



US Army Garrison Bamberg

Safety

Standard Operating Procedures



USAG Bamberg Safety Office

Warner Barracks, Building 7089, Room 316, Phone 469-1670

USAG Bamberg Safety Standard Operating Procedures

Table of Contents

Paragraph	Page
1. Purpose	1
2. Applicability	1
3. Objectives	1
4. Responsibilities	1
a. The USAG Bamberg Commander	1
b. The USAG Bamberg Installation Safety & Occupational Health Manager	1
c. Tenant Unit Commanders	2
d. USAG Bamberg Activity Directors/Managers	3
e. Supervisors	3
f. Safety Officers/NCOs, Safety Representatives	3
g. Each Employee	4
5. Safety Meetings	4
a. Garrison Safety Council Meeting	4
b. Safety Representatives Meeting	4
6. Accident Reporting Procedures	5
7. Inspections	5
8. Employees' Right to Complain	6

USAG Bamberg Safety SOP

Appendices

	Page
A. References	A-1 to A-2
B. USAG Bamberg Safety and Occupational Health Program	B-1 to B-7
C. Heat Injury Program	C-1 to C-3
D. Accident Investigation and Reporting Procedures	D-1 to D-2
E. Safety Awards Program	E-1
F. Employee Complaint about Unsafe/Unhealthful Working Conditions	F-1
G. Rail Operations	G-1 to G-25
H. LTA Range Safety Program	H-1 to H-3
I. Ammunition/Explosives Storage	I-1 to I-2
J. Ionizing Radiation Protection Program	J-1 to J-2
K. Physical Fitness Formation Safety Policy	K-1 to K-2
L. Ground Guiding Safety Policy	L-1 to L-2

USAG Bamberg Safety Standard Operating Procedures

1. Purpose: To establish policies and procedures, and provide guidelines to all activities for planning, organizing, coordinating, and controlling the implementation of an effective safety program throughout the USAG Bamberg.

2. Applicability: This SOP applies to all assigned, attached, and tenant units and activities located within the USAG Bamberg area of responsibility, to include Non-Appropriated Fund (NAF) activities.

3. Objectives:

a. This SOP establishes minimum requirements for an effective safety program throughout the Garrison. It does not preclude subordinate commanders and supervisors from prescribing additional requirements to meet their particular needs.

b. To implement the Composite Risk Management (CRM) process into all Garrison operations.

4. Responsibilities:

a. The USAG Bamberg Commander has the overall responsibility for implementation, supervision, and enforcement of the Garrison safety program.

b. The USAG Bamberg Installation Safety and Occupational Health Manager acts as an advisor and assistant to the Garrison Commander on all matters pertaining to safety and occupational health. He is responsible for the establishment and coordination of the Garrison safety program. This includes, but is not limited to performance of the following functions:

(1) Performs safety inspections of all facilities and operations under supervision and control of the USAG Bamberg, recommends corrective actions to eliminate and/or control safety deficiencies and health hazards, and maintains written reports of inspection results and abatement actions.

(2) Conducts courtesy inspections and reviews unit safety programs upon request.

(3) Establishes an occupational safety and health programs for Garrison personnel and monitors their implementation.

(4) Monitors the safety awards program for Garrison personnel.

(5) Monitors inspection and testing of facilities and equipment requiring inspection and testing by technical experts.

USAG Bamberg Safety SOP

(6) Reviews construction designs, drawings, contracts specifications and performance work statements for compliance with safety standards and regulations, attends planning meetings, and final acceptance inspections.

(7) Prepares statistical reports, reviews and processes accident reports of Garrison personnel, disseminates accident data and safety related information.

(8) Coordinates the Garrison Safety Council, and chairs the Safety Representatives' Meeting.

(9) Assists commanders and activity directors/managers in the implementation of their safety program.

(10) Provides Risk Management assistance to supervisors and reviews risk mitigation plans.

(11) Provides safety awareness and information material to the Public Affairs Office for Garrison wide publication.

(12) Coordinates the Range Safety program with the Training Support Division.

(13) Establishes procedures for storage of ammunition and explosives in unit arms rooms.

(14) Establishes an installation-wide Radiation Protection program focused on emergency procedures, and maintains an inventory of radioactive items, radio frequency devices and LASERS.

(15) Provides advice and assistance to safety officers/NCOs and safety representatives.

(16) Conducts safety briefings for rail head officers in charge (OIC) and/or train commanders, and monitors rail loading and un-loading operations.

c. Tenant Unit Commanders are responsible for establishment and execution of the Army Safety Program within their units, to include the following:

(1) Development of Standing Operating Procedures LAW guidelines and instructions of their higher headquarters.

(2) Appointment of unit safety officers/NCOs. A copy of the appointment orders will be forwarded to the Installation Safety Office (ISO).

(3) Abatement of safety violations/deficiencies noted during inspections.

(4) Establishment of a Unit Safety Council.

USAG Bamberg Safety SOP

d. USAG Bamberg Activity Directors/Managers are responsible for the implementation and execution of the USAG Bamberg Safety Program within his/her area of responsibility. All directors/managers will:

(1) Incorporate the CRM process and safety requirements in the standing operating procedures of their activities/organizations and ensure that a Job Hazard Analysis is conducted and documented for all workplaces.

(2) Appoint an individual as the directorate/activity safety representative, if the organization has 20 or more employees. A copy of the appointment orders will be forwarded to the ISO.

(3) Ensure that safety representatives are provided ample time to perform their safety related duties.

e. Supervisors at all levels are responsible for the safety and occupational health of their subordinates. All supervisors will:

(1) Inspect workplaces, to include tools and personnel protective equipment (PPE) regularly. Inspections must be documented in writing. Inspection documents will be reviewed by the Garrison Safety staff during safety inspections.

(2) Correct and eliminate safety/health hazards within their area of responsibility.

(3) Immediately report safety/health hazards to the commander/director if correction is beyond the supervisor's capability.

(4) Establish safety SOPs and/or job safety standards, conduct and document JHA for all workplaces and operations and enforce safe working procedures among their personnel.

(5) Provide training and safety briefings to all personnel and maintain safety and occupational health records for all employees.

(6) Only assign qualified and properly trained workers to perform hazardous jobs, or for working at isolated or confined spaces.

(7) Investigate and report accidents to the ISO and the Garrison Commander. Inform employees about reporting procedures for on-the-job accidents and occupational diseases.

f. Safety Officers/NCOs, Safety Representatives primary function is to help and assist commanders/directors to execute their safety responsibilities and:

(1) Monitor compliance with safety and occupational health regulations.

USAG Bamberg Safety SOP

(2) Unit safety officers/NCOs will accomplish duties and responsibilities as directed by their chain of command.

g. Each Employee is responsible for his/her safety. This includes, but is not limited to the following:

(1) Compliance with established safety rules and regulations, to include shop SOPs, operator manuals, material safety data sheets, and common safe work practices.

(2) Daily inspection of equipment, tools, machinery, and PPE prior to use.

(3) Reporting of safety and health hazards and deficient equipment to the supervisor.

(4) Use of required/mandatory PPE.

(5) Attendance of safety training/briefings.

(6) Reporting of accidents/injuries and occupational illnesses to the supervisor.

(7) Proper/safe use of equipment and machinery.

5. Safety Meetings:

a. Garrison Safety Council Meeting:

(1) The Garrison Safety Council will meet at least quarterly, or as directed by the Garrison Commander.

(2) The purpose of the council is to review accident data, establish accident prevention measures, discuss safety related problems and review the progress/status of hazard/deficiency abatement actions.

(3) The ISO Safety Manager will coordinate the meetings and maintain written meeting minutes.

(4) Safety Council members will be appointed by the Garrison Commander.

b. Safety Representatives Meeting:

(a) The Safety Representatives Meeting will be held at least semi-annually or as directed by the Garrison Commander. The ISO Safety Manager as the commanders' representative will chair the meeting.

(b) The purpose of the meeting is to discuss safety issues, and to provide specific training to the safety representatives.

USAG Bamberg Safety SOP

(c) Unresolved safety issues and recommendations will become an agenda item for the safety council meeting.

6. Accident Reporting Procedures: Appendix F prescribes requirements and procedures for investigating and reporting accidents.

7. Inspections:

a. The ISO Staff will conduct periodic Standard Army Safety And Occupational Health Inspections (SASOHI) of all facilities and operations under control and supervision of the USAG Bamberg. Unit Safety Programs will not be inspected and evaluated unless requested by the unit commander. The inspections may be announced, or may be conducted without prior notification.

b. The purpose of the SASOHI is to discover unsafe acts/conditions that pose a danger to the workforce and/or Army material and equipment, and to recommend corrective action. "Grades" (e.g. pass/fail) will not be assigned. The ISO staff will initiate service orders or work orders for correction of identified facility deficiencies.

c. Management and/or employee representatives will be asked to escort the ISO staff throughout the inspection and will be made aware of any discrepancies and recommended corrective actions. During inspections of tenant units the unit safety officer/NCO should escort the ISO staff.

d. The Works Council will be notified about inspections of USAG Bamberg activities and is encouraged to designate a representative to participate in the inspection.

e. Inspection frequencies:

- (1) Ammunition storage facilities - annually
- (2) Offices/Admin areas - annually
- (3) Shops/Warehouses - semi-annually
- (4) Schools - semi - annually
- (5) Child Development/Youth Services Facilities - quarterly
- (6) Ranges - semi-annually
- (7) Other inspections - as requested/needed

f. Written reports will be provided to the appropriate commander/director of the inspected unit/activity. Repeat findings will be reported to the next higher level of command.

USAG Bamberg Safety SOP

g. DPW is responsible for inspection of USAG Bamberg property/equipment which requires periodic inspection by technical experts, this includes but is not limited to elevators, cranes, compressors/pressure vessels, powered doors and windows, electric appliances, playground equipment, etc.

8. Employees' Right to Complain: LAW 29 CFR 1960.28, and 29 CFR 1960.46, all federal employees, military and civilian, and/or their representatives have the right to report and request inspection of unsafe or unhealthful working conditions without fear of reprisal from management. Procedures are at Appendix F.



