

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

USACC Regulation 385-10

Effective 01 May 2016

Safety

CADET COMMAND SAFETY PROGRAM

FOR THE COMMANDER:

OFFICIAL:

PEGGY C. COMBS
Major General, U.S. Army
Commanding


KEVIN F. GREGORY
Colonel, GS
Chief of Staff

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.

*This regulation supersedes Cadet Command Regulation 385-10, dated 1 June 2010.

Summary of Change

USACC Regulation 385-10 Cadet Command Safety Program

- o Removes information throughout the regulation currently found in other publications and provides the appropriate publication reference. This regulation does not reiterate information contained in other regulations, but cites applicable references and documents USACC specific standards and requirements.
- o Inserts 15 PAX Van Policy
- o Inserts Utility Terrain Vehicle (UTV) Safe Operation Policy

Contents

Chapter 1 – Occupational Safety and Health – Program Management	1
1-1. Purpose	1
1-2. References	1
1-3. Explanation of Terms	1
1-4. Responsibilities	1
1-5. USACC and Fort Knox Safety Council	3
1-6. Host Installation Standards	4
Chapter 2 – Accident Investigation and Reporting	4
2-1. References	4
2-2. General	4
2-3. Purpose	4
2-4. Accident Reporting and Recording	4
2-5. Accident Investigation	5
Chapter 3 – Education, Training, and Promotion	5
3-1. References	5
3-2. General	5
3-3. Education and Training	5
3-4. Promotional Materials and Events	6
3-5. Use of Promotional Items	6
3-6. Safety Awards	6
Chapter 4 – Risk Management	6
4-1. References	6
4-2. General	7
4-3. USACC Risk Decision Approval Authority	7
4-4. Documentation of the Risk Management Process	7
4-5. USACC Risk Management for Cadet Summer Training	8
Chapter 5 – Safety in Training Operations	8
5-1. References	8
5-2. General	8
5-3. Training Safety Requirements	8
5-4. Publication Requirements	9
5-5. High-Risk Training	9
5-6. Rappel Training	10
5-7. Marksmanship Training	10
5-8. Blank Small Arms Ammunition	11
5-9. Pyrotechnics	11
5-10. Smoke Safety	11
5-11. Off Installation Training	11
5-12. Contracted Training	11
5-13. Conclusion	11
Chapter 6 – Explosives Safety Program	12
6-1. References	12
6-2. General	12
6-3. Responsibilities	12
6-4. Training Responsibilities	13

6-5. US Army Cadet Command.....	13
Chapter 7 – Motor Vehicle Accident Prevention Program.....	13
7-1. References.....	13
7-2. General	13
7-3. Responsibilities	13
7-4. Prevention of AMV Accidents.....	14
7-5. Prevention of Privately Owned Vehicle (POV) Accidents.....	14
7-6. Driver Education.....	14
7-7. Motorcycle Safety.....	14
7-8. Specialty Vehicles	14
APPENDIX A – References.....	15
Section I – Required Publications	15
Section II – Related Publications.....	15
Section III – Referenced Forms.....	16
APPENDIX B – Glossary.....	17
Section I	17
Abbreviations	17
Section II	18
Terms	18
APPENDIX C – Fifteen (15) Passenger Van Safe Operation.....	20
Fifteen (15) Passenger Van Safe Operation Policy	20
APPENDIX D – Utility Terrain Vehicle (UTV).....	25
Safe Operation Policy.....	25
APPENDIX E – US Army Cadet Command and Fort Knox Safety Council Members	35

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 Senior Safety Director, USACC and 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 semi-annual USACC and Fort Knox 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 and Fort Knox Career Program Manager for Career Program (CP) 12 IAW AR 385-10 and AR 690-950.
- b. All Commanders, Professors of Military Science and Directors will –
 - (1) Appoint an Additional Duty Safety Officer (ADSO) 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 USACC 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,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) TRADOC Regulation 385-2, Appendix B outlines policy, duties, and responsibilities.

