

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
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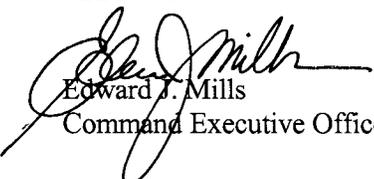
**Safety**  
**SAFETY AND OCCUPATIONAL HEALTH PROGRAM**

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FOR THE COMMANDER:

OFFICIAL:

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DISTRIBUTION:  
A (Electronic only publication)

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**Summary.** This regulation prescribes policies and procedures for management of the United States Military Entrance Processing Command (USMEPCOM) Safety and Occupational Health Program.

**Applicability.** This regulation applies to military and civilian personnel assigned or attached to USMEPCOM, applicants, and other personnel occupying military entrance processing station (MEPS) spaces. If any provision of this regulation is in conflict with the terms of a collective bargaining agreement, the negotiated agreement will take precedence.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-1/MHR-PR, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, ATTN: J-1/MHR-PR. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: J-1/MHR-PR, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

**Management control process.** This regulation contains management control provisions and provides a management control evaluation checklist, in appendix B, for use in ensuring proper management controls.

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\*This regulation supersedes USMEPCOM Regulation 5-5, chapter 3, 24 June 1996.

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## **Chapter 1 General**

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

The purpose of this regulation is to establish policies and procedures to aid in maintaining a safe and healthy work environment for all personnel, applicants, visitors, and guests, while managing risks. Flexibility has been built into this program whenever possible. However, to be effective, commanders will incorporate individuality as well as common sense when ensuring the application of industry requirements and standards in their facilities.

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

References are listed in appendix A.

### **1-3. Abbreviations and terms**

Abbreviations and terms used in this regulation are listed in the glossary.

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

#### **a. Commander, United States Military Entrance Processing Command (USMEPCOM), will—**

(1) Furnish to each USMEPCOM employee a place of employment free from recognized hazards that are causing or are likely to cause death or physical harm.

(2) Comply with the Occupational Safety and Health Administration (OSHA) standards applicable to USMEPCOM.

(3) Develop, implement, and evaluate an occupational safety and health program according to the requirements of Section 19 of Public Law 91-596, The Occupational Safety and Health Act of 1970 (OSH Act); Executive Order 12196; 29 Code of Federal Regulations (CFR) Part 668 as amended; and other basic program elements prescribed in 29 CFR Part 1910 and 29 CFR Part 1960.

(4) Acquire, maintain, and require the use of approved personal protective equipment (PPE) and other devices necessary to protect employees.

(5) Authorize safety and occupational health personnel to seek out specialized expertise from all available sources, including, but not limited to, other agencies, professional groups, consultants, universities, labor organizations, and safety and health committees.

#### **b. Sector and MEPS commanders or designated safety managers will—**

(1) Ensure facility inspections are conducted using appendix B of this document along with any local requirements.

(2) Personally conduct a semi-annual walkthrough of the entire facility to visually inspect for safety and occupational health hazards and violations.

(3) Assist the Inspector General (IG) team in completing mandatory facility safety and occupational health inspections.

(4) Abate hazards or ensure a DA Form 4753 (Notice No. \_\_\_ of an Unsafe or Unhealthful Working Condition) is posted, when required. Take actions to ensure hazardous situations are resolved in an expedient manner.

- (5) Coordinate all employee training and education requirements with J-1/MHR-PR.
- (6) Ensure areas and operations requiring PPE are identified.
- (7) Ensure personnel performing tasks requiring the use of PPE are provided and trained in the use of that equipment.
- (8) Ensure all reportable mishaps are reported, via the Chain of Command, to J-1/MHR-PR using the Station Advisory Reporting Network (STARNET).
- (9) Assist personnel injured on the job in seeking medical attention.
- (10) Be supportive and run an energetic safety program.

**c. Employees exercising supervisory functions will—**

- (1) To the extent of their authority, furnish their assigned employees a place of employment free from recognized hazards that are likely to cause death or physical harm. They shall also comply with the OSHA standards applicable to USMEPCOM, in addition to the rules, regulations, and orders issued by the Commander, USMEPCOM.
- (2) Conduct monthly visual inspections of their assigned areas.
- (3) Ensure their assigned employees are provided and appropriately trained in using approved PPE and other devices necessary to protect themselves.