GARY A. ROSENBERG
LTC, SF
Commanding

Appendix A

References

1. Army Regulations:

- AR 11-9, The Army Radiation Safety Program
- AR 385-10, Army Safety Program
- AR 385-55, Prevention of Army Motor Vehicle Accidents
- AR 385-63, Range Safety
- AR 672-20, Incentive Awards
- AR 672-74, Army Accident Prevention Awards Program
- AR 385-63, Range Safety

2. Army in Europe/USAREUR Regulations:

- AE Reg 55-4, Safe Movement of Hazardous Goods by Surface Modes
- AE Reg 55-355, Joint Transportation and Traffic Management
- USAREUR Reg 385-10, Implementation of the Hazard Communication Standard
- USAREUR Reg 385-12, Radiation Protection Program
- USAREUR Reg 385-29, Safety and Occupational Health for Local National Employees in Germany
- USAREUR Reg 385-55, Prevention of Motor Vehicle Accidents
- USAREUR Reg 385-64, USAREUR Explosives Safety Program

3. Army in Europe/USAREUR Pamphlets:

- USAREUR Pam 385-15-2, Commanders Rail Operations Checklist and Risk Assessment

USAG Bamberg Safety SOP

4. Miscellaneous:

NATO Status of Forces Agreement with Supplementary Agreement

Title 29 Code of Federal Regulations, Part 1910, Occupational Safety and Health Standards

Title 29 Code of Federal Regulations, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and related Matters

Work Protection Law

German Hazardous Material Ordinance

Appendix B

USAG Bamberg Safety and Occupational Health Program

1. Reference:

- a. AR 385-10, Army Safety Program
- b. 29 CFR 1910, Safety and Occupational Health Standards
- c. AER 385-29, Safety and Occupational Health for Local National Employees in Germany
- d. NATO SOFA with Supplementary Agreement

2. Purpose: The purpose of this appendix is to establish policies and procedures to ensure a high quality Safety and Occupational Health (SOH) program, which meets both, Army and host nation safety requirements.

3. Applicability: This appendix applies to activities and employees of the USAG Bamberg only. Tenant unit commanders, and managers of supporting activities will establish their own SOH programs IAW guidelines and directives established by their higher headquarters.

4. Responsibilities:

- a. The Garrison Commander has the overall responsibility for safety and occupational health.
- b. The Installation Safety Office (ISO) staff will assist and advise the Garrison Commander, directors/managers, supervisors at all levels, and all employees about all SOH issues. The ISO staff will establish and monitor safety programs IAW US and Host Nations Standards.
- c. Activity Directors/Managers are responsible for implementing the USAG Bamberg SOH Program within their activities, and monitor and ensure compliance with established standards and procedures.
- d. Division/Branch Chiefs are responsible to implement the USAG Bamberg SOH Program within their areas of responsibility, and to supervise and monitor compliance with established standards and procedures. They will execute this responsibility, as described in this appendix, and support 1st-Line Supervisors in the execution of their duties and responsibilities.

USAG Bamberg Safety SOP

e. 1st-Line Supervisors are responsible for safety and occupational health of their subordinate employees. They will execute their duties and responsibilities as described in this appendix. 1st-Line Supervisors will take appropriate action to enforce compliance with SOH standards and regulations.

f. Employees are responsible for their own safety and health, as well as for the safety of others, who might be exposed to safety hazards as a result of their operations. This includes, but is not limited to the following:

- (1) Compliance with SOH Standards and the requirements of this appendix.
- (2) The use of personnel protective clothing and equipment issued to them.
- (3) Securing the workplace/area to ensure others are not exposed to hazards arising from operations.
- (4) Employees will not follow any directives that result in violation of safety regulations.

5. Employee Selection and Qualification: Employees must be properly trained and instructed, as well as physically fit for their job, to ensure they can accomplish their work without endangering themselves or others.

a. Supervisors will identify specific training needs and the need for refresher training, and ensure that training is provided. Examples for specific training are forklift operator training, "asbestos training", hazardous cargo driver license, etc.

b. Directors/Managers, and Division/Branch Chiefs will ensure that specific and refresher training are included in annual training plans, and that training is funded and provided.

c. Supervisors will assign critical tasks only to dependable employees who are properly trained and briefed, and physically fit for the task.

d. The CPAC will ensure that required medical examinations are conducted either before an internal assignment to a new job, or within an acceptable time frame after recruitment of a new employee.

e. Supervisors will consider recommendations from work physicians when selecting/hiring employees.

6. Safety Information, Training, and Communication:

a. Directors/Managers will establish procedures to ensure that employees complete the following mandatory US Army Combat Readiness Center on-line training:

USAG Bamberg Safety SOP

(1) All soldiers and US Civilian employees will complete a Composite Risk Management Basic Course.

(2) All US Civilian employees will complete the Employee's Safety Course.

(3) All US supervisors will complete the Supervisor's Safety Course.

(4) All directors/managers will complete the Manager's Safety Course.

(5) All soldiers and US Civilian employees who are licensed to operate non-tactical vehicles will complete the Accident Avoidance Course before the license is issued. Completion must be annotated in the individual's DA Form 348. German employees will attend the "Defensives Fahren" Briefing provided by the ISO staff semi-annually. Completion must be annotated in the individual's DA Form 348.

b. All supervisors will attend the US Supervisors Safety Responsibility for LN Employees provided by the UK Bund (supervisory authority).

c. Safety Representatives will either attend the 40 hour Safety Officer Course (SOC 40 for English speaking safety representatives) or the Safety Representatives Course provided by the UK-Bund (for German speaking safety representatives).

d. Supervisors will provide and document an initial safety briefing to all new employees. As a minimum the following will be briefed:

(1) The activity's Pre-Accident Plan

(2) Applicable Safety Standards and shop SOP.

(3) Requirements for PPE.

(4) The USAG Bamberg SOH Program.

(5) Hazard Reporting.

(6) Accident reporting procedures.

(7) Environmental Protection Requirements, and Fire prevention.

e. Supervisors will establish a safety briefing plan for their area of responsibility covering safety briefing requirements established in OSHA and applicable host nation safety standards. The ISO staff will provide guidance and assistance.

USAG Bamberg Safety SOP

f. Supervisors will conduct safety briefings with their employees, and keep records on file.

7. Inspections:

a. The ISO Safety Staff will conduct unannounced inspections of all Garrison activities and workplaces. Administrative areas will be inspected annually, hazardous areas semi-annually. Inspections include review of safety related documents such as equipment inspection records, written programs and instructions, safety briefing record, etc. A report of the inspection results will be sent to the Director/Manager for information and corrective action.

b. Division Chiefs will conduct follow-up inspections within 6 weeks after receipt of the safety inspection report and notify the ISO about corrective action taken/planned with target dates.

c. Supervisors will monthly inspect all workplaces, tools and equipment. Results will be recorded, and forwarded to the Division Chief.

d. The DPW is responsible to ensure that fixed (permanently installed) equipment (e.g. cranes, elevators, fire suppression systems, compressors, machines, powered gates, doors and windows, etc.) is inspected by authorized personnel IAW host nation standards, and Army regulations. Required Inspection Record Books, and documentation for correction/repair of deficiencies will be maintained at DPW.

8. Safety SOPs:

a. Supervisors will establish safety, fire prevention, and environmental protection SOPs for their activity/shop. SOPs must be coordinated with, and approved by ISO, Env. Prot. Office, Fire Prev. Div., and the Works Council (for activities with German employees). SOPs will be provided in German for German employees.

b. Supervisors will ensure that employees have always access to applicable safety regulations, SOPs, material safety data sheets, and any other pertinent info.

c. Division/Branch Chiefs will prepare and coordinate required work permits, and brief employees prior to start of work.

d. Division/Branch Chiefs will ensure that work performed by employees from different shops/activities is coordinated, and supervised.

9. Risk Management/Job Hazard Analysis (JHA):

a. Directors/Managers will ensure that a JHA is conducted and documented for all workplaces and operations. The JHA will also include a maintenance and inspection plan

USAG Bamberg Safety SOP

for all equipment used, and the requirement for use of personnel protective equipment. The ISO staff will assist supervisors to conduct an initial JHA for all workplaces/areas, recommend required controls, and document the results.

b. Supervisors will be required to annually review and revise the JHA and report changes to the ISO.

c. Supervisors will implement required controls and provide required personnel protective equipment.

10. Personnel Protective Equipment (PPE):

a. Supervisors will provide PPE to employees at no cost wherever hazards capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact are encountered and documented in the JHA.

b. PPE is not an alternate for eliminating or controlling the hazard by means of engineering. Employees may only be required to wear PPE when the hazard(s) cannot be eliminated or controlled.

c. PPE issued to the employee must comply with applicable US standards (NIOSH, ANSI, etc.) or German/European standards (DIN, ISO). Generally the more stringent standard should be applied. To limit liability it is recommended to issue NIOSH/ANSI approved items to US employees, and ISO/DIN approved items to LN employees.

d. All requests for purchase of PPE for civilian employees must be routed through the ISO. The purchase request will be supported by the JHA and copies of the catalogue or brochure providing detailed information about the selected PPE. The ISO will forward the request to the approving official with comments within 1 work day.

e. Employees who are required to work in high noise environments will be enrolled in the medical surveillance program for hearing conservation.

f. Employees who are required to use respirators will be enrolled in the medical surveillance program for respiratory protection.

g. Employees must use/wear PPE issued; it is not optional. Supervisors are responsible for enforcing the use of PPE. Employees are responsible to properly maintain their PPE.

e. Workplaces and/or equipment must be marked to indicate the requirement for PPE.

11. Pre-Accident Plan:

a. Each USAG Bamberg Activity will establish an emergency/ pre-accident plan.

USAG Bamberg Safety SOP

b. Emergency/Pre-Accident plans will be posted in the hallways of each building or shop occupied by Garrison employees.

c. Building/unit fire marshals, or activity safety representatives, will brief all occupants about the emergency plan at least semi-annually, and will conduct semi-annual fire drills. After action reports will be forwarded to the Fire Department and the ISO.

d. Emergency plans will provide information about the following situations:

- (1) Fires.
- (2) Accidents/injuries.
- (3) Bomb Threats.
- (4) Hazardous material spills (if needed).

12. First Aid:

a. 5% of the employees in administrative areas, and 10% of employees working in hazardous areas will be trained in first aid treatment. Division chiefs will identify personnel who need to be trained, and coordinate training with the ISO. The name(s) of personnel trained in first aid will be posted on emergency plans.

b. Supervisors will ensure that first aid equipment is available, and inspected monthly. The location of the first aid equipment will be posted on the emergency plan.

g. First Aid Treatment will be recorded in a first aid log book.