(2) ADSOs will complete training as outlined in Chapter 3, para. 3-3c,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 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 and Fort Knox Safety Council

a. Purpose. The USACC and Fort Knox Safety Council 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.

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 at Appendix D.

(3) The USACC Safety office will serve as the council recorder and prepare minutes in Memorandum for Record (MFR) format.

(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.

(6) Meetings will be scheduled and posted to the long-range calendar 60 days prior to the meeting with a follow-up e-mail reminder to participants not later than 1 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 the USACC and Fort Knox Safety Programs.

d. Objectives. The USACC and Fort Knox 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. References

- a. AR 385-10, The Army Safety Program
- b. TRADOC Regulation 385-2, U.S. Army Training and Doctrine Command Safety Program.
- c. DA Pamphlet 385-40, Army Accident Investigations and Reporting
- d. USACC, DCS, G-3, Standard Operating Procedure

2-2. General

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

2-3. 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.

2-4. Accident Reporting and Recording

- a. All categories of Army accidents, 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 using 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.
- c. Work related injuries or illnesses involving Department of Army Civilians (DAC) will require submission of DA Forms 285 or 285-AB and 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).

d. DA Forms 285/285-AB or DOL Form CA-1 is not required for off-duty accidents involving Cadets or DAC personnel.

e. ADSOs are responsible for submission of completed accident reports to the USACC Safety Office IAW timelines established in AR 385-10 and DA Pam 385-40.

f. USACC Safety Office will provide final review of accident report forms and forward to US Army Combat Readiness/Safety Center for input into the Army accident database.

2-5. Accident Investigation

a. All accidents will be investigated to determine facts/circumstances, and identify causative/contributing factors and lessons-learned to prevent recurrence.

b. CG, USACC, is the appointing authority for accident investigation boards for incidents involving USACC, US Army Garrison Fort Knox, and Fort Knox/Tenant Organizations.

Chapter 3 – Education, Training, and Promotion

3-1. References

a. AR 385-10, The Army Safety Program

b. TRADOC Regulation 385-2, U.S. Army Training and Doctrine Command Safety Program.

3-2. General

Safety education, training, and promotion are tools effective in increasing safety knowledge and skills, and enhancing safety awareness. Safety award programs serve to recognize units and individuals that significantly contribute to accident prevention, consequently improving Cadet Command operations.

3-3. Education and Training

a. Army Safety education and training requirements are outlined in AR 385-10, Chapter 10 and serve as the basic 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., prior to mid/end of school year, prior to holiday weekends, etc.).

c. All ADSOs will complete training requirements outlined in AR 385-10, Chapter 10.

d. Brigade ADSO Training:

e. In addition to requirements established by AR 385-10, each Brigade

(1) ADSO 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) ADSOs are required to complete a series of prerequisite on-line courses prior to attending the GSOC. Course registration and prerequisite training requirements are available at:

<https://safety.army.mil/training/GROUNDSAFETYOFFICERCOURSE/tabid/435/Default>.

3-4. Promotional Materials and Events

a. USACC Safety Office will obtain, develop, and distribute holiday safety messages, seasonal safety materials, and identify available resources for information/training materials used 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.

3-5. Use of Promotional Items

a. The use of incentive/promotional items can substantially contribute to accident prevention programs. AR 385-10 authorizes use of promotional items and ARs 600-8-22 and 672-20 authorize 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 they lose impact/significance. Questions regarding purchase limits or suitability should be directed to the Command Judge Advocate.

3-6. Safety Awards

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

b. USACC Safety Office will –

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

(2) Schedule award presentations/ceremonies as appropriate.

Chapter 4 – Risk Management

4-1. References

a. AR 385-10, The Army Safety Program

b. DA Pam 385-30, Mishap Risk Management

c. TRADOC REG 385-2, U.S. Army Training and Doctrine Command Safety Program

d. Army Techniques Publication 5-19, Risk Management

4-2. 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 use in application of the risk management process. Effective application of the risk management process is based on four principles: (1) Integrate RM into all phases of missions and operations, (2) Make risk decision at the appropriate level, (3) Accept no unnecessary risk, and (4) Apply RM cyclically and continuously.