**d. Employees will—**

- (1) Comply with the standards, rules, regulations, and orders issued by Commander, USMEPCOM according to Section 19 of Public Law 91-596, The Occupational Safety and Health Act of 1970 (OSH Act); Executive Order 12196; 29 CFR Part 668 as amended; 29 CFR Part 1910 and 29 CFR Part 1960, specifically those sections which are applicable to his or her own actions and conduct.
- (2) Visually inspect their assigned areas and report/correct hazards daily.
- (3) Use safety equipment, PPE, and other devices and procedures provided or directed and necessary for their protection.
- (4) Have the right to report unsafe and unhealthful working conditions to appropriate officials.
- (5) Be authorized official time to participate in the activities and training provided for in Section 19 of Public Law 91-596, The Occupational Safety and Health Act of 1970 (OSH Act); Executive Order 12196; 29 CFR Part 1910 and 29 CFR Part 1960.
- (6) Have an Emergency Safety and Security Procedures (ESP) booklet with numbers/points of contact filled in, and near their telephone.

## **Chapter 2 Safety Program**

### **2-1. Policy**

The following policies apply to all USMEPCOM facilities:

a. Commanders are ultimately responsible for managing their facility's safety program and will provide a safe and healthy work environment for employees, service liaisons, applicants, and visitors. Commanders may elect to designate, in writing, a facility safety manager to manage this program on his or her behalf. The role of J-1/MHR-PR is to provide assistance, guidance, and advice to all USMEPCOM personnel in safety and occupational health matters.

b. DA Form 285A (U.S. Army Accident Report) will be prepared by J-1/MHR-PR on behalf of USMEPCOM, using information provided, via STARNET reports, by sector and MEPS commanders or designated safety managers.

c. Smoking and the use of tobacco-related products are prohibited outside of designated smoking areas at all USMEPCOM facilities. Requirements will be coordinated with the buildings management staff.

### **2-2. Requirements**

Sector and MEPS commanders or designated safety managers will use the checklist at appendix B to measure their safety program. These management controls will be evaluated annually. Certification that this evaluation has been conducted will be accomplished on Department of the Army (DA) Form 11-2-R (Management Control Evaluation Certification Statement). File the form under record number 385-10i. Disposition instructions are at appendix A, section VI. The safety program is composed of the following five major components:

**a. Fire prevention.** All activities will comply with local, state, and federal fire safety codes. Information regarding your status will be available from your local fire marshal/inspector or building manager. Follow their guidance in establishing evacuation routes, fire drill exercises, etc. This information will be included in the facilities Emergency Management and Assistance Plan (EMAP), available on the USMEPCOM Intranet (MEPNET) ([https://mepnet.mepcom.army.mil/cdms/documents/mhr\\_links](https://mepnet.mepcom.army.mil/cdms/documents/mhr_links)).

**b. Hazard reporting, communication, and abatement.** The purpose of hazard reporting, communication, and abatement is to detect unsafe and unhealthy working conditions at the earliest possible time. Inform your workforce of potential hazards in the workplace. Provide Material Safety Data Sheets (MSDS) for those working with, or being exposed to, potential health hazards or hazardous chemicals. Instruct employees on risk management techniques and immediately correct or abate detected hazards.

(1) Encourage unit personnel to report hazards verbally and in writing using DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions).

(2) Ensure needed forms are available as listed below.

(3) Ensure anonymity is granted, if requested.

(4) Ensure employees are not subjected to discrimination or reprisal when exercising their rights under The Occupational Safety and Health Act of 1970 (OSH Act).

(5) Post completed Department of Defense (DD) Form 2272 (Department of Defense Safety and Occupational Health Program) poster on unit bulletin board.

(6) Promptly identify, post notice, and implement action to abate an identified hazard. You can notify personnel of an existing hazard by posting DA Form 4753. If abatement eliminates the hazard, no further action is required. If abatement actions cannot be accomplished immediately, then actions must be taken to reduce the hazard potential, posting DA Form 4753 conspicuously to identify the hazard. DA Form 4753 must remain posted until the hazard is abated. Assistance can be obtained from J-1/MHR-PR, your building manager, or local authorities for hazardous material (HAZMAT) issues.

**c. Mishap reporting.** All activities will report mishaps to HQ USMEPCOM, J-1/MHR-PR, through STARNET procedures. A reportable mishap is any accident resulting in lost work time/unplanned personnel loss, worker's compensation claim, or long-term or serious medical treatment or evaluation. Commanders will report off-duty incidents which involve a military member, and any incident of importance which the commander deems necessary to inform the chain-of-command. Mishap reporting is required in accidents and/or injuries involving USMEPCOM personnel (military and civilian), applicants, and visitors. Commanders will coordinate civilian employee injuries with the servicing civilian personnel office using the appropriate Office of Worker's Compensation Program (OWCP) forms and information. Commanders will utilize OWCP Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation); OWCP Form CA-2 (Notice of Occupation Disease and Claim for Compensation); OWCP Form CA-10 (What a Federal Employee Should Do When Injured at Work); and OWCP Form CA-16 (Authorization for Examination and/or Treatment) as needed.