13. Working with Chemicals/Hazard Communication:

a. Supervisors of employees exposed to hazardous chemicals will ensure compliance with the requirements of the Hazard Communication Standard (29 CFR 1910.1200) and the Host Nation Hazardous Material Ordinance (Gefahrstoff Verordnung). As a minimum supervisors will:

(1) Maintain an inventory of all hazardous chemicals to which their employees are exposed. The inventory will include the materials name, its hazards, the quantity used during one year, and the required protection level.

(2) Ensure that a Material Safety Data Sheet (MSDS) in the employee's language is available at the workplace for each hazardous chemical.

USAG Bamberg Safety SOP

(3) Ensure that special operating instructions are available in the employee's language for each hazardous chemical.

(4) Conduct and document initial and annual safety briefing for each hazardous chemical.

(5) Ensure that possible exposure to hazardous chemicals is included in the JHA and that risk control/reduction measures are implemented

(6) Research and document the availability of less hazardous substitutes.

b. Employees working with hazardous chemicals will:

(1) Comply with safety procedures for hazardous chemicals.

(2) Attend safety briefings and sign the briefing record.

c. The ISO staff will provide guidance and assistance to supervisors to execute their responsibilities and provide safety briefing/training material.

14. Medical Surveillance: The proponent for medical surveillance for LN employees is the Occupational Health Nurse (OHN).

a. Supervisors will ensure that exposure to physical, chemical, or biological hazards are reported to the OHN, to determine the need for medical surveillance.

b. Upon notification by the OHN, supervisors will schedule examinations with the contractor performing the examinations.

c. Supervisors will review the examination reports and discuss the physicians notes and recommendations with the employee.

Appendix C

Heat Injury Prevention Program

1. References:

- a. Technical Bulletin (TB) MED 507, Heat Stress Control and Heat Casualty Management, 07 March 2003.
- b. AE Pamphlet 385-15, Leader's Operational Accident-Prevention Guide, 1 May 2003.

2. **Purpose:** To establish minimum standards for prevention of hot weather injuries.

3. **Applicability:** This appendix applies to all personnel, military and civilian, within the USAG Bamberg installation.

4. Responsibilities:

a. Commanders, supervisors, and other leaders will ensure the following actions are taken to prevent heat injuries during operations and training activities and at workplaces:

(1) Educate Soldiers and civilian employees on how important it is to promptly recognize the signs and symptoms of heat injuries and to seek immediate treatment.

(2) Obtain the Wet Bulb Globe Temperature (WBGT) heat index from the USAG Bamberg Web Page or from the USAG Bamberg Emergency Operation Center (EOC), 469-7492.

(3) Modify the duty or work uniform to be appropriate for the activity. This can include covering or applying sunscreen to exposed skin to prevent sunburn.

(4) Monitor water intake and modify work/rest cycles using the WBGT readings and the Work/Rest/Water Consumption Table at Annex 1.

(5) Conduct daily risk assessments and pre-mission planning for routine activities, as well as for rigorous activities. Adjust work schedules to avoid the hottest part of the day.

(6) Educate Soldiers and civilian employees on potential individual risk factors, including acute or chronic medical problems, use of medications and dietary or performance-enhancing supplements, being overweight or dieting, and having a history of heat injury. Ensure individuals at risk consult with their health-care provider.

USAG Bamberg Safety SOP

(7) Ensure individuals who have a history of heat injury are monitored using “the buddy system” when conduction training or strenuous activities.

(8) Incorporate heat-injury prevention into safety briefings before work assignments and training events.

b. The Installation Safety Office staff will measure and calculate the WBGT heat index during the summer months every hour when the ambient temperature reaches 75 degrees Fahrenheit (23,89 degree Celsius) and forward the result to the USAG Bamberg EOC and the Public Affairs Office (PAO).

c. The USAG Bamberg EOC will distribute the WBGT index by email to all units and activities within the USAG Bamberg footprint..

d. The PAO will post the WBGT index on the USAG Bamberg Web Page.

Annex 1 to Appendix C

Fluid Replacement and Work/Rest Guidelines

Heat Category	WBGT Index (F)	Easy Work (250W)		Moderate Work (425 W)		Hard Work (600W)	
		Work/Rest	Water Intake (qt/hr)	Work/Rest	Water Intake (qt/hr)	Work/Rest	Water Intake (qt/hr)
1	78-81.9	No Limit (NL)	½	NL	¾	40/20 min	¾
2 (green)	82-84.9	NL	½	50/10 min	¾	30/30 min	1
3 (yellow)	85-87.9	NL	¾	40/20 min	¾	30/30 min	1
4 (red)	88-89.9	NL	¾	30/30 min	¾	20/40 min	1
5 (black)	>90	50/10 min	1	20/40 min	1	10/50 min	1
Easy Work		Moderate Work			Hard Work		
Weapon maintenance		Walking loose sand at 2.5 mph, no load			Walking hard surface at 3.5 mph, ≥ 40 lb load		
Walking hard surface at 2.5 mph < 30 pound (lb) load		Walking hard surface at 3.5 mph, < 40 lb load			Walking loose sand at 2.5 mph with load		
Manual of arms		Calisthenics			Field assaults		
Marksmanship training		Patrolling					
Drill and Ceremony		Individual movement techniques, that is low crawl, high crawl					
		Defensive position construction					

Applies to average size and heat-acclimatized soldier wearing battle dress uniform (BDU), hot weather.

Appendix D

Accident Investigation and Reporting Procedures

1. Reference:

- a. AR 385-10, The Army Safety Program
- b. AER 385-40, Accident Reporting and Records

2. Applicability: This appendix applies to all personnel assigned to or working for the USAG Bamberg. Tenant unit commanders will establish accident investigation and reporting procedures IAW policies and instructions of their higher headquarters.

3. Definition: An accident is an **unplanned** event or series of events that result in one or more of the following:

- a. Damage to Army property, or damage to non-Army property as result of Army operations.
- b. Injury to military personnel, on- or off-duty.
- c. Injury to on-duty civilian personnel (this includes LN employees en-route to or from work).
- d. Injury to non-Army personnel; as a result of Army operations.
- e. Occupational illness to Army military or civilian personnel.

4. Reporting Procedures for USAG Bamberg Activities:

a. First line supervisors will immediately report all accidents per email to the Installation Safety Office (ISO), regardless of amount of damage and/or degree of injury (except injuries which require 1st Aid Treatment only).

b. The ISO will notify the Garrison Commander and determine whether the accident requires further investigation. If further investigation is required, a team composed as follows will investigate the accident:

- (1) ISO Safety Manager or Safety Technician.
- (2) Supervisor of the injured employee.
- (3) Unit or activity safety representative.
- (4) Member of the works council for LN personnel.

USAG Bamberg Safety SOP

c. For LN employees, the ISO staff will generate the accident report using the IMCOM-Europe mandated accident reporting software.

d. For US Civilian employees (appropriate fund), supervisors will ensure that the injured employee has access to the Electronic Data Interchange (EDI) for completion of the CA-1 respectively CA-2 Form. Information about the on-line forms are found on the CHMRA-E Web site, *Master Index W; Workers' Compensation (on-the-Job Injuries); Electronic Data Interchange (EDI) system/Supervisor Training Module*, or contact the Civilian Personnel Advisory Center's Injury Compensation Program Administrator, 354-1630/6382. A printed copy of the CA-1/CA-2 will be forwarded to the ISO.

e. For US Civilian employees (Non Appropriate Fund), the supervisor will ensure the required LS Form 1, LS Form 202, and LS Form 210 are submitted to the CPAC NAF Division. Forms and detailed information are available at the CPAC NAF Division, 469-8027.

f. For soldiers assigned to HHD USAG Bamberg, the HHD Commander will report accidents electronically using the Army Combat Readiness Center's Loss Reporting system. A printed copy of the accident report will be forwarded to the ISO.

g. Accidents which result in material damage only will be reported on DA Form 285-AB-R, which is available at the ISO.

h. Accident reports will be completed within 3 working days following the accident.

i. Injuries which require 1st Aid Treatment only will be recorded in a first aid log.

5. Medical Treatment After an Accident:

a. For US employees (military and civilian) it is generally best to use a U.S. military medical facility. Employees must tell the treasurer at the facility that the visit is for an on-the-job injury. Employees will not be billed for the initial treatment or for follow-up treatments within 60 days.

b. US civilian employees may also decide to visit a host-nation facility for treatment, however (s)he may need to pay for services up front and request reimbursement later.

c. LN employees are required to visit a so called D-Doctor (Durchgangsarzt) for medical treatment after an on-the-job accident, unless the injury requires a specialist (e.g. eye injury). A list of authorized D-Doctors is available at the ISO.

Appendix E

Safety Awards Program

1. Reference:

- a. AR 385-10, 23 Aug 07, The army Safety Program
- b. AR 672-20, 29 Jan 99, Incentive Awards
- c. AER 385-55, 13 Feb 06, Prevention of Motor Vehicle Accidents
- d. AER 672-1, 17 Jul 07, Army in Europe Annual Incentive Awards

2. **Purpose:** This appendix establishes procedures for nominating employees for safety awards.

3. **Applicability:** This appendix applies to Garrison activities only; tenant unit commanders will establish safety awards programs IAW guidelines from their higher headquarters.

4. Types of Awards:

- a. Unit Safety Certification (ref. 1.a.)
- b. Special Achievement Awards for safe driving (ref. 1.c.)
- c. Certificate of Merit for Safety (ref. 1.c.)
- d. Outstanding Contribution to Operational Safety (ref. 1.d.)
- e. Outstanding Contribution to Promoting Off-Duty Safety (re. 1.d.)
- f. Outstanding Contribution to the IMCOM-EUROPE Safety Program (re. 1.d.)

5. Procedures:

a. Supervisors will identify employees or teams eligible for safety awards, and nominate the employees on DA Form 1256.

b. Safety award nominations and supporting data will be forwarded to the Garrison Safety Office for review before the nomination is signed by the approving authority. All safety award nominations will be supported by detailed documentation/justification.

c. The Garrison Safety Staff will thoroughly review and evaluate the nomination, and recommend approval and/or disapproval, based on the nominee's safety records.

d. Approved nominations will be processed IAW established award procedures.