4-3. 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).

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 Chief of Operations Group (Training/Tactics).

NOTE: **Most ROTC training should not exceed medium risk.**

d. **Low Risk (L).** Professors of Military Science (LTC/MAJ)/Director (GS-13/above). At CST the approval authority will be set by the Command and is normally a Committee Chief or Regimental Commander and may be delegated to the second-in-charge (in writing) of the committee or regiment.

e. Special Considerations.

(1) CG retains approval authority (regardless of residual risk level) for any aviation "seats out operation".

(2) Risk approval (regardless of level of residual risk) will not be delegated below Brigade Commander (Colonel) for operations or events involving "altitude, alcohol, adventure training, or ammunition".

(a) Altitude. Examples include training involving aviation operations (military/Civilian), rappelling, high ropes, etc.

(b) Ammunition. Events involving the use of ammunition/explosives (Army or university/program procured). Note: Does not apply to storage and transport of ammunition/explosives.

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

(d) Adventure Training. Training contracted by an outside organization; ex. white water rafting, spelunking, obstacles races.

4-4. Documentation of the Risk Management Process

a. The Deliberate Risk Management Worksheet (DD Form 2977, SEP 2014) 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, severity, etc., 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 levels of risk.

c. Deliberate Risk Management Worksheets must be maintained on file for a minimum three years, and reviewed as part of safety program evaluations, Staff Assistance Visits (SAVs), Organization Inspection Programs (OIPs), etc.

4-5. USACC Risk Management for Cadet Summer Training

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

Chapter 5 - Safety in Training Operations

5-1. References

- a. AR 385-10, The Army Safety Program
- b. AR 385-63, Range Safety
- c. DA Pam 385-64, Ammunition and Explosives Safety Standards
- d. TRADOC REG 385-2, U.S. Army Training and Doctrine Command Safety Program
- e. CCR 145-3, Army Senior ROTC Basic Officer Leader Course
- f. CCR 145-3-1, Reserve Officers' Training Corps Pre-commissioning Training and Leadership Development, Off-Campus Training
- g. TC 21-24, Rappelling
- h. TC 3-21.220 Static line Parachuting Techniques & Training

5-2. 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. 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.

5-3. Training Safety Requirements

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 2 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.

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.

5-4. 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.

5-5. 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 high-risk training. As a rule, only high-risk training associated with approved schools (airborne, air assault, etc.) will be approved. Approved plans remain valid unless substantive changes are made.

5-6. 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.

5-7. Marksmanship Training

a. Conduct marksmanship training IAW USACC Fiscal Year (FY) Training guidance and FM 3-22.9. ROTC 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, 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.

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. However, 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.

5-8. Blank Small Arms Ammunition

The minimum safe distance for unprotected personnel from small caliber ammunition is 15 feet. Approved single hearing protection will be worn. During force-on-force training, approved eye protection will also be worn.

5-9. 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.

5-10. 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.

5-11. 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.

5-12. 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.

5-13. 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.

Chapter 6

Explosives Safety Program

6-1. References

- a. AR 385-10, The Army Safety Program
- b. DA Pamphlet 385-64, Ammunition and Explosives Safety Standards

6-2. General

- a. This chapter addresses organizational and functional responsibilities as they apply to the management and execution of the USACC and Fort Knox 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 is delegated to US Army Garrison, Fort Knox.
- d. CG, USACC serves as risk approval authority for any operation involving ammunition/explosives with a residual risk of "High".

6-3. 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 affected organizations and Senior Commander/Safety Director.
- b. Senior Command Safety
 - (1) Provide oversight for the ESMP.
 - (2) Provide liaison/coordination 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 in all ESMP program assessments/evaluation briefings conducted by higher HQ/other agencies.

6-4. Training Responsibilities

- a. Personnel assigned responsibility for oversight or supervision of the ESMP must have successfully completed all training requirements for/have received CP12 Level I Explosives Certification.
- b. Personnel assigned responsibility for the daily management and execution of the ESMP must complete additional training (Explosive Level II Certification).

