U.S. ARMY
CRIMINAL INVESTIGATION COMMAND (USACIDC)

COMMANDER'S ACCIDENT PREVENTION PLAN
(CAPP)

FY08

This plan was originally developed and implemented to fulfill the Army FY06 Safety and Occupational Health (SOH) Strategic Plan requirements, and the Army Chief of Staff performance objectives outlined in his 16 December 2005, message on accidental deaths. It was further revised to include the new objectives of the DA FY07 SOH Strategic Plan and FY08 SOH Objectives.

RODNEY L. JOHNSON
Brigadier General, USA
Commanding

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TABLE OF CONTENTS

		Page
ABSTRACT		iii
I.	**INTRODUCTION**	
	Scope	1
	Significance	1
	Objectives	1
	Top Loss Areas	2
	Limitations	3
II.	**PROGRAMS AND INITIATIVES**	
	Accident Reporting	3
	Accident Review Board Process	3
	Preliminary Loss Reporting	4
	Safety Program Inspection	4
	Safety Training and Safety Day Activities	4
	Safety Duty Performance	4
	USACIDC Safety Internet Resource	5
	Metrics	5
	Composite Risk Management	6
	Army Readiness Assessment Program (ARAP)	6
	Safety Alerts	6
	New Soldier Assimilation	6
	Group Participation in HQUSACIDC SOHAC	6
	TRiPS POV Risk Assessment	7
	Oak Tree Counseling	7
	Safety and the Shield	7
III.	**SUMMARY**	7

ABSTRACT

Title: Commander's Accident Prevention Plan (CAPP)

Unit: U.S. Army Criminal Investigation Command (USACIDC)

Year: Fiscal Year 2008 (FY08)

Abstract:

The CAPP is an action plan to assist in the development and implementation of an effective and proactive Safety and Occupational Health (SOH) program for USCIDC Headquarters and subordinate units. The USACIDC is currently deployed worldwide; providing criminal investigative support, developing criminal intelligence, and ensuring security of top DOD executives. Tied to this dynamic mission is the continued high Army accidental fatality rate and the impact such loss has on mission completion. To assist with reversing this trend the FY08 CAPP focuses our command's accident prevention efforts of the top loss areas and provides a roadmap for our leaders, managers, and special agents-in-charge to ensure compliance, and introduce Soldiers and civilian employees to the methods needed to reduce the accident rate and ensure their well-being.

I. INTRODUCTION

SCOPE

The CAPP applies to all personnel assigned or attached to USACIDC. Primary leaders and appointed safety personnel will use it for safety program compliance and effectiveness. It encompasses safety concerns ranging from our global, tactical operations to our off-duty and recreational activities.

SIGNIFICANCE

During FY07, Army fatalities began the first downward trend since FY02. Accident analysis indicated that many of them were preventable had standards been enforced and a majority were the result of operating an Army motor vehicle or a privately owned car (POV).

In FY06, USACIDC experienced six recordable motor vehicle accidents, none fatal and 6 to date in FY07, also with no fatalities. This constitutes a 0% reduction. Additionally, in FY06, USACIDC experienced five personal injury lost time accidents and has had seven to date in FY07, a 20% increase. That trend needs to be reversed.

Eliminating accidental injuries and reducing associated costs is critical to continued performance of the USACIDC mission. All leaders will remain actively engaged in performing their risk management responsibilities.

OBJECTIVES

This CAPP has one overriding objective – prevent the accidental loss or injury of USACIDC personnel and prevent equipment loss or damage. It supports the FY06 Secretary of Defense accident reduction initiative, the Army FY06 Objectives, the FY07 Army SOH Strategic Plan and the Army FY08 SOH Objectives. The Army FY06 Objectives, which will continue to be applied, were:

1. Establish a culture where safety is visible but doesn't make Soldiers risk averse.
2. Build a command climate that actively manages tactical and accidental risk.

3. Ensure accountability of leaders for their programs.

4. Develop executable plans for leader involvement.

5. Ensure the use of composite risk-management in all activities – operations, training, and off-duty activities.

These objectives reinforce the top three Army strategic safety plan goals to incorporate safety into the Army culture, ensure the systematic management of risk, and manage the Army Safety Program efficiently and effectively.