Appendix F

Employee Complaint About Unsafe/Unhealthful Working Conditions

1. **Reference:** 29 CFR 1960
2. **Purpose:** To establish procedures for employee reports of unsafe/unhealthful working conditions.
3. **Applicability:** This appendix applies to all personnel, military and /or civilian, assigned or detached to the US Army Garrison Bamberg.
4. **Policy:** All federal employees and their representatives have the right to report and request inspection of unsafe and/or unhealthful working conditions without fear of reprisal from management.
5. **Procedures:** If an employee thinks, that there is an unsafe/unhealthful working condition, (s)he should:
 - a. Report the problem to the immediate supervisor, or ask a representative (works council, EO, EEO, etc.) to do so.
 - b. If the supervisor in charge does not respond, or if the employee is dissatisfied with the response, the issue should be addressed to the next level of supervision/command.
 - c. In case the issue cannot be solved within the unit/activity, respectively in case the employee is not satisfied with the chain of command's response, then an official request should be submitted to the USAG Bamberg Installation Safety Office (ISO), either via email, or in writing, using DA Form 4755 (Employee Report of Unsafe on Unhealthful Working Condition). When desired, the request will be treated confidentially.
 - d. The USAG Bamberg ISO staff will investigate all complaints within 10 working days after receipt of the complaint. A written report of the investigation results, to include proposals/ recommendations will be forwarded to the Garrison Commander for approval and action. An info copy will be issued to the Works Council, EEO, and/or EO, whichever is appropriate.
 - e. If the originator of the complaint is known, he/she will be notified about investigation results, and actions taken/planned. If the originator is not known, then the notification will be posted on the unit's/activity's bulletin board for 5 working days.
 - f. In case the employee is dissatisfied with the investigation results and corrective actions taken/planned, then he/she may appeal to the Garrison Commander.

Appendix G

Railhead Operations

1. References.

- a. AR 385-10, 23 Aug 07, The Army Safety Program
- b. AER 385-55, 13 Feb 06, Prevention of Motor Vehicle Accidents
- c. AER 55-355, 1 May 03, Joint Transportation and Traffic Management
- d. AE Pam 385-15-2, 20 Nov 06, Commander's Rail Operations and Risk Assessment Checklist

2. Purpose. This SOP establishes guidance and procedures and assigns responsibilities for railhead operations. All units using the railhead will adhere to it.

3. General.

a. Railhead operations pose many safety hazards for personnel and equipment. High densities of personnel and equipment during loading/off loading operations could result in serious injury or fatality. Railhead operations require extreme caution, close supervision by leaders, and vigilance by all soldiers to minimize risk to personnel and equipment.

b. This SOP contains standards and actions required of commanders, unit train commanders, safety officers, and railhead commanders which will be adhered to when conducting railhead operations at the railhead. Additionally, outlined are vehicle and personnel preparation requirements required prior to arrival at a railhead, step by step procedures for rail loading and off loading equipment, and a standard safety briefing for the railhead commanders and safety officers.

c. Instructions in this SOP will not be relaxed. Commanders are authorized to implement more stringent controls as necessary. Comments to improve this SOP should be submitted to the Commander, USAG Bamberg, ATTN: IMEU-BAM-SO, APO AE 09139.

4. Definitions.

a. Branch Movement Control Team (BMCT): Local U.S. Army transportation representative (Railmaster) present at Warner Barracks Bldg. #7089, 469-8586. Serves as primary liaison for Army/Bundesbahn operations.

USAG Bamberg SOP

- b. Railhead Commander/OIC: SFC or above, with prior USAREUR railhead operation experience; in charge of rail operations and safety team at the railhead.
- c. Railhead Safety Officer: SSG or above; subordinate to the railhead commander.
- d. Train Commander: SFC or above, with previous USAREUR rail operation experience. He is the POC for the BMCT.
- e. Train Safety Officer: SGT or above, subordinate to the train commander; serves as the second member of the rail safety team (subordinate to the railhead safety team officer) at the railhead.
- f. Auricular Supervisor: Senior vehicle operator of vehicles being loaded on one equipment railcar, or senior NCO on a passenger car.
- g. Railhead Safety Team: Comprised of railhead safety officer and the train safety NCO for the moving unit.

5. Responsibilities.

a. *Commander, US Army Garrison Bamberg*, is responsible for overall staff supervision and monitoring of implementation and compliance. The assigned full-time safety manager acts for him/her in discharging this responsibility.

b. *Branch Movement Control Team (BMCT) Personnel:*

(1) Will conduct a mandatory safety briefing to the Train Commander, which includes viewing of a video titled "Procedure for Loading European Rail Cars".

(2) Will provide the standard USAG Bamberg Rail Loading/Unloading safety packet to the Train Commander.

(3) A statement signed by the Train Commander, verifying receipt of the safety packet and viewing of the rail loading video, will be forwarded to the USAG Bamberg Installation Safety Office (ISO).

c. *MSC/Separate Unit Commander:*

(1) Ensure a railhead commander and safety officer/NCO are designated for all railhead operations. (See railhead commander responsibilities in 5.e.). For multiple movements of units within one MSC, to/from one railhead, one railhead commander will be responsible until all movements have been accomplished. During times of extended operations, a second railhead commander with an additional railhead safety NCO can be used. A shift overlap is required for railhead commander/safety NCO changes.

USAG Bamberg SOP

(2) Review the moving unit plans to ensure vehicle movements on and around the railhead and loading procedures/times are properly coordinated.

d. Unit Commander:

(1) Will ensure that the Composite Risk Management Process is integrated in all phases of the operation and provide a copy of the risk assessment/risk reduction plan to the ISO.

(2) Will appoint a train commander, SFC or above, to execute the duties as outlined in paragraph 5.g.

(3) Will appoint a train safety officer. The safety officer may be anyone in the grade of SGT or above. This individual will be someone who has current experience in loading and off loading of railcars in USAREUR. The safety officer will execute the duties as outlined in paragraph 5.h.

(4) The commander is required to comply with this SOP and will not deviate from the requirements unless allowed to do so by the next higher commander.

(5) Will establish a chain of responsibility.

(6) Will ensure unit is trained on railhead operations using this SOP as the primary source document.

(7) Will provide a packet to the train commander and train safety NCO which includes, as a minimum, the specific duties which will serve as their checklist. (This SOP provides information required).

(8) Will ensure vehicles are prepared for rail loading IAW requirements within this SOP and are staged as directed by the BMCT. For deployments, vehicles are prepared and staged based upon the railhead operational flow established by the Pusher Unit and the USAG.

(9) Will ensure proper tie down and blocking/bracing materials are maintained at the company and present at the railhead for tracked vehicles.

(10) Will ensure coordination with railhead commander prior to movement to the railhead to ensure all procedures are properly planned. (See train commander duties, paragraph 5.g.).

e. Railhead Commander:

(1) Will wear a red arm band (if not available a white head band on the Kevlar will be used) and, at night, a red chemical light on his/her Kevlar helmet.

USAG Bamberg SOP

(2) Designate holding areas, when possible, near railheads for staging of personnel and equipment.

(3) Organize the rail loading site and assume overall responsibility for all operations at the rail site.

(4) Enforce safety requirements at the railhead.

(5) Ensure that safety briefings are given by the railhead safety officer to all soldiers prior to rail loading and off loading.

(6) Ensure medical personnel are available with a wheeled evacuation vehicle capable of carrying one litter at all railheads. This may require the rail movement of a wheeled vehicle that would otherwise travel by road. Position the emergency medical aid vehicle so that it has a clear avenue to exit the railhead in case of evacuation.

(7) Ensure technical instructions are provided to moving unit's soldiers prior to the commencement of loading/off loading operations.

(8) Monitor rail loading/off loading operations with the safety team to ensure that all safety precautions are being followed.

(9) Ensure snow/ice removal materials and sand, gravel, or salt are at railhead if required.

(10) Ensure that powerlines are shut off and grounded before allowing soldiers to start loading/unloading equipment.

f. Railhead Safety Officer:

(1) Is subordinate to the railhead commander and will wear a green arm band (if not available a white head band on the Kevlar will be used) for identification and, at night, will wear a green chemical light in his/her Kevlar helmet band.

(2) Will conduct safety briefings prior to loading/off loading operations. (See Annex 1 or 4, and 5, if applicable, for standard briefings).

(3) Will continuously monitor operation to ensure compliance with all safety requirements. This involves physically walking the line.

(4) Will halt operations immediately if any safety violation is observed.

(5) Will not become involved in physically loading or off loading vehicles and other non safety tasking.

USAG Bamberg SOP

g. Train Commanders:

- (1) Will attend a mandatory pre-movement training/briefing at BMCT Bamberg, Building #7089, Warner Barracks, DSN 469-8586.
- (2) Will ensure that vehicles are lined up as directed by the BMCT.
- (3) Will enforce loading instructions established in this SOP.
- (4) Will ensure that spanners and tow bars are available for use.
- (5) Will ensure that all blocking, bracing, and tie down materials are available and in serviceable condition.
- (6) Will ensure that modification to vehicles resulting in change of the vehicle profile (width, height, length) are cleared by the German loading master through MCT channels prior to beginning the loading operation. If this is not done, the loading master may refuse to load the vehicle.
- (7) Will appoint the senior NCO as railcar supervisor for each passenger car.
- (8) Will ensure safety requirements are enforced.
- (9) Will wear a white head band on the Kevlar helmet for ease of identification. During hours of darkness, wear a yellow chemical light on the Kevlar helmet.
- (10) Will brief railcar supervisors on their responsibilities for troop support, safety, and personal conduct of soldiers. (See Annex 2 and 3).
- (11) Will ensure that passengers are kept away from railhead if not required for loading operation.
- (12) Will supervise the loading of unit equipment to preclude damage to unit equipment, railcars, or rail equipment during loading and off loading operations.
- (13) Coordinate with railhead commander to ensure the safe loading/off loading of the unit's vehicles.
- (14) Will ensure all soldiers are provided safety briefings prior to boarding the passenger cars and prior to commencing loading/off loading operations at destination (away from home station).
- (15) Will inspect the train along with a representative from the BMCT office to ascertain the condition of the train prior to accepting the coaches and railcars.

USAG Bamberg SOP

(16) Will not become involved in the physical loading or off loading of any vehicles.

(17) Is responsible for command/control of the soldiers employed in the loading/off loading operations and for those being transported on the train. Will ensure that all soldiers conduct themselves in a proper military manner.

(18) Cannot act as the safety officer/NCO on the same railsite.

(19) Will ensure that metal stakes have been replaced on the railcars and the gates and/or sides have been raised to their original positions once all vehicles have been off loaded.

(20) Will certify that after the chock blocks have been placed all parking brakes are fastened.

