**DEPARTMENT OF THE ARMY**
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

5 JAN 2022

MNAR-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Safety Management Information System (ASMIS 2.0) Mishap and Near-miss Reporting Tool

1. References:

    a. AR 385-10, The Army Safety Program.

    b. DA Pam 385-40, Army Accident Investigations and Reporting.

    c. ALARACT 087/2020 – Release of the Army Safety Management Information System (ASMIS 2.0) Mishap and Near-miss Reporting Tool.
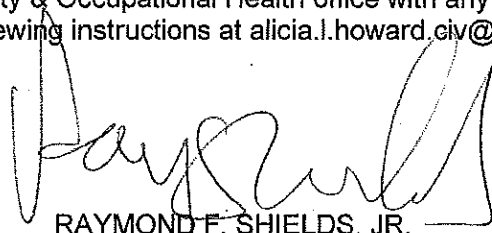
2. Starting immediately, New York Army National Guard (ARNG) Commanders will direct their reporting units to report all Army mishaps (accidents) using the online ASMIS 2.0 Mishap and Near-miss Reporting Tool IAW **Enclosure 1 - ALARACT 087/2020**. This is the sole method for submitting mishap reports to the Army U.S. Combat Readiness Center. Units are still required to report all mishaps on or off-duty (Army, State Active Duty, Active Guard Reserve, and TECH) to the Joint Operations Center) IAW DMNA PAM 1-2 reporting procedures.

3. Units can access the ASMIS 2.0 Mishap and Near Miss Reporting Tool at https://mishap.safety.army.mil/ IAW **Enclosure 2 ASMIS 2.0 Registration**. All mishap reports will be routed through the GOCOM to the NYARNG Safety Office for review before it is routed to National Guard Bureau.

4. Users should contact the NYARNG Safety & Occupational Health office with any questions on reporting criteria and proper routing/reviewing instructions at alicia.l.howard.civ@.army.mil or 518-786-6097.

2 Encls
1. ALARACT 087/2020
2. ASMIS 2.0 Registration

RAYMOND F. SHIELDS, JR.
Major General, NYARNG
Commanding General

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ALARACT 087/2020

DTG: R 131150Z OCT 20

SUBJ/ALARACT 087/2020 - RELEASE OF THE ARMY SAFETY MANAGEMENT INFORMATION SYSTEM (ASMIS 2.0) MISHAP AND NEAR-MISS REPORTING TOOL

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF DA WASHINGTON DC//DACS–SF//

1. REFERENCES:

    1.A. REF A: AR 385–10, THE ARMY SAFETY PROGRAM.

    1.B. REF B: DA PAM 385–40, ARMY ACCIDENT INVESTIGATIONS AND REPORTING.

2. THIS MESSAGE PROVIDES GUIDANCE ON THE RELEASE AND USE OF THE MISHAP AND NEAR MISS REPORTING MODULE OF ASMIS 2.0. THE MISHAP AND NEAR MISS REPORTING MODULE IS A DROP DOWN TAB BASED WEB APPLICATION THAT WILL GUIDE THE USER THROUGH THE REPORTING PROCESS AND ENSURE MANDATORY DATA REQUIREMENTS ARE STANDARDIZED AND RECORDED FOR QUALITY ASSURANCE PURPOSES.

3. AR 385–10, CHAPTER 3, MANDATES REPORTING OF ALL ACCIDENTS, BOTH FATAL AND NONFATAL, RESULTING IN OCCUPATIONAL ILLNESS TO ARMY MILITARY AND ARMY CIVILIAN PERSONNEL; INJURY TO ON-DUTY ARMY CIVILIAN PERSONNEL; INJURY TO ARMY MILITARY PERSONNEL, WHETHER ON- OR OFF-DUTY; DAMAGE TO ARMY PROPERTY; AND DAMAGE TO PUBLIC OR PRIVATE PROPERTY AND/OR INJURY OR ILLNESS OF NON-ARMY PERSONNEL CAUSED BY ARMY OPERATIONS.

4. BEGINNING ON 05 OCTOBER 2020, COMMANDERS WILL DIRECT THEIR REPORTING AUTHORITIES TO REPORT ALL ARMY MISHAPS USING THE ONLINE ASMIS 2.0 MISHAP AND NEAR-MISS REPORTING MODULE. THIS WILL BE THE SOLE METHOD FOR SUBMITTING MISHAP REPORTS. ANY REPORTS INITIATED IN REPORTIT PRIOR TO 05 OCTOBER 2020 WILL BE COMPLETED AND FINALIZED IN REPORTIT. REPORTIT AS A LEGACY SYSTEM WILL BE SUNSET ON 10 JANUARY 2021. ANY REPORTS IN REPORTIT STILL IN REVIEW STATUS WILL BE MOVED OVER TO THE MISHAP AND NEAR MISS REPORTING MODULE AND MUST BE COMPLETED THERE. SHOULD UNITS HAVE ANY QUESTIONS DURING THE UTILIZATION OF ASMIS 2.0, THEY CAN CONTACT THE UNITED STATES ARMY COMBAT READINESS CENTER (USACRC), HELP DESK AT 1–334–255–1390 DSN: 558–1390. SHOULD UNITS EXPERIENCE ANY ANOMALIES DURING THE USE OF ASMIS 2.0, THEY ARE ASKED TO SCREEN CAPTURE THE ANOMALIES AND CONTACT THE HELP DESK AT THE USACRC FOR ASSISTANCE. A SERIES OF TUTORIAL VIDEOS FOR BASIC MODULE FUNCTIONS AND A LIST OF FREQUENTLY ASKED QUESTIONS CAN BE FOUND ON THE MISHAP AND NEAR MISS REPORTING MODULE HOME PAGE: HTTPS://MISHAP.SAFETY.ARMY.MIL. ONCE REGISTERED, USERS WILL HAVE ACCESS TO AN ONLINE TRAINING MODULE TO EXPLORE AND FAMILIARIZE THEMSELVES WITH THE MODULE.