The FY08 Objectives are:

1. Systematic Management of Risk. Identify top loss areas and develop executable tools and targeted programs to address them.

2. Safety Climate and Culture. Fostering engaged leaders, Soldiers and DA Civilians to reinforce the idea that preventable loss is unacceptable.

3. Efficient and Effective Management of Program Execution. The system for tracking, analyzing and evaluating accident prevention programs.

4. Accident Reduction. Reduce accident rates by 40% compared to FY06 data. To meet this goal USACIDC must experience only four vehicle accidents and two personal injury accidents.

Section II identifies the USACIDC and external programs which will be used to meet these objectives. Commanders are encouraged to refine the CAPP to support local mission requirements.

TOP LOSS AREAS

After analyzing accident reports from FY04 through the 3QFY07, two areas are the primary cause of personnel and equipment loss: vehicle accidents and personal injuries due to slips, trips, falls, and recreational activities. During this period, all reported equipment loss or damage was due to a POV, Army Motor Vehicle (AMV) or General Services Administration

(GSA) vehicle accident, and lost time was due either to vehicle accident injuries, slips, trips, falls or while participating in recreational activities.

LIMITATIONS

USACIDC units operate in several regional and combatant commands worldwide and often actively participate in host installation accident prevention plan activities. Group commanders will consider local accident hazards, and adjust or modify these CAPP requirements, if needed, for compliance and training.

II. PROGRAMS AND INITIATIVES

ACCIDENT REPORTING

Unit commanders and SACs will ensure all accidents and personal injuries, regardless of severity or final accident classification, are reported to the Battalion Additional Duty Safety Officer (BN ADSO). Group and BN ADSOs will work closely to ensure accident spot reports required by CIDR 385-1 are forwarded to the command safety office for information and trend analysis purposes. The command safety office will ensure all class A-D accidents are forwarded to the U.S. Army Combat Readiness Center (USACRC) as required by AR 385-40. Units will also provide a copy of the accident report to the local installation safety office to guarantee 100% accident reporting. If no injury or damage resulted, personnel will complete a "close call" report on the USACRC website, https://crc.army.mil/Loss_Reporting/LRAS_accident.html to support predictive analysis efforts.

ACCIDENT REVIEW BOARD PROCESS

The USACIDC Accident Review Board (ARB) process will continue. Board proceedings will be reviewed by the Chief of Staff following a comparative analysis by the Command Safety Officer, and the board findings and recommendations will be distributed to all USACIDC units for internal accident prevention use.

PRELIMINARY LOSS REPORTS

The Commanding General will distribute Preliminary Loss Reports (PLRs) or PLR poster style prints from the USACRC to group vommanders for further distribution to all subordinate commands for posting and review by all personnel. Weekly USACRC PLR compilations will be posted on unit bulletin boards.

SAFETY PROGRAM INSPECTION

Commanders at all levels will ensure that a comprehensive safety program inspection supplements both their Organizational Inspection Program (OIP) and Subsequent Command Inspection (SCI) Program and includes the proper collection of critical safety related data. This data should include the number of safety course graduates, awareness campaigns, safety-related training completion, and the integration of composite risk management procedures into operational and off-duty periods.

SAFETY TRAINING / SAFETY DAY

The USACIDC G3 and subordinate operational staffs will ensure that safety and occupational health training contained in the annual Command Training Guidance are completed. This training will focus heavily on the USACIDC top hazards of motor vehicle accident avoidance and recreational sports safety. Additionally, any USACIDC units not currently participating in host installation seasonal "Safety Day" activities at least twice annually will immediately schedule semi-annual stand-down days for conducting safety related training.

SAFETY DUTY PERFORMANCE

Army Regulation 385-10 directs that all personnel (military and civilian) in supervisory positions will be given performance ratings on their SOH responsibilities. Commanders and senior raters will ensure that OERs, NCOERs, and civilian performance reviews contain these required elements.