(21) Will inspect the loaded train with the BMCT representative and German loading master. He will direct adjustments to tie down assemblies as necessary. A train will not depart until the German loading master is satisfied that it is properly loaded.

(22) Will coordinate with railhead commander for movements to departure railhead. This will preclude a saturation of the railhead by departing units. Movements to/from railheads will be IAW valid movement credits.

(23) Will complete appropriate portion of Troop Movement Report (AE Form 2251) and Equipment Report (AE Form 2251 1). These forms are used as Bundesbahn/U.S. Forces inspection/ inventory control forms. All train conditions will be annotated and the forms will be signed by the Bundesbahn inspector and train commander. Properly annotated forms serve as release documents for both parties. The train commander should receive three copies of both forms. The train commander will furnish two copies of the forms to the destination BMCT representative and retain one copy.

(24) Is responsible for reporting the circumstances and the names of the responsible individuals who damage equipment during movement to the BMCT representative at destination. Also report this information to the unit commander.

(25) Will inspect the passengers cars together with a representative of BMCT. In case the cars are not clean, he is authorized to refuse the cars.

(26) Will give permission to load passenger cars. (After instructed to do so by German loading master).

(27) Is responsible for police of railhead. Unit will remove all trash upon completion of railhead operations. Will check for oil spills and clean up as required. If unable to correct, report the problem to unit maneuver damage control officer.

USAG Bamberg SOP

(28) During the upload/download of track vehicles, railcars designed to carry one heavy track vehicle will have the support legs lowered to prevent the ends of the railcars from dipping when the vehicles roll onto or off the cars.

(29) Trains carrying only one track vehicle will have that track carrying railcar as the last car of the loaded train and the first car of the unloaded train to prevent vehicle from crossing the length of the train.

h. Train Safety Officer:

(1) Is a SGT or above and is subordinate to the train commander.

(2) Is responsible for providing boarding safety briefing to soldiers boarding the train. (Annex 2).

(3) Monitors safety precautions/procedures during all rail operations at all railheads. Is subordinate to the railhead safety officer during railhead operations.

(4) Inspects railhead prior to loading and unloading to identify potential safety hazards such as, broken railing, and unsafe rail equipment.

(5) Monitorsthe loading and off loading of railcars to ensure compliance with this SOP.

(6) Corrects any safety violation immediately and stop the operation if required.

(7) Will wear a white arm band during day operations. A green chemical light will be worn on the Kevlar helmet band at night.

(8) Ensures personnel do not sleep on overhead storage racks or in luggage racks at the entrance of railcars.

(9) Is responsible for providing safety briefing for in-transit safety and security (see Annex 3).

i. Auricular Supervisor:

(1) Identifies himself to all soldiers loading vehicles on his railcar.

(2) Ensures that full 5 gallon water cans for personal hygiene are carried for each passenger car.

(3) Ensures that supplies such as hand soap, paper towels, toilet paper, and trash bags are available for personal hygiene on the train.

USAG Bamberg SOP

(4) Ensure that the passengers car is clean after the passengers have left.

6. Procedures. This section provides information suitable for unit use as a checklist.

a. *Personnel requirement:*

(1) Designate the railhead commander.

(2) Designate the train commander.

(3) Designate all safety officer personnel.

(4) Designate the senior individual on each railcar as that railcar supervisor. (For equipment cars and passenger cars).

(5) Coordinate medical support. Qualified medical personnel and at least one wheeled vehicle capable of carrying a litter must be present at the railhead during loading or off loading. Under no circumstances will a movement take place without medical personnel and a suitable vehicle being present. The medical personnel and vehicle must remain until completion of loading and off loading. The medical vehicle driver must know the route to the closest medical facility. Medical personnel will have access to a phone and have local emergency numbers.

(6) Coordinate any Military Police (MP) support to cross highways or other dangerous traffic areas.

b. *Equipment Requirements:*

(1) Ensure that adequate recovery equipment is available to assist in the loading of all vehicles.

(2) Ensure that all antennas are removed prior to beginning operations.

(3) Ensure lifting gear and any other traveling or projecting fittings are locked or secured in place to prevent vertical or lateral movement.

(4) Ensure booms and main gun barrels are secured in the traveling position by application of the travel locks and by installation of tie downs.

(5) Ensure that vehicles in the staging area are not parked directly behind another vehicle, i.e., offset vehicles left/right. If vehicles must be parked in a straight line, due to staging area limitations, the engines will be shut down and the parking brakes applied to protect soldiers dismounting the vehicles. Vehicles will not be restarted until the train commander is ready to begin loading operations.

USAG Bamberg SOP

c. Miscellaneous Requirements:

- (1) Ensure that the entrance to the railhead is kept open and cleared of vehicles to allow for passage of emergency vehicles.
- (2) Coordinate procurement of the proper arm bands and/or chemical lights for the appropriate personnel.
- (3) Ensure POL products are stored inside the vehicle and secure.
- (4) Ensure that power lines are shut off and grounded.

d. Loading Operations:

- (1) Railcars spotted by the Bundesbahn for U.S. Military use must be clean with no litter, dirt, or unpulled nails on the car platform. Prior to loading, the platform must be cleared of any ice and snow.
- (2) At the holding area, all personnel not required for the actual loading will dismount vehicles and remain in the holding area until time to load in passenger cars.
- (3) The railhead commander will give a safety briefing prior to beginning of the loading operation. (See Annex 1 and 5).
- (4) The railhead commander must be aware of and plan for the following:
 - (a) Plan to have the train completely loaded NLT 30 minutes prior to the scheduled departure time. This allows the Bundesbahn personnel adequate time to inspect the train and the train commander time to correct any deficiencies noted.
 - (b) All personnel will be alert during loading to detect defective or unserviceable equipment, suspicious or unusual conditions, or any condition which may be dangerous to effective operations, and shall promptly report such conditions to the train commander at the loading site.
 - (c) Ground guides will wear reflective vests and will use flashlight(s) during periods of limited visibility or darkness.
 - (d) Personnel who are not involved in loading will not stand or walk at the sides of a railcar that is being loaded. Ground guides will not position themselves between a solid obstacle and a moving vehicle.
 - (e) When loading wheeled vehicles, metal spacers will be positioned between railcars to allow for movement from one railcar to the following railcar.

USAG Bamberg SOP

(f) Ground guides will never be located on the same railcar with a vehicle being moved.

(g) If multiple vehicles are to be placed on one railcar, then only one vehicle will be moving at a time on the same railcar.

(h) At no time will anyone be on the same railcar that has a moving vehicle on it or a vehicle with an operating engine. The only exceptions to this are when chocking or unchocking a vehicle or when vehicle drivers are waiting to dismount their vehicles, as specified in this SOP.

(5) The train commander will call forward the vehicles to be loaded. The vehicles will arrive at the railhead as they are to be loaded on the train at the designated time.

(6) Loading will begin on order of the train commander after coordination with the BMCT.

(7) All personnel except the driver will dismount vehicles prior to loading/off loading.

(8) When the train commander has given his permission to begin the loading operation, the first vehicle ground guide will get into position, with one empty railcar between himself and the lead vehicle.

(9) Vehicle drivers will receive instructions only from designated guides; no other personnel will give directions. This avoids confusing the driver. At no time will anyone walk backwards or run on a railcar.

(10) Drivers must exercise extreme caution when approaching, loading, traveling across, and unloading vehicles on railcars. Vehicle speed will be limited to the minimum speed necessary to accomplish the movement in a reasonable and safe manner.

(11) The vehicle will be ground guided forward until it reaches the end of the railcar. It will then be halted. The ground guide will face about and move to the next available empty railcar. In cold or slippery weather, the ground guide might have to dismount before moving to the next empty railcar.

(12) Continue this method of ground guiding until the ground guide has reached the last empty railcar in the line to stand on. At this time, the ground guide must dismount the railcar and take up a guide position clearly visible to the operator of the vehicle.

USAG Bamberg SOP

(13) From this position, the guide will direct the vehicle forward to a position on the last available railcar to prepare for emplacement of the chock blocks. Directions will be provided to the ground guide by the loading master.

(14) Two soldiers will be pre-positioned on the ground on either side of the railcar no closer than five feet from the edge of the railcar. Once the vehicle has been halted, the railcar supervisor will direct both soldiers come forward and place the front set of chock blocks. The railcar supervisor must keep both soldiers and the ground guide under direct observation during this operation. The ground guide will remain in full view of the driver. After placing the front chock blocks, both soldiers will be directed by the railcar supervisor to resume a position five feet from the edge of the railcar.

(15) Upon direction from the DB personnel, the ground guide will have the vehicle driver move the vehicle onto the front chock blocks and halt.

(16) Upon direction of the railcar supervisor, the pre-positioned soldiers will then place the rear set of chock blocks. The ground guide remains in position on the ground. After placing the rear chock block, both soldiers will be directed by the railcar supervisor to resume a position five feet from the edge of the railcar.

NOTE: Extreme caution must be utilized during this phase of the operation. The ground guide must avoid placing any part of his body between his vehicle and the chock blocks. If at all possible, the chock blocks should be placed from a position on the ground.

(17) Again, upon direction from the DB personnel, the ground guide will direct the vehicle operator to move the vehicle onto the rear set of chock blocks and halt.

(18) The guide must have the driver "cradle" the vehicle between the chock blocks. If all is correct, the DB will signal the guide to have the operator shut down and the brakes locked on the vehicle. If readjustment is necessary, the above procedures will be repeated until the DB representative is satisfied.

(19) The operator will stop the engine, apply the brakes, and wait until the last vehicle on his railcar and the first vehicle on the following railcar are finally chocked and engines are shut off before he dismounts his vehicles.

(20) The next and subsequent vehicles will load in the same manner. Once the first vehicle has moved onto the railcars, no other vehicles may proceed forward until there is an empty car available for the ground guide to occupy.

(21) Tying down of equipment will not commence until all vehicles to be loaded on a car, and the first vehicle of the following car, have been properly blocked and engines shut off.

USAG Bamberg SOP

(22) Vehicles will be loaded on the center of the railcar, except multiple loads on the same car, to ensure the best center of gravity. This is especially important when loading oversized vehicles (Example: M88) that extend beyond the sides of the railcar.

(23) All disabled vehicles, to include those towed aboard railcars, will be immediately chocked and blocked to prevent forward or rearward movement. Tow bar will be removed and stored in vehicle or trailer.

(24) Final positioning of the disabled vehicle on the railcar will be directed by the German loading master. Once the vehicle is in final position, it will be blocked and tied down.