(1) All mishaps require an investigation or inquiry which satisfy the five W's (i.e., who, what, when, where, why). The degree of investigation or inquiry depends on the severity of the mishap. This information and the corrective actions taken will be forwarded to J-1/MHR-PR via STARNET as soon as practical.

(2) Incidents regarding any individual, regardless of status (i.e., visitor, guest, applicant, military or civilian employee, or those working in our facilities or contracted to work within our facilities) shall be reported as a mishap. Mishap investigations are not normally used for disciplinary actions due to their informality unless the incident is specifically related to ones official duties.

(3) Commanders or designated safety manager will maintain OSHA documentation on OSHA Form 300 (Log of Work-Related Injuries and Illnesses), OSHA Form 300A (Summary of Work-Related Injuries and Illnesses), and OSHA Form 301 (Injury and Illness Incident Report) for each incident. They will ensure the injured civilian's first-line supervisor has provided the employee with the appropriate forms as needed (i.e., OWCP Form CA-1, OWCP Form CA-2, OWCP Form CA-10, and OWCP Form CA-16).

(4) The completed original forms will be forwarded to the servicing CPAC/CPOC and a photocopy maintained by the MEPS Safety Manager. File copy under record number 385-10i; see appendix A, section VI for disposition instructions.

**d. Education.** All MEPS will conduct initial (within 90 days of arrival) and annual EMAP and safety education training for all personnel. Subjects will be designated by the J-1/MHR-PR staff and may include lessons in accident prevention, fire prevention, occupational injury prevention, etc. Off-duty topics will be considered in lesson planning, (i.e., smoking, blood borne pathogens and disease, boating safety, etc.) The MEPS Safety Managers will maintain attendance records for each safety training session under record number 385-10i. For disposition instructions see appendix A, section VI.

(1) Personnel are encouraged to view appropriate defensive driving videos or complete an equivalent distance learning course prior to initially operating a government-owned vehicle (GOV). Commanders will ensure that all personnel assigned have a valid, state issued driver's license prior to authorizing the operation of a GOV.

**Note:** Personnel are not required to attend a formal defensive driver training course prior to operating a GOV.

(2) J-1/MHR-PR will develop and provide seasonal safety campaigns for unit safety managers to present within their activity (e.g., summer safety, winter driving, etc.)

(3) Commanders and unit safety managers will ensure that all assigned personnel receive initial and annual occupational safety awareness training consistent with the hazards identified in the Job Safety Analysis (JSA) of their specific position (i.e., HAZMAT training for supply technicians, ergonomics training for computer users, needle stick prevention and blood borne pathogens training for health technicians, etc.). General education will be provided annually to all staff members on items such as back injuries, falls, trips, proper lifting and sitting techniques, etc.

**e. Emergency Training.** All commanders are responsible for providing the necessary emergency response training to unit personnel and liaisons, applicants and visitors, and personnel as appropriate to their duties.

(1) All units will conduct quarterly EMAP drills (i.e., fire, bomb-threat, tornado, etc.). Evacuation drills will be reported to J-1/MHR-PR and conducted at all activities. MEPS safety managers will ensure that these drills are made a part of the MEPS Annual Training Plan, carried out, and reported to J-1/MHR-PR.

(2) All supply and medical technicians or others handling HAZMAT will be afforded HAZMAT training.

## **Appendix A References**

**Section I** (The publications needed to comply with this regulation.)

### ***Required Publications***

#### **29 CFR Part 1960**

Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters. Cited in paragraph 1-4a(3).

(<http://www.eh.doe.gov/feosh/pubs/handbook/chap1.pdf>)

#### **Executive Order 12196**

Occupational Safety and Health Programs for Federal Employees. Cited in paragraph 1-4a(3).

(<http://www.usbr.gov/ssle/safety/eo12196.pdf>)

#### **Section 19, Public Law 91-596**

The Occupational Safety and Health Act of 1970 (OSH Act). Cited in paragraph 1-4a(3).