6-5. US Army Cadet Command

- 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.

Chapter 7

Motor Vehicle Accident Prevention Program

7-1. 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)

7-2. General

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

7-3. 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 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.

7-4. 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.

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. One hour meal breaks will also be taken.

c. During breaks, drivers will inspect their vehicles and ensure equipment and cargos are secure.

7-5. Prevention of Privately Owned Vehicle (POV) Accidents

POV accidents continue as 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.

7-6. Driver Education

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

7-7. 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 included 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.

7-8. Specialty Vehicles

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

- a. Fifteen (15) Passenger Vans – Appendix C
- b. Utility Terrain Vehicles (UTV) – Appendix D

APPENDIX A – References

Section I – Required Publications

AR 190-45 – Law Enforcement Reporting
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 385-11 – 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 Site 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
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 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

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

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.html>)
OSHA Form 300A – Summary of Work-Related Injuries and Illness (Available at: <http://www.osha.gov> or <https://www.osha.gov/recordkeeping/RKforms.html>)
SF 91 - Motor Vehicle Accident Report

APPENDIX B – Glossary

Section I

Abbreviations

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

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

Fifteen (15) Passenger Van Safe Operation Policy

1. Purpose

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

2. Proponent

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

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.

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).

5. Definition

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

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.

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.

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) A 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 will –

(a) Complete the Army Accident Avoidance Training Course, and ensure it is repeated every four years as part of the license renewal procedures.

<https://www.safety.army.mil>

(b) Complete the Army 15 passenger van Operators Course prior to operation.

(c) Complete hands-on training prior to operating a van with trailer.

(2) Refresher training will be conducted every 2 years.

(3) All training will be documented on the Unit Level Logistics System (ULLS) or manually on DA Form 348, Equipment Operator's Qualification Record.

c. Licensing

(1) Fifteen passenger van operators must possess –

(a) A valid state driver's license.

(b) A valid OF 346 (U.S. Government Motor Vehicle Operator's Identification Card).

(2) OF 346 must list vehicles licensed to operate and include "with trailer" endorsement as required.

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) Assistant driver will be assigned for all 15-passenger van operations at any time transporting passengers or cargo, towing a trailer and any operation requiring more than 4 hours travel time.

(2) Missions involving 15-passenger van operations will not exceed 350 miles or 8 hours in a 24 hour period.

(3) Vehicle operators will take a 15 minute break every 100 miles or every 2 hours, whichever occurs first.

(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 enroute, 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 through choke points, and/ or parking or 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. At no time will equipment or luggage extend beyond the height of the seat.

(9) Safety Briefings. All vehicle occupants will receive a safety briefing prior to each mission. 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.

When an organization does not have such a vehicle, a short term rental of a vehicle designed for towing is recommended.

(3) When 15-passenger vans must be used to tow a trailer, occupants should be limited to the driver and assistant driver **only**.

(4) 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 Brigade Commander as the risk decision authority.

(5) 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.

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

(7) 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.

10. Exception to Policy

a. Exception to paragraph 9.b. (Requirement for Assistant Driver for mission greater than 4 hours)

(1) Brigade Commanders are authorized to grant a case-by-case exception to the requirement for an assistant driver under the following provisions.

(a) Scheduled travel, number of authorized travel days, mileage, etc. should also comply with the provision of the Joint Travel Regulation.

(b) Requests for written exceptions to this policy require written justification with completed Risk Management Worksheet (DD Form 2977) submitted for the Brigade Commander's review and approval. Each approved exception must be specific to the organization and mission. A copy of all approved exceptions to policy will be maintained at both the university/college and at the brigade. Documentation of approved exceptions will be reviewed as part of the Organizational Inspection Program (OIP)/Staff Assistance Visit (SAV) reviews.

(2) No blanket exceptions are authorized.

b. 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

1. Purpose

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

2. Proponent

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

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. DA Pam 385-10, Army Safety Program.
- d. DA Pam 385-40, Army Accident Investigations and Reporting.
- e. DODI 6055.4, DoD Traffic Safety Program.
- f. TRADOC 385-2, TRADOC Command Safety Program.
- g. 49 CFR Part 571.500, Low-Speed Vehicles.
- h. American National Standards Institute.

