter pins from the ramp (as applicable) and slowly lower the ramp to the ground.
- (2) Remove safety straps that secure the UTV to the trailer.
- (3) Turn fuel cut-off to the "on" position. The use of the choke may be necessary to start the UTV.
- (4) Start the UTV and using a ground guide, slowly back off the trailer.

**d. Towing the UTV on a Trailer**

- (1) Drivers should be aware when towing a trailer loaded with one or more UTVs that the dry weight of each UTV is between 1000-1600 lbs. and the PTV should be driven at a slower speed than normal.
- (2) Drivers should make wider turns to compensate for the trailer length.
- (3) Drivers should reduce speed on curves and hills.
- (4) Drivers should allow more time and distance when pulling into traffic or attempting to stop because the additional weight of the trailer and the UTV(s) may alter the vehicle's normal handling characteristic.