5. OFFLINE MISHAP REPORT SUBMISSION IS CURRENTLY UNAVAILABLE, BUT WILL BE A FUTURE FEATURE OF THE MISHAP AND NEAR MISS REPORTING MODULE. UNTIL THIS FEATURE IS ENABLED, THE USER WILL BE ABLE TO USE THE MODULE TO DOWNLOAD MISHAP TEMPLATES FOR OFFLINE DATA COLLECTION AND THEN UPLOAD TO THE MODULE WHEN ONLINE ACCESS IS AVAILABLE.

6. SAFETY IS A COMMAND RESPONSIBILITY. ACCIDENT REPORTS WILL BE ROUTED THROUGH COMMANDERS AND SUPERVISORS AS INDICATED IN AR 385–10, PARAGRAPHS 3–8 AND 3–9.

ADDITIONALLY, COMMANDERS MUST ENSURE ALL ACCIDENTS MEETING THE PARAMETERS OUTLINED IN AR 385–10 AND DA PAM 385–40 ARE REPORTED IN A CONSISTENT AND TIMELY MANNER. FAILURE TO REPORT PREVENTS THE IDENTIFICATION OF EMERGING ACCIDENT TRENDS AND INHIBITS EFFECTIVE ACCIDENT, ILLNESS, AND LOSS PREVENTION PROGRAMS.

7. ASMIS 2.0 WILL CONSOLIDATE ARMY MISHAP REPORTING INTO A SINGLE APPLICATION DESIGNED TO ELIMINATE REDUNDANCIES IN THE REPORTING PROCESS AND IMPROVE EFFICIENCY. AS WITH REPORTIT, ALL ACCIDENT DATA COLLECTED WILL BE STORED IN ASMIS 2.0, THE ARMY'S REGULATORY SYSTEM FOR MAINTAINING INFORMATION RELATED TO ACCIDENTAL LOSS.

8. THE USACRC SUPPORTS THE ARMY BY COLLECTING, ANALYZING, AND COMMUNICATING MISHAP INFORMATION TO ASSIST LEADERS, SOLDIERS, FAMILIES, AND CIVILIANS IN PRESERVING AND PROTECTING COMBAT RESOURCES. TO ACCESS THE ASMIS 2.0 MISHAP AND NEAR MISS REPORTING TOOL, THE USER BROWSES HERE: HTTPS://MISHAP.SAFETY.ARMY.MIL. IF NOT ALREADY REGISTERED, THE USER CLICKS THE "REGISTER FOR ACCESS" LINK. ONCE THIS IS DONE, THE APPLICATION PROMPTS FOR CAC LOGIN, AND UPON SUCCESSFUL LOGIN WILL POPULATE THE USER'S INFORMATION. THE USER THEN PROVIDES HIS/HER SUPERVISOR/COMMANDER INFORMATION WITH EMAIL ADDRESS AND CLICKS "REGISTER." THE SUPERVISOR/COMMANDER WILL RECEIVE AN EMAIL NOTIFICATION OF THE REGISTRATION. ONCE THE SUPERVISOR APPROVES THE REQUEST, THE USER WILL RECEIVE AN EMAIL INFORMING OF THE APPROVAL. ONCE REGISTERED, THE USER LOGS IN VIA THE "LOGIN" BUTTON AT THE TOP OF THE HOME SCREEN.

9. THE POINT OF CONTACT FOR THIS MESSAGE IS MR. ERIC SCHWEGLER, USACRC, G3, AT DSN 558–9552 OR ERIC.E.SCHWEGLER2.CIV@MAIL.MIL

10. THIS ALARACT MESSAGE EXPIRES ON 9 OCTOBER 2021.

**Enclosure 2: Army Safety Management Information System (ASMIS 2.0) Mishap and Near-miss Reporting Tool Registration**

Access the Reporting Tool at https://mishap.safety.army.mil.

To register, click Login and "register for access."

Log in with CAC which populates user's information.

User provides supervisor's/Commander's information with email address and clicks "register."

Supervisor/Commander receives email requesting approval and approves request.

User receives approval notification via email and uses the "login" button at the top of the home screen to log in.

Tutorial videos and FAQs: A series of tutorial videos for basic module functions and a list of frequently asked questions can be found on the Mishap and Near Miss Reporting Module Home Page (https://mishap.safety.army.mil/).

Once registered, users will have access to an online training module to explore and familiarize themselves with the module.

If you should have any questions, please contact Alicia Howard at Alicia.l.howard.civ@army.mil or 518-786-6097.