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.

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.

6. Background

a. UTVs have not been specifically addressed 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.

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.

8. Operator Training and Licensing

a. Training

(1) Operators of UTVs must –

- (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.
 - (c) Complete hands-on training prior to operating a UTV given by an experienced UTV operator and/or unit driver instructor.
 - (d) Review the entire owner's manual and this policy prior to operating the UTV
 - (e) Complete any state training requirements.
 - (f) Complete Army Accident Avoidance Course prior to operation. On-line training can be found at www.safety.army.mil
- (2) All training will be documented on the Unit Level Logistics System (ULLS) or manually entered on DA Form 348, Equipment Operator's Qualification Record.

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) Many states require ATV/UTV operators to be state licensed. See State All-Terrain Vehicle Requirements <http://www.atvsafety.org/infosheets/atvchart-statereq.pdf>.

9. Risk Management

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

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 (AR 385-10, para 11-9.d.). 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, para. 11-9.e.(1).)
- (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. 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, para. 11-9.c.(1).)

(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 will not be used to tow under any circumstances.

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, the Range Control Division on that installation should be called first in place of 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.

12. Physical Security

a. Operators will maintain the ignition key on their person when not operating the UTV.

b. Operator will be issued a chain, lock, and lock keys at the time of dispatch for securing the vehicle when not utilized for an extended period.

c. Operators will maintain any Government Credit Card (GSA Fuel Card) on their person to prevent loss/theft.

d. Operators will ensure the trailer tongue (used to transport the UTV to training/field site) is locked with a locking device to prevent theft.

e. Secure the UTV with the supplied chain/lock if the UTV is left on the trailer and unattended. A trailer is not a storage facility.

13. Transport of UTVs

Procedures for safely transporting UTVs are addressed in Annex C.

14. Deviation

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

15. Policy Violations

Any observed violations to this policy 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

1. 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 unattended.

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. 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 III 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 2404.

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

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 PTV 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.
- (5) Turn the fuel cut-off to the "off" position.
- (6) Raise the trailer ramp and replace the cotter pins (as applicable).

c. Unloading a UTV from a PTV 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 PTV 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 characteristics.

APPENDIX E - US Army Cadet Command and Fort Knox Safety Council Members

COUNCIL VOTING MEMBERS

USACC Commanding General – Council Chairman
USACC Deputy Commanding General
USACC Command Sergeant Major
USACC Brigade Commanders
USAG Fort Knox Garrison Commander
USAG Fort Knox Command Sergeant Major
Commanding General, US Army Recruiting Command
Commanding General, 84th Training Command
Commanding General, Human Resources Command
Commanding General, 100th Training Division (USAR)
Commander, 11th Aviation Command (USAR)
Commander, US Army Reserve Readiness Training Center (ARRTC)
Commander, US Army MEDDAC
Commander, US Army DENTAC
Commander, 4th Cavalry Brigade, 1st Army (Division East)
Commander, US Army Accession Support Brigade (ASB)

COUNCIL NON-VOTING MEMBERS (COUNCIL ADVISORS)

USACC Chief of Staff
USACC, Directors and Principle Special Staff
USAG Fort Knox, Directors and Principle Special Staff
Director, Civilian Personnel Advisory Center (CPAC)
Manager, Defense Commissary Agency (DeCA)
Director, Mission and Installation Contracting Commander (MICC)
Superintendent, Fort Knox Community Schools
Manager, Army and Air Force Exchange Services (AAFES)
Chief, US Army Materiel Command (AMC), Logistics Support Team
Commander, 703 Ordnance Company (EOD)
USAG Fort Knox Safety Director
Fort Knox Health Promotion Officer
Recorder: USACC & Fort Knox Director of Safety

INVITED GUESTS

Tenant Command Safety Directors
USACC Brigade Additional Duty Safety Officers
USAG Fort Knox Additional Duty Safety Officers