



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO  
ATTENTION OF

IMBV-SO

3 August 2018

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #69, Military and Civilian Accident Reporting

1. REFERENCES:

- a. Army Regulation 385-10 (The Army Safety Program), 24 February 2017.
- b. DA PAM 385-40 (Army Accident Investigations and Reporting), 18 March 2015.

2. PURPOSE. To establish policy on reporting military and civilian accidents on Fort Belvoir.

3. APPLICABILITY. This policy applies to all persons on Fort Belvoir.

4. POLICY.

a. Commanders, Supervisors, Soldiers and Army Civilians will ensure immediate and complete reporting of all accidents occurring at Fort Belvoir to the Installation Safety Office. Investigation and accident reporting will be performed in accordance with AR 385-10, DA PAM 385-40 and this policy letter.

b. Notification is imperative to the requirement for timely accident investigation and reporting. To ensure that all personnel injuries, mishaps and damage to government property are reported, the following actions will be taken:

(1) During normal duty hours, immediately notify your supervisor, who will in turn notify the activity commander/director and the Installation Safety Office.

(2) After duty hours, immediately notify your supervisor. If the accident is a serious matter, the supervisor will notify the activity commander/director.

(3) If on leave or TDY, call back to your activity and notify your supervisor or activity commander/director.

(4) A DA Form 285 (Technical Report of U.S. Army Ground Accident) will be used for reporting all military on duty accidents. Use DA Form 285-AB (U.S. Army Abbreviated Ground Accident Report) (AGAR) for all off duty accidents.

(5) A Department of Labor CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuous Pay) will be used to report all civilian on duty accidents or injuries. The CA-1 and CA-17 (Duty Status Report) must be initiated at the employee's duty station as soon as possible.

**“LEADERS IN EXCELLENCE”**

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(6) The original copy of DA Form 285 or DA Form 285-AB must be forwarded to the Installation Safety Office within 14 calendar days of the accident. The original copy of the CA-1 must be sent to the Civilian Personnel Advisory Center (CPAC) and a copy to the Installation Safety Office.

(7) ReportIt is an alternate reporting system for military and civilian injuries which electronically sends an AGAR directly to the CRC (US Army Combat Readiness Center). Contact information for ReportIt is <https://reportit.safety.army.mil/>. For additional assistance contact the Installation Safety Office, 703-806-3447.

5. PROPONENT. The proponent for this policy is the Installation Safety Office at (703) 806-3447.

  
MICHAEL H. GREENBERG  
COL, FI  
Commanding