(<http://www.dol.gov/compliance/laws/comp-osha.htm>)

**USMEPCOM Emergency Management and Assistance Plan (EMAP).** Cited in paragraph 2-2a.

(MEPNET users: [https://mepnet.mepcom.army.mil/cdms/documents/mhr\\_links\\_](https://mepnet.mepcom.army.mil/cdms/documents/mhr_links_))

**Section II** (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

### ***Related Publications***

#### **AR 11-2**

Management Control

([http://www.apd.army.mil/pdffiles/r11\\_2.pdf](http://www.apd.army.mil/pdffiles/r11_2.pdf))

#### **AR 190-40**

Serious Incident Report

([http://www.apd.army.mil/pdffiles/r190\\_40.pdf](http://www.apd.army.mil/pdffiles/r190_40.pdf))

#### **AR 385-10**

The Army Safety Program

([http://www.apd.army.mil/pdffiles/r385\\_10.pdf](http://www.apd.army.mil/pdffiles/r385_10.pdf))

#### **AR 385-32**

Protective Clothing and Equipment

([http://www.army.mil/usapa/epubs/pdf/r385\\_10.pdf](http://www.army.mil/usapa/epubs/pdf/r385_10.pdf))

#### **AR 385-40**

Accident Reporting and Records

([http://www.apd.army.mil/pdffiles/r385\\_40.pdf](http://www.apd.army.mil/pdffiles/r385_40.pdf))

#### **AR 385-55**

Prevention of Motor Vehicle Accidents

([http://www.apd.army.mil/pdffiles/r385\\_55.pdf](http://www.apd.army.mil/pdffiles/r385_55.pdf))

#### **AR 420-90**

Fire and Emergency Services

([http://www.apd.army.mil/pdffiles/r420\\_90.pdf](http://www.apd.army.mil/pdffiles/r420_90.pdf))

**AR 672-74**

Army Accident Prevention Awards Program  
([http://www.apd.army.mil/pdffiles/r672\\_74.pdf](http://www.apd.army.mil/pdffiles/r672_74.pdf))

**AR 735-5**

Policies and Procedures for Property Accountability  
([http://www.apd.army.mil/pdffiles/r735\\_5.pdf](http://www.apd.army.mil/pdffiles/r735_5.pdf))

**DA Pam 190-51**

Risk Analysis for Army Property  
([http://www.apd.army.mil/pdffiles/p190\\_51.pdf](http://www.apd.army.mil/pdffiles/p190_51.pdf))

**DOD 5400.7**

DOD Freedom of Information Act (FOIA) Program  
([http://www.dtic.mil/whs/directives/corres/pdf/d54007\\_092997/d54007p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/d54007_092997/d54007p.pdf))

**DOD 5400.11**

DOD Privacy Program  
([http://www.dtic.mil/whs/directives/corres/archives/d540011\\_121399/d540011p.pdf](http://www.dtic.mil/whs/directives/corres/archives/d540011_121399/d540011p.pdf))

**DOD 5500.7**

Standards of Conduct  
([http://www.dtic.mil/whs/directives/corres/pdf/d55007wch1\\_083093/d55007p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/d55007wch1_083093/d55007p.pdf))

**Section III** (Publications prescribed by this regulation.)  
**Prescribed Publications**

None

**Section IV** (The forms needed to comply with this regulation.)  
**Required Forms**

**DA Form 11-2-R**

Management Control Evaluation Certification Statement. Cited in paragraph 2-2.  
([http://www.apd.army.mil/pub/eforms/pdf/a11\\_2r.pdf](http://www.apd.army.mil/pub/eforms/pdf/a11_2r.pdf))

**DA Form 285A**

U.S. Army Accident Report. Cited in paragraph 2-1b.  
(<http://www.apd.army.mil/pub/eforms/pdf/a285a.pdf>)

**DA Form 2028**

Recommended Changes to Publications and Blank Forms. Cited in the “Suggested Improvements” paragraph.  
(<http://www.apd.army.mil/pub/eforms/pdf/a2028.pdf>)

**DA Form 4753**

Notice No. \_\_\_ of an Unsafe or Unhealthful Working Conditions. Cited in paragraph 1-4b(4).  
(<http://www.apd.army.mil/pub/eforms/pdf/a4753.pdf>)

**DA Form 4755**

Employee Report of Alleged Unsafe or Unhealthful Working Conditions. Cited in paragraph 2-2b(1).  
(<http://www.apd.army.mil/pub/eforms/pdf/a4755.pdf>)

**DD Form 2272**

Department of Defense Safety and Occupational Health Protection Program. Cited in paragraph 2-2b(5).  
(<http://www.nasoceana.navy.mil/Safety/Forms/DD%20Form%202272%20Page/dd2272.htm>)

