



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATCS-S

23 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fatal Accident Notification Fatality Review Board

1. References:

- a. AR 385-40, Accident Reporting And Records, 1 Nov 94.
- b. Change 1, 10 Oct 00, to TRADOC Reg 385-2, TRADOC Safety Program, 27 Jan 00.
- c. TRADOC Reg 1-8, TRADOC Operations Reporting, 13 Nov 01.

2. This correspondence establishes TRADOC policy and specific procedures for notification, investigation, and reporting on the accidental death of any TRADOC Soldier. The procedures outlined herein are in addition to notification and reporting procedures as outlined in references listed above.

3. Senior Mission Commander experiencing the loss of a Soldier or Department of the Army civilian as a result of an accident will notify this headquarters following discovery of the incident. In addition to the OPREP message required by reference 1c, a follow-up interim report on the facts and circumstances surrounding the incident must be submitted to me within 72 hours. In my absence, report will be submitted to the Deputy Commanding General/Chief of Staff.

4. Senior Mission Commanders will establish a Fatality Review Board (FRB) to review each fatal accident. The FRB will be chaired by the Senior Mission Commander or, in his absence, the Chief of Staff. The purpose is to ensure these incidents are investigated in a timely manner, to identify causes or contributing factors, and determine necessary leader actions to prevent recurrences.

5. This does not establish a requirement totally separate and apart from other accident/incident investigations such as safety accident investigations, collateral investigations, etc. Information from other investigations may be used and supplemented as necessary to determine the facts surrounding the accident.

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6. The FRB will provide a multidisciplinary approach to review causes of Soldier and civilian fatalities. The FRB will be comprised, at a minimum, of the following members:

a. Unit/organization chain of command/supervision from first-line supervisor to brigade commander or equivalent.

b. Command Safety Officer.

c. MEDDAC Commander or Deputy Commander for Clinical Services.

d. Other members, as required (e.g., Alcohol and Drug Counseling Officer, Risk Reduction Officer, Provost Marshal, Chaplain, Casualty Affairs Officer, Chief, Mental Health Services, and Investigating Officers).

7. The Senior Mission Commander will convene a FRB within 14 days of the incident. The FRB AAR will address, at a minimum, personal data on the victim or involved individuals, pre-accident phase (chronological sequence of events occurring within 48 hours prior to the incident), synopsis of the event, causative and contributing factors, maps, diagrams, and other documentation, as appropriate, related risk assessments and risk management plans, an assessment of the unit's safety and accident prevention programs and initiatives, and corrective actions and recommendations. Commanders will determine if leaders actions, at all echelons, could have precluded the accident. A sample format for the AAR briefing is enclosed.

8. The Senior Mission Commander will provide the results of the FRB to me as soon as the FRB has completed their assessment. The Commander's assessment must focus on the cause of the accident and any contributing factors (including any leadership failures), corrective actions taken, and any recommendations to prevent recurrence. Lessons learned will be compiled by the TRADOC Safety Officer, Command Surgeon, or the appropriate TRADOC staff office for dissemination throughout the command.

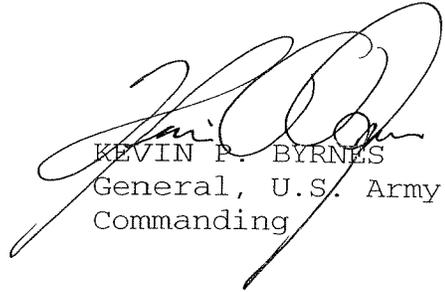
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9. Exemptions from this requirement must be approved by me or the Deputy Commanding General/Chief of Staff. An example warranting exemption would be a commercial transportation accident (commercial airlines, bus, etc., not under contract to or under operational control of the Army) in which a Soldier or Department of the Army civilian is fatally injured.