(25) Vehicles will be immobilized by applying the hand brake and by placing the transmission in first gear (manual) or park (automatic). If the vehicle is powered by a diesel engine, the manual transmission will be placed in the neutral position.

(26) On railcars with a single vehicle, the vehicle commander is responsible for loading the railcar and ensuring safety precautions are taken.

(27) On railcars with multiple loads on the same car, the senior vehicle commander is the railcar supervisor and is responsible for loading the railcar. No vehicle will be loaded until that person is physically present to supervise the loading.

(28) Loading personnel will be off and clear of railcars before the cars are repositioned for split train loading.

(29) Soldiers will not climb on top of vehicles which are loaded on railcars. The only personnel permitted in or around tracked vehicles which are uploaded are the driver, ground guide, and load teams.

(30) The train commander will inspect the loaded train with the BMCT representative and German loading master. He will direct adjustments to tie down assemblies as necessary. A train will not depart until the German loading master is satisfied that it is properly loaded.

(31) Vehicle commanders are responsible for correcting vehicle tie down deficiencies noted by the German loading master.

(32) Once all vehicles have been properly secured, the train commander will account for all personnel and complete preparation for movement.

(33) The Train Commander will give a briefing for in-transit security of Army property and enroute safety of personnel. (See Annex 3).

e. Off Loading Operations:

USAG Bamberg SOP

(1) Vehicles will not be off loaded until the train commander has contacted the local BMCT representative, or in his absence, a DB representative, to obtain permission to begin off loading procedures, and to verify that power lines are shut off and grounded

(2) A safety briefing will be given prior to beginning the off loading operation. (See Annex 4 and 5, if applicable).

(3) The train commander will direct that all tie down chains/cables be disconnected from the vehicles and railcars and stowed in/on the vehicles. No vehicles will be mounted or started at this time.

(4) Once all chains/cables have been removed, the train commander will direct that the operator(s) of the first vehicle on each separate line of railcars mount. Assigned ground guides will take up a position on the ground that is clearly visible to the vehicle operator.

(5) Upon command from the train commander, the ground guide(s) will direct that the first vehicle(s) in line be started. (No other person will be on that railcar). Next, the ground guide has the vehicle operator to back the vehicle onto the rear set of chock blocks just enough to clear the front set, and halt.

(6) Two soldiers will be pre-positioned on the ground, each on either side of the railcar, no closer than five feet from the edge of the railcar. These soldiers must remain under the direct observation of the railcar supervisor throughout off loading. The railcar supervisor will ensure that no one is on the railcar during vehicle movement except for the vehicle operator. The pre-positioned soldiers, on direction of the railcar supervisor, will then remove the front set of chock blocks and place them on/in the vehicles. Soldiers should use a tanker's bar, when possible, to preclude physically standing on the railcar with an operating vehicle. The guide remains at his position on the ground.

(7) The ground guide next directs the vehicle operator to move forward and off the rear chock blocks enough to clear them, and halt. Upon direction of the railcar supervisor, the pre-positioned soldiers remove the rear chock blocks and place them on board the vehicle.

(8) The ground guide will take up a guide position forward of the vehicle, i.e., on the loading ramp. As the off loading continues and the railcars become empty, the ground guide will take up a position on the second empty railcar forward, never remaining on a railcar with a vehicle. The ground guide used to remove the chock blocks will always be the ground guide used to commence movement of the vehicle off the railcar regardless of the method used, i.e., side loading or end loading. This will ensure that no one is on the railcar during vehicle movement.

USAG Bamberg SOP

(9) Vehicles will be guided off railcars and into the staging area before any equipment is returned to its proper storage area, e.g., chock blocks, POL cans, antennas, camouflage nets.

(10) Once a vehicle is removed from a railcar, the next vehicle in line may be unchocked, following the same procedures as aforementioned. Before the vehicle can be removed from the railcar though, two empty railcars ahead must be available so that the ground guide can position himself and still have an empty railcar between him and the vehicle.

(11) On railcars with a single vehicle, the vehicle commander is responsible for off loading the railcar and ensuring safe precautions are taken. No off loading procedures will commence by other members of the crew until the vehicle commander is present.

(12) On railcars with multiple loads, the senior vehicle commander is responsible for unloading the railcar. No driver of any of the vehicles will mount the railcar or commence off loading procedures until the designated senior vehicle commander is present.

(13) When all vehicles have been off loaded, the train commander will ensure that metal stakes have been replaced on the railcars and the gates and/or sides have been raised to their original positions.

f. Post Operations:

(1) Once all vehicles have been off loaded, the train commander and soldiers will ensure all chocking and the tie down material have been recovered.

(2) A thorough police of the railhead area will be conducted.

(3) Any excess mud or other debris will be cleaned up or swept off the railcars.

(4) Any oil or other POL product spills will be cleaned up.

(5) The train commander must be released by the railhead commander and a representative of BMCT.

7. Special Precautions:

a. *Danger Areas:* The following information pertains to electrified railroad equipment:

(1) All European electrified railroad overhead power lines running parallel to tracks carry up to 25,000 volt high tension current. Normally, third rails with parallel

USAG Bamberg SOP

tracks close to the ground feed electric power to locomotives with current ranging from 800 to 1,200 volts.

(2) Under no circumstances will a person touch wires or conductors (either overhead or as third rail) with the body or with equipment that is in contact with the body, even though the electricity has been cut off and the electrical equipment has been grounded. Further, supports and insulators for electric cables and loose wires, current collectors, high voltage equipment, electric cables, or electric locomotives will not be touched.

(3) The area within the radius of 17 feet from the point where a loose wire or disconnected cable is in contact with the ground will be avoided.

(4) When the connection for the ground return of electricity is made ineffective, broken rails or damaged tracks collect a dangerous amount of electric current. These areas will be avoided.

(5) Water and other liquids are excellent conductors of electricity and will never be directed in a stream so that they touch electric wires, fixtures, or other equipment. Fire fighting with water and urinating in the areas of electrified railroads will be avoided.

(6) An injured person who is in contact with electrified lines or equipment is dangerous to touch. The injured person should not be touched directly but should be moved only with non conductor type material, i.e., wood or rubber.

(7) Normally, warning signs are posted at particularly dangerous areas on electrified railroads. The signs can be identified by zigzag arrows (lightning bolts). Except when necessary to a military operation, these areas will be avoided.

(8) Wires carrying electricity are dangerous, personnel standing on rail mounted tanks and trucks have been electrocuted when current has arced between line and body. Therefore, from the time the train was loaded for departure to when it is unloading at its destination railhead, soldiers are forbidden from climbing onto railcars or the onboard vehicles to check for anything –security seals or otherwise.

b. *Safety:* The following safety information pertains to all personnel working in railsite areas.

(1) Military personnel will not perform loading, off loading, or similar operations on rail equipment until the person in charge of a particular operation has been assured by responsible railroad authority that the electric current has been switched off and the rail equipment grounded. If electric current must be switched on during operations, personnel will stop work and clear the danger areas until the conditions are safe.

USAG Bamberg SOP

(2) Personnel working in the area of high voltage electric equipment will maintain a minimum safe distance of five feet from the equipment.

(3) Personnel carrying or handling tools or other extended items will ensure these items are handled so as to maintain a five foot safety distance from high voltage electrical equipment.

(4) At no time will the distance between the overhead electric line and the extreme top of the load be less than one foot.

(5) During stops en route, the train commander will ensure that personnel do not climb on railcars or equipment.

(6) When working in a railyard, the person in charge of the work detail will:

(a) Contact the railroad station master to ascertain the exact areas to be used.

(b) Request the Deutsche Bundesbahn make arrangements for the place and time of railyard crossings and for escorts when necessary.

(c) Instruct all personnel about potential hazards and the applicable safety regulations that are to be observed.

(d) Personnel moving around on top of a vehicle will maintain at least three points of contact.

(e) Post guards to prevent personnel from trespassing on tracks.

(f) On completion of work take necessary action to ensure all personnel have cleared the danger area and remain clear of it.

(g) Make an "all clear" report to the station master.

Annex 1

Loading Safety Briefing

The following briefing will be read to all personnel prior to beginning any rail loading exercise:

1. The name and location of the train commander, train safety officer, and the medical personnel are as follows: (Provide name and location).
2. No horseplay at any time.
3. All antennas will be removed from vehicles and stowed prior to moving onto a railcar.
4. No one will be on the same railcar on which a vehicle is being moved.
5. No walking backwards or running on any railcar.
6. All vehicles will be ground guided into position.
7. Once a vehicle's chock blocks have been installed, they will not be removed unless instructed to do so by the German train master or the train commander.
8. Obey all rules and instructions of the train commander and safety officer.
9. Anyone can and should identify and correct a safety violation.
10. No loitering at ground level on the railhead.
11. Do not touch any wires on or near the tracks.
12. Gloves will be worn by all personnel while they work on vehicles.
13. Prior to leading vehicles onto railcars, all personnel except the driver will dismount.
14. Do not climb on top of vehicles which are loaded on railcars.
15. If you must move around on a vehicle, maintain at least three points of contact.
16. Alcoholic beverages will not be possessed or consumed during rail operations.
17. Limit your vehicle speed to the maximum speed necessary to accomplish the movement in a reasonable and safe manner.
18. The senior individual on each railcar is the railcar supervisor.

USAG Bamberg SOP

19. Each railcar supervisor is responsible for loading the railcar and ensuring the safety of the soldiers.
20. Always place front chock blocks first.
21. Drivers will remain in the driver's seat if the vehicle engine is running.
22. If multiple vehicles are to be placed on one railcar, only one vehicle will be running or moving at a time on that railcar.
23. If multiple vehicles are to be loaded on one railcar, the first vehicle will be completely chocked, engine shut off and driver dismounted before the next vehicle is allowed on that car.
24. Tie down of equipment will not commence until all vehicles to be loaded on a car and the first vehicle of the following car has been properly blocked and engines shut off.
25. Service drive lights will not be used while the vehicle is on the railcar.
26. Do not remain on railcar prior to any switching activity?