USACIDC SAFETY INTERNET RESOURCE

Pertinent safety information is available on the USACIDC public home page, http://www.cid.army.mil/safety.htm, which also contains links to other Army safety resources.

METRICS

To assess the effectiveness of our safety efforts, USACIDC will use metrics that provide detailed representation of our safety program performance. The HQ USACIDC, groups, USACIL, and CITF will provide data quarterly, no later than the 10th working day following the end of each fiscal quarter. The command safety office will consolidate the data, summarize our safety performance, and develop guidelines defining satisfactory performance. Within our current Review and Analysis (R&A) process, we will measure:

- Vehicular accident rate. Provide the total number of GSA vehicle and/or AMV accidents and total operational miles driven.
- Personal injury rate. Provide the number of recordable personal injury accidents (military and civilian), total lost days, and the number of personnel present for duty.
- Leader safety training.
    - Provide the total number of commanders and special agents-in-charge (SAC) and how many of them have completed the Commander's Safety Course (CSC).
    - Provide the total number of ADSO and how many of them have completed the approved ADSO course.
    - Provide the total number of Civilian Managers and how many of them have completed the Manager's Safety Course.
    - Provide the total number of Civilian Supervisors and how many of them have completed the Supervisor's Safety Course.
- Employee safety training.

- Composite Risk Management (CRM) training. Provide the total number of military and civilian personnel and how many have completed either the military or the civilian CRM course.
- Employee safety course. Provide the number of civilian employees assigned who have completed the Employee's Safety Course.

COMPOSITE RISK MANAGEMENT

Group commanders will publish a commander's policy letter that emphasizes the use of CRM for both tactical and accidental hazards, in off-duty as well as operational settings.

ARMY READINESS ASSESSMENT PROGRAM (ARAP)

All incoming battalion commanders will execute the USACRC Army Readiness Assessment Program (ARAP) within 90 days of assuming command.

SAFETY ALERTS

Safety Alert messages outlining causal factors and demonstrated hazards will be published either in a hardcopy, poster type format, or via electronic means when warranted.

NEW SOLDIER ASSIMILATION

Commanders will publish a safety annex/in-brief to their new Soldier assimilation programs, and ensure that new personnel receive a counseling checklist that allow for self and leader assessment of personal and environmental risks, with mitigation measures outlined and agreed to.

GROUP PARTICIPATION IN HQUSACIDC SOHAC

Group commanders and principal staff will participate in USACIDC driven Safety and Occupational Health Advisory Councils (SOHAC). Commanders and S3s will be prepared to brief their last "at-fault" accident event during these meetings to include a brief narrative, causal factors, and their findings and recommendations. Additional topics will be addressed as needed.

TRiPS POV RISK ASSESSMENT

Commanders will continue to use the new and improved Travel Risk Planning System (TRiPS) POV risk assessment process as part of the required documentation for Soldier leave, pass, and TDY requests. All Soldiers will complete the TRiPS process prior to operating a POV on leave or pass, discuss the risk assessment with their supervisor, and execute the agreed upon countermeasures as required. The TRiPS risk assessments will be placed on file with the approved DA 31, DD Form 1610, or other trip authorizations.

OAK TREE COUNSELING

"Oak tree counseling," a weekly discussion period between an immediate supervisor and his subordinates, will include points and findings related to personal and operational safety. Green Tab Soldiers will be prepared to discuss these safety points and the outcome of the small group discussion with their commander. Ideal times for conducting oak tree counseling rests between Sergeants Time Training and Family Time early release where utilized.

SAFETY AND THE SHIELD

The Command Safety Office will publish periodic articles in *The Shield*, our monthly USACIDC publication, to share timely best safety practices, common hazards, and composite risk management information and guidance.

III. ACTION PLAN SUMMARY

The continued refinement of successful programs like the ARB process, combined with these new initiatives will ensure a proactive, relevant approach to eliminating accidents. The USACIDC is a dynamic organization that faces a myriad of hazards, both on and off duty. The dangers faced by unit personnel are sometimes unknown and not predicted; in this respect, everyone must continually monitor their environment and ensure that hazards are accurately reported to the chain of command and safety personnel.