**OSHA Form 300**

Log of Work-Related Injuries and Illnesses. Cited in paragraph 2-2c(3).  
([http://www.cbs.state.or.us/external/osha/standards/docs/osha300\\_2004.doc](http://www.cbs.state.or.us/external/osha/standards/docs/osha300_2004.doc))  
(<http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.pdf>)

**OSHA Form 300A**

Summary of Work-Related Injuries and Illnesses. Cited in paragraph 2-2c(3).  
(<http://www.biosci.ohio-state.edu/~jsmith/safety/2002OSHA300Post.pdf>)  
(<http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.pdf>)

**OSHA Form 301**

Injury and Illness Incident Report. Cited in paragraph 2-2c(3).  
([http://www.dir.ca.gov/dosh/dosh\\_publications/CalOSHAform301.pdf](http://www.dir.ca.gov/dosh/dosh_publications/CalOSHAform301.pdf))  
(<http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.pdf>)

**OWCP Form CA-1**

Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Cited in paragraph 2-2c.  
(<http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf>)  
(<http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.pdf>)

**OWCP Form CA-2**

Notice of Occupational Disease and Claim for Compensation. Cited in paragraph 2-2c.  
(<http://www.dol.gov/esa/regs/compliance/owcp/ca-2.pdf>)  
(<http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.pdf>)

**OWCP Form CA-10**

What a Federal Employee Should Do When Injured At Work. Cited in paragraph 2-2c.  
(<http://www.dol.gov/esa/regs/compliance/owcp/ca-10.pdf>)  
(<http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.pdf>)

**OWCP Form CA-16**

Authorization for Examination and/or Treatment. Cited in paragraph 2-2c(3).  
(<http://www.msc.navy.mil/civmar/benefits/workerscomp/CA-16.pdf>)  
(<http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.pdf>)

**Section V** (The forms prescribed by this regulation.)  
**Prescribed Forms**

None

**Section VI** (The record numbers this regulation prescribes for the user to file specific documents.)  
**Required Record Numbers**

**385-10i**

Safety surveys. Cited in paragraph 2-2.  
Disposition: K5. Keep in CFA until record is 5 years old, then destroy.

**Appendix B**  
**Management Control Evaluation Checklist - Safety Program****B-1. Function**

The function covered by this checklist is safety management and administration.

**B-2. Purpose**

The purpose of this checklist is to assist commanders, first sergeants, and safety managers in evaluating the key management controls listed below. It is not intended to cover all controls.

**B-3. Instructions**

Answers must be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, etc.). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls will be evaluated annually. Certification that this evaluation has been conducted will be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

**B-4. Test Questions**

Reference paragraphs D-1 and D-7, Commander's Inspection program on MEPNET at <https://mepnet.mepcom.army.mil/>

- a. Is paragraph D-1 (EMAP) completed twice a year?
- b. Are deficiencies corrected within 30 days?
- c. Is paragraph D-7 completed twice a year?
- d. Are deficiencies corrected within 30 days?
- e. Is the safety manager appointed in writing? (USMEPCOM Reg 385-1, par. 2-1a)
- f. Does each person have an Emergency Safety and Security Procedures (ESP) booklet with numbers/points of contact filled in and is it kept near their telephone? (USMEPCOM Reg 385-1, par. 1-4d(6))
- g. Do personnel receive job-related safety education and training? (USMEPCOM Reg 385-1, par. 2-2d (3))
- h. Are fire drills conducted as required? (USMEPCOM Reg 385-1, par. 2-2e (1))

**B-5. Certification**

Certification that a required management control evaluation has been conducted will be documented on DA Form 11-2-R. The DA Form 11-2-R may be electronically generated. The DA Form 11-2-R may be produced locally on 8 ½ by 11-inch paper. Management control evaluations will be documented on this form.

**B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, ATTN: J-1/MHR-PR, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

**Glossary**

***Section I***  
***Abbreviations***

**AR**

Army regulation

**CFR**

Code of Federal Regulations

**DA**

Department of the Army

**DD, DOD**

Defense Department

**EMAP\***

Emergency Management and Assistance Plan

**GOV**

Government-owned vehicle

**HAZMAT**

hazardous material

**MEPNET**

[US]MEPCOM Intranet

**MEPS**

military entrance processing station

**OSHA**

Occupation Safety and Health Administration

**OWCP**

Office of Worker's Compensation Program

**PPE**

personal protective equipment

**STARNET**

Station Advisory Reporting Network

**USMEPCOM**

United States Military Entrance Processing Command

***Section II***

***Terms***

**mishap**

Any accident resulting in injury or damage to a Government resource.

\*USMEPCOM-unique acronym.