Annex 2

Boarding Safety Briefing

The following briefing will be read to everyone prior to loading onto the train:

1. No one is authorized to ride in or on vehicles or equipment being transported by rail.
2. Soldiers are forbidden from climbing onto railcars or the onboard vehicles during stops for any reason.
3. Do not touch or approach any wires, poles, or switches on or in the vicinity of railway right of way.
4. Do not throw anything out the window of the train.
5. In an emergency, the train commander will contact the German conductor aboard the train. The train commander will render all possible assistance to the conductor.
6. No intoxicating beverages are to be purchased, consumed, or carried in hand baggage on the train. (Such intoxicating beverages will be confiscated and destroyed on the spot).
7. No mounting or dismounting from moving trains.
8. No riding on platforms, steps, and roofs of railcars or in baggage cars.
9. No pulling emergency brakes, except in case of an actual emergency.
10. No extending of head or limbs out of windows.
11. No detraining without proper orders.
12. No smoking in berths.
13. No moving between railcars, except when authorized by the train or car commander.
14. No flushing of toilets while train is in station or passing through cities or towns.
15. No horseplay of any kind.
16. No personnel will sleep in overhead storage racks or luggage compartments.

Annex 3

Briefing for In-Transit Security of Army Property and En-Route Safety of Personnel

Deployment of Guard Force Personnel during unscheduled stops is a high risk operation. Risk must be reassessed at each stop. Forces should be deployed only after considering security requirements and risks to soldiers.

1. The train commander must ensure that all personnel providing security have been briefed on safety standards as well as use of force.
2. The engineer of the train is solely responsible for the train, not the security of the cargo.
3. The train commander will ensure that only the security detail dismounts. Personnel performing guard duties for rail shipments will adhere to the following guidelines:
 - a. Must be aware that overhead power lines carry approximately 15,000 Volts of electricity. Contact or even close proximity with these lines is fatal.
 - b. Must never climb on top of rail cars or equipment.
 - c. If there are multiple tracks, soldiers must be aware of the possibility of other rail traffic passing by while they are on the ground guarding their shipment.
 - d. Express trains may travel in excess of 100 miles per hour and may create a vacuum strong enough to pull a person under its wheels. If necessary, guards will place their back firmly against the shipment they are guarding while trains are passing.
 - e. If the shipment is stopped for a period of time, neighboring an express train track, guards will monitor the shipment from one side of the train only, or if that is not possible, from the windows of the car in which they are riding.
 - f. Must be aware of the dangers of slow moving trains and coasting trains.
 - (1) Caution must be used when crossing tracks, or between rail cars. Slow moving trains are less noisy and do not cause the vibrations of express trains, but the danger is not less significant.
 - (2) In most rail yards, cars are moved from one track to another by pushing the cars up a ramp and letting them coast down the other side, through remote controlled switches, on to the desired track.

USAG Bamberg SOP

g. Never step directly into or on a switch. Most rail switches are remotely controlled by an operator as far as 10 kilometers away, therefore, making the switch unpredictable and hazardous. These switches are moved by heavy wire cables that run along the ground at heights varying from 10-24 inches off the ground. Guards need to be aware of these cables to avoid tripping over them.

h. Due to the lack of clearance, space between trains and objects common to railways (overpasses, bridge trestles, signs, etc.), personnel will not lean out of windows unless the train is stopped, and then only if it is necessary to observe the shipment.

i. Doors will not be opened while the train is in motion.

j. During halts, the OIC/NCOIC will notify the train engineer that members of his unit have exited the train and ask that he contact him before moving. Personnel will maintain constant surveillance of the rail cars. Guards will wear reflective vests when physically performing guard duties.

k. If the train will only be stopped for a few minutes or for some unscheduled reason, attempts will be made to maintain surveillance of the shipment from windows on opposite sides of the cars unless specifically directed otherwise by the OIC/NCOIC after he/she has coordinated with the engineer.

l. If for some reason the train starts moving and an individual is still on the ground and has not returned to the train, that individual will not attempt to run and catch up with the train. The OIC/NCOIC will notify his/her unit and the individual will be picked up and will follow with the next available transportation.

Annex 4

Off Loading Safety Briefing

The following briefing will be read to all personnel prior to beginning any off loading exercise:

1. The name and location of the train commander, safety officer, and the medical personnel are as follows: (Identify by name and location).
2. No horseplay at any time.
3. Do not install antennas until you have cleared the railcars and are given permission.
4. No one allowed on the same railcar on which a vehicle is being moved.
5. No walking backwards or running on any railcar.
6. Do not get in your vehicle unless instructed to do so by the railcar commander.
7. Do not remove your chock blocks until instructed to do so.
8. Do not get "in a hurry" to finish.
9. Anyone can and should identify and correct a safety violation.
10. Do not touch any wires on or near the tracks.
11. Gloves will be worn by all personnel while they work.
12. Obey all rules and instructions of the train commander and train safety personnel.
13. Do not start your vehicle until you are instructed to do so.
14. Follow the instructions of the ground guide.
15. All personnel will avoid causing damage to the railcars during movement.
16. Limit your vehicle speed to the maximum speed necessary to accomplish the movement in a reasonable and safe manner.
17. No one will stand or walk between a running vehicle and any other stationary object at any time.

USAG Bamberg SOP

18. Auricular supervisors are responsible for unloading the railcar and ensuring the safety of the soldiers.
19. Remove front chock blocks first.
20. Drivers will remain in the driver's seat if the vehicle engine is running.
21. If you must move around on a vehicle, maintain at least three points of contact.

Annex 5

Container Movements

When Railhead Operations include the shipment of containers (CONEXes, MILVANs), inbound or outbound, prudent safety practices have to be observed. A crane, or a similar lifting device, will transfer the containers from the ground (origin) onto a flatbed vehicle, and from the flatbed vehicle onto a railcar for outbound shipments. For inbound shipments this process is reversed. The following precautions must be taken to eliminate safety hazards:

1. Soldiers will not climb on top of containers, except to perform a necessary function that cannot be accomplished by using proper hoisting equipment (e.g. security inspections, etc.) A ladder of sufficient length (four feet above highest climbing point) must be used any time a soldier needs to climb on the top of a container.
2. Two individuals must steady the ladder while one individual climbs the ladder to secure/free the hooks on top of the container.
3. Crane sling riding is prohibited.
4. Under no circumstances will anybody remain on top of the container while the container is moved.
5. A minimum of two, preferably four, manned ropes will be used to guide the container from one location to another.
6. All personnel must clear the ground over which the container is traveling. Keep a safe distance.
7. Attention must be paid to railway/crane/trucking personnel.
8. Medical personnel must be present at both, the railhead container site, and the pick-up/drop-off point.
9. All personnel engaged in container movement must wear head and hand protection.
10. A minimum of four individuals (soldiers) are needed for each container movement site.
11. Pay attention to railway signals.
12. For security reasons, loaded commercially operated flatbed vehicles have to have military personnel in the vehicle and a military trail vehicle (escort) following the commercial flatbed.

USAG Bamberg SOP

13. For the movement of containers, which contain hazardous cargo, only qualified equipment/drivers may be used. Prior to the operation, units must coordinate with BMCT when hazardous cargo is shipped in containers (inbound and outbound).
14. One bilingual (German/English) government official (soldier or civilian) must be present at the container site during the entire loading/off-loading operation.
15. Radio or telephone contact between container loading/off-loading site and main railhead must be available.

Appendix H

LTA Range Safety Program

1. Reference:

- a. AR 385-10, The Army Safety Program, 23 August 2007
- b. AR-385-63, Range Safety, 19 March 2003
- c. DA Pam 385-63, Range Safety, 10 April 2003

2. Purpose: To establish policies, responsibilities, and procedures for the safe construction, maintenance, and operation of all LTA ranges under the control of the USAG Bamberg, to include non-appropriated fund activity ranges.

3. Applicability: This program applies to all units/activities using LTA ranges under operational control of the USAG Bamberg.

4. Policies:

- a. Only USAREUR approved ranges will be used.
- b. Range operations will be IAW established range safety standing operating procedures.

5. Responsibilities:

- a. Garrison Commander:
 - (1) Has the overall responsibility for the USAG Bamberg range safety program.
 - (2) Will close any range when unsafe conditions arise.
- b. Installation Safety Office Manager:
 - (1) Is responsible for oversight of the USAG Bamberg range safety program.
 - (2) Conducts semi-annual inspections to evaluate both, the facilities and procedures
 - (3) Recommends closure of ranges due to unsafe physical/operational conditions.
 - (4) Provides input to the Training Support Division (TSD) for range SOPs, certifications, modifications, waivers, exemptions, etc.

USAG Bamberg SOP

(5) Reviews all range related requests, prepared by the proponent activity, and provides input/recommendations to TSD.

(6) Maintains Range Certification Records (AE Form 3540-R) and SOPs for all ranges, to include NAF ranges.

(7) Assists in the investigation of range accidents as determined by HQ, USAREUR.

c. The Director of Community Activities is responsible for of all NAF range activities/facilities, to include Paint Ball Activities. This includes the responsibility to establish written procedures and coordination with Range Control. NAF ranges will be operated IAW applicable Army and USAREUR regulations.

d. The Chief Training Support Division has the overall responsibility for all military LTA training ranges. The executive agent for the LTA range safety program is the Chief, Range Branch. This individual will be appointed in writing as the Range Safety Officer for all TSD controlled ranges and maneuver areas. He/she is responsible for:

(1) Operational control of military LTA ranges.

(2) Coordinating safety inspection conducted by higher headquarters with the ISO, and forwarding a copy of inspection reports to the ISO.

(3) Coordination and follow-up actions to correct safety deficiencies.

(4) Preparation of range SOPs.

(5) Scheduling range utilization, and maintaining up-to-date range control records and range journals.

(6) Initiation of work order requests for range repair/maintenance work, and implementation of a range maintenance program.

(7) Providing technical/logistical support during range accident investigations.

(8) Ensuring that live ammunition training is conducted on approved ranges only.

(9) Preparation of range requests, and coordination with the Garrison Commander.

(10) Providing training for unit certified range OICs/Safety Officers on range unique safety procedures and firing practices. Ensuring that all range OICs/Safety Officers have current unit certification and have attended training before allowing any unit utilize TSD controlled ranges for firing.

USAG Bamberg SOP

(11) Maintaining current copies of range OIC/Safety Officer certifications (must be signed by battalion level commander).

(12) Decertifies any range OIC/Safety Officer found violating established range procedures. Reports de-certification actions through the Garrison Commander to the decertified range OIC/Safety Officer's chain of command.

e. The DPW will:

(1) Take action on work requests for ranges under the operational control of the USAG Bamberg.

(2) Coordinate all projects for construction, modification, and repair with the USAG Bamberg Safety Office.

f. The Commander of Using Organizations/Units will:

(1) Comply with the requirements of reference 1.b. and established local range SOPs.