10. Point of contact for this policy is the TRADOC Safety Director, Ms. Cathy Pierce (757) 788-5921 or DSN 680-5921.

Encl



KEVIN P. BYRNES
General, U.S. Army
Commanding

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**Unit Name
Fatal Accident
After Action Review
For
Name(s)**

Date of AAR _____

Figure 1

**Fatal Accident AAR Briefing
Agenda**

- Biography/Personal Data
- 48-Hour Sequence of Events
- Accident Synopsis
- Causative/Contributing Factors
- Risk Assessment/Management Plans
- Assessment of Unit's Safety Program
- Corrective Actions and Recommendations
- Unit After-Accident Initiatives

Figure 2

Biography/Personal Data

Name(s)

- Sex
- Age
- Rank
- MOS
- Length in Unit
- Special Training Assignments
- Background/Training in activity performed at time of accident (e.g., Driver Training)
- Performance Indicators (Counseling Statements, bad checks, CTT scores, ADAPC files, Health Risk Assessment, etc.)
- Most Recent/Next Scheduled PCS, Training Event, Deployment
- Recent medical or mental health issues impacting soldier
- Changes of Command in Unit

Figure 3

48-Hour Sequence of Events

From 48 Hrs Prior to Time of Accident (N)

- N-48 Hours:
- N-XX Hours:
- N-XX Hours:
- N-XX Hours:
- N-XX Hours:
- N-Hour:
 - Identify any training event being conducted at the time of the accident
 - List significant occurrences in life of the deceased individual in last 48 hours leading up to minutes/seconds before accident

Figure 4

Accident Synopsis

- Date: yy/mm/dd Time: 0000 Hours
- Location (Show Map/Sketch of accident Location)
- Environmental Conditions (Day/Night, etc.)
- Other Official Civilian Agencies Accident Reports if Available (Contact LEC or SJA for assistance in obtaining reports)
- Witness Statements
- Extent/Type of Injuries sustained

Figure 5

Accident Synopsis

(Continued)

- Photos of accident scene, if possible, and photos of vehicle(s)/equipment involved in accident
- Action of victim/others and sequence of events of accident
- Emergency Response (Time to respond, who responded, where victim was taken, time/place of death, etc.)
- Time and sequence of unit/unit Commander/SDO/Safety Office notification

Figure 6

Causative/Contributing Factors

(per DA Form 285)

- Physical description of equipment/vehicle (Include inspection documentation, vehicle/equipment service records, etc., if available--DA Form 285, Block 52)
- Use and type of safety equipment (seatbelt, antilock brakes, helmet, gloves, goggles, etc.--DA Form 285, Block 38)
- Vehicle/equipment failures/malfunctions (Provide photos, documentation of failed/malfunctioned parts, etc.--DA Form 285, Block 60)

Figure 7

Causative/Contributing Factors – Cont'd

(per DA Form 285)

- Condition of soldier (BAC, fatigue, etc.--DA Form 285, Block 41)
- Explain who performed incorrectly and how (DA Form 285, Block 47; DA Form 285-AB-R, Blocks 36b & c)
- Reasons activity was performed incorrectly (DA Form 285, Block 46; DA Form 285-AB-R, Block 37)
- Identify/describe any leadership failure

Figure 8

Unit's Safety Program Assessment

- Official/Training Holiday Safety Briefs and other Unit Safety Briefings
- Vehicle or Equipment Inspections
- Leave Policy
- Awards Program
- Unit Safety Awareness Profile (Trained Safety Officer/NCO, Posters, NCO Wallet Cards, Safety Days, Risk Management Training/Implementation, etc.)

Figure 9

After-Accident Initiatives

- Explain how unit used lessons learned from this accident to brief unit members
- New safety programs or countermeasure initiated since accident
- Medical Interventions (Critical Incident Stress Debriefings, individual counseling, OPDs/NCODPs by Medical personnel, etc.)
- Describe actions taken, planned, or recommended to eliminate the cause(s) of this accident (from unit level to HQDA)

Figure 10