(2) Schedule LTA ranges through the Training Support Division.

(3) Conduct range OIC/Safety Officer certification training, and provide certification documents to the Chief, TSD. Note: Range OIC certifications must be signed by Battalion level commander!

(4) Ensure that the CRM process is integrated in range operations, and that risk mitigation measures are implemented.

Appendix I

Ammunition/Explosives Storage

1. **Reference**, AER 385-64, Explosives Safety.

2. **Purpose**: To establish policies and procedures for storage of ammunitions and explosives.

3. **Applicability**: This appendix applies to all USAG Bamberg activities, as well as to all tenant units storing ammunition and explosives within Warner Barracks, MUNA Kaserne, and the Local Training Area.

4. **Responsibilities**:

a. Commanders/Directors/Managers of USAG Bamberg Activities storing ammunition and explosives will:

(1) Comply with pertinent regulations and storage license limits.

(2) Allow the Installation Safety Office (ISO) staff access to ammunition and explosives storage facilities for inspection and risk assessment. Classified items will be removed and/or covered for the duration of the inspection.

(3) Ensure that storage facilities comply with AER 385-64.

b. The USAG Bamberg Safety Manager will conduct a risk assessment of the ammunition/explosives storage facility, prepare the storage license, and forward the documents to the Garrison Commander for approval.

5. **Storage of Ammunition in Unit Arms Rooms**:

a. Contingency ammunition, limited to the amount needed to accomplish the mission may be stored in unit arms rooms.

b. A limited quantity of HD 1.3 ceremonial ammunition may be stored in unit arms rooms provided no other practical alternative exists. The total amount will not exceed 45.5 kg NEW.

c. Training ammunition of HD 1.3 and HD 1.4 may be stored in unit arms rooms. The total amount of HD 1.3 ammunition will not exceed 45.5 kg. Storage will not exceed 7 days (DA Policy).

d. Training ammunition of HD (04)1.2 may be stored in unit arms rooms when exceptional conditions exist. The maximum amount is limited to 22.5 kg. Storage will not exceed one night or one weekend.

USAG Bamberg SOP

6. Licensing Procedures:

- a. Not later than one week prior to the planned storage, the unit will request a storage license from the Installation Safety Office. Included will be information about the storage location (building and room number), and type (training, contingency, or ceremonial ammo), DODAC and amount of ammunition.
- b. The ISO staff will inspect the proposed storage facility/location, conduct a risk assessment, and prepare the storage license for the Garrison Commander's approval.
- c. The storage license will expire after one year, or when the mission is transferred to another unit, whichever occurs first. The unit must request extension when the need for storage continues.

7. Ammunition Amnesty Program:

- a. Tenant unit commanders will establish ammunition amnesty programs. The program will assign responsibility for periodic checks of the collection boxes, and for turn in of amnesty ammunition.
- b. At least one amnesty box will be posted within the unit area for drop off of abandoned ammunition. The standard design for amnesty boxes is available at the USAREUR Web Page.

8. Abandoned Ammunition and Explosives: The proper procedures to follow when finding abandoned ammunition and explosives re as follows:

- a. Never pick up any ammunition that was found, since its condition is unknown. Flag or mark the area.
- b. Whenever possible prevent access to the site.
- c. Immediately notify the nearest MP station and report what was found.
- d. Wait at a safe distance for arrival of explosive ordinance disposal (EOD) personnel.

Appendix J

Ionizing Radiation Protection Program

1. References:

- a. AR 385-11
- b. USAREUR Reg 385-12
- c. USAREUR Reg 700-15

2. Purpose: This appendix establishes procedures for storage, use, transportation, and disposal of radioactive material and/or equipment containing radioactive components, except radioactive material used for medical diagnosis and treatment.

3. Applicability: This appendix applies to all units/activities assigned or detached to the USAG Bamberg.

4. Responsibilities:

a. The USAG Bamberg Commander will appoint a Radiation Protection Program Manager (RPM) and an alternate RPM for the USAG Bamberg, and ensure compliance with this program and applicable regulations.

b. Tenant unit commanders, and directors/managers of units/staff elements storing and/or operating with radioactive material will:

(1) Appoint a local radiation protection officer (LRPO) and an alternate LRPO, and ensure that both attend the USAREUR LRPO training class.

(2) Establish and implement a Radioactive Materials SOP for their unit/activity. A sample SOP may be obtained from the USAREUR Radiation Protection Officer.

(3) Provide a copy of the radioactive items inventory to include radio frequency devices and lasers to the Installation Safety Office.

(4) Ensure radioactive storage facilities are properly marked with warning signs and posters as required by referenced regulations.

c. Unit LRPOs will execute the duties and responsibilities outlined in reference regulations.

d. Personnel working with radioactive materials will comply with the requirements and procedures of the SOPs established for their work center.

USAG Bamberg SOP

e. The USAG Bamberg RPM will:

(1) Manage the Bamberg Radiation Protection Program, and perform duties as outlined in reference 1.a.

(2) Prepare and maintain an installation wide inventory of radioactive materials.

(3) Provide technical advice and assistance concerning radiation protection program requirements to commanders/directors.

(4) Prepare and forward reports to next level of command upon request.

(5) Evaluate unit programs during scheduled SASOHL.

(6) Ensure that the alternate RPM is adequately trained and qualified to perform duties and responsibilities.

f. The alternate RPM will assist the Garrison RPM and perform all duties in his absence.

Appendix K

Physical Fitness Formation Safety Policy

1. References:

AE Pam 385-15-5, Leaders Guide to Accident Prevention in Physical Training Running Formations

AER 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany

2. Purpose: to establish minimum safety standards for Physical Training (PT) formations, both on and off post.

3. Applicability: This safety policy applies to all personnel, military and civilian, within the USAG Bamberg Installation.

4. Responsibilities:

a. Commanders and supervisors at all levels will ensure compliance with AE Pam 385-15-5, and this policy.

b. The DPW will procure and post standard traffic signs at all gates indicating the maximum speed when passing troop formations.

c. Both military and civilian supervisors will brief their personnel on the requirements of this policy, especially on the maximum speed when passing troop formations.

d. The Provost Marshal will provide assistance to unit commanders for coordination with local German authorities, and perform random checks to ensure policy compliance.

5. Policy: Units will use, whenever possible, facilities within the kaserne(s) to conduct PT. PT formations must be safety cautious and obey the following procedures:

a. On Post:

(1) PT formations will be limited to three columns plus one additional column for cadence caller and/or chain of command personnel. In any case, formations will be limited to one half of the roadway and will not impede the flow of oncoming traffic, unless arrangements have been instituted to restrict vehicular traffic.

(2) Head and rear road guards will remain within 10-20 meters of the main formation to prevent vehicles from getting in between the road guard and the formation.

USAG Bamberg SOP

Road guards should extend this distance when approaching intersections, depending on road, weather, and traffic conditions.

(3) Head, rear, and road guards will wear reflective vests (NSN 8415-00-177-4974). Lead and rear elements will carry operational flash lights with red/white lenses or safety cones during darkness. Road guards will be used to warn motorists of formations approaching intersections. On-post vehicles will not exceed 10 mph/15 kmph when passing troop formations.

b. Off Post: In addition to the safety precautions listed at paragraph 4.a. the following must be observed when conducting PT on public roads and sidewalks.

(1) Units will coordinate with the Provost Marshal Office to ensure local German authorities are notified and concur with route(s) and schedule(s) of formations at least 24 hours ahead, when utilizing public roadways.

(2) Maximum use of sidewalks, rather than roadways, is encouraged.

(3) Formations will comply with posted traffic signs and established traffic rules.

(4) When using public roadways, a formation is considered a "vehicle". Lead and trail vehicles, displaying rotating amber warning lights and have their lights turned on, are required. Lead and trail vehicles will remain within 10-20 meters of the formation.

(5) Road guards have no authority to stop public traffic and/or block intersections. Under no circumstances will roads be crossed while the traffic lights are on red.

(6) Calling cadence or singing "Jody Calls" is prohibited in residential areas during quiet hours before 0800 hours.

c. Individual Soldiers:

(1) Commanders will encourage soldiers who conduct PT individually to wear reflective vests, belts, and/or arm/leg bands. Vests and leg bands are available at the Self Service Supply Center.

(2) Soldiers who conduct PT individually will use sidewalks and cross walks whenever possible.

Appendix L

Ground Guiding Safety Policy

1. **Reference:** USAREUR Regulation 385-55
2. **Purpose:** Establish safety rules for ground guiding Army motor vehicles within the USAG Bamberg facilities.
3. **Applicability:** This appendix applies to all personnel, military and civilian, operating Army motor vehicles, to include non-tactical vehicles.
4. **Responsibilities:** Commanders and supervisors will brief personnel about ground guiding requirements and ensure sufficient number of personnel are provided for ground guiding.
5. **Policy:**
 - a. All tracked vehicles will be ground guided on post.
 - b. Wheeled vehicles will be ground guided when:
 - (1) Driving backwards.
 - (2) Negotiating narrow curves.
 - (3) Driving through narrow areas/roads.
 - (4) The driver's vision is impaired.
 - c. Vehicle operators are responsible for compliance.
 - d. Ground guides will use standard signals and signs.
 - e. Two or more ground will be used for large vehicles, with all guides maintaining eye contact.
6. **Safety Requirements:** The following safety requirements will be obeyed by ground guides at all times:
 - a. Personnel will never position themselves between a solid object and a vehicle, or between two vehicles, while the vehicles' engine is running. This applies also when vehicles are being slaved.

USAG Bamberg SOP

b. Personnel will remain out of the vehicles' path and side walks will be used whenever possible.

c. The distance between the guide and the vehicle will not be less than 10 meters.

d. Ground guides will never walk backwards or run.

e. Ground guides will wear reflective vests at all times.

f. Flashlights or fluorescent chemical lights will be used during hours of darkness or poor visibility.

7. Vehicle Operator Responsibilities: The vehicle operator is primarily responsible for safe operation and movement of the vehicle. Vehicle operators will:

a. Not drive without a ground guide when guiding is required.

b. Be familiar with standard ground guiding signals.

c. Maintain sight contact with the ground guide at all times.

d. Immediately stop the vehicle when the guide is out of sight, or when signals are not understood.

e. Stop immediately when ground guides are walking backwards, or when the guide is running.

f. Follow the ground guide's signals and instructions.