



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVENUE, SUITE 100  
FORT SILL, OKLAHOMA 73503

ATZR-C

06 December 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year (FY) 12 Commanding Generals Annual Safety Guidance

1. REFERENCES:

- a. AR 385-10 Army Safety Program, 23 AUG 2007 (RAR 4 OCT 2011).
- b. AR 350-1 Army Training and Leader Development, 18 DEC 2009.
- c. TR 350-6 Enlisted Initial Entry Training Policies and Administration, 28 JAN 2011.
- d. TRADOC Risk Management Integration Plan, 20 SEP 2010.
- e. Department of the Army FY 12 Safety Goals and Objectives, 27 SEP 2011.
- f. Fort Sill Supplement 1 to AR 600-55, 23 AUG 2011.

2. APPLICABILITY. This policy applies to all commands, units, activities, and personnel assigned or attached to USAFEOFS.

3. PURPOSE. Provide Annual Safety Guidance to Commanders, Directors and personnel assigned or attached to USAFEOFS.

4. POLICY.

a. Safety Guidance.

(1) The safety and well-being of every Soldier, civilian employee, and Family member is vital to our Army and mission at Fort Sill. As Senior Commander, I am also the Installation Safety Officer. The Safety Staff are my advisors and are charged with ensuring the Safety Program focuses on the established standards and my guidance. All Commanders, First Sergeants, Command Sergeants Major, and Directors are the Safety Officers and Safety Noncommissioned Officers of their respective commands and organizations. Command involvement and engaged leadership are keys to a successful safety program and accident prevention efforts.

(2) Accidents are predictable, preventable, and require a team effort to make a difference. I expect your commitment in the effort to reduce preventable accidents. I am certain that significant accident reductions are achievable through safety education, awareness, training, discipline and command accountability. As we move forward into fiscal year (FY) 2012, we must remain vigilant in our prevention efforts to preserve and protect resources critical to our mission. I have outlined my focus areas that encompass Army Safety Goals/Objectives for FY 12, and additional areas of concern. Commanders

ATZR-C

SUBJECT: Fiscal Year (FY) 12 Commanding Generals Annual Safety Guidance

shall incorporate these areas into their organizational safety plans for FY 12 and be prepared to provide periodic progress.

5. Focus Areas.

a. Progressive Motorcycle Training: Motorcycle accidents continue to be of great concern across the Army, and have increased at Fort Sill in FY 11. Common factors were vehicles pulling out in front of the rider, encountering wildlife, and one instance of mechanical brake failure. Identify Soldiers within your respective organizations that ride motorcycles and ensure compliance with AR 385-10 new progressive training requirements. The Motorcycle Mentorship Program shall be established at all levels of command and monitored by their respective brigade for compliance. Soldiers will complete the Motorcycle Safety Foundation Basic Rider Course (BRC) before riding a motorcycle on or off post. Soldiers will complete the Experienced Rider Course (ERC) or Sport Bike Riders Course (SBRC) depending on motorcycle ridden within one year of completing the BRC. Soldiers are to complete refresher training prior to riding if they were deployed for more than 180 days. Soldiers will complete sustainment training every three years after the completion of either the ERC or SBRC. Soldiers will adhere to the progressive motorcycle training requirements and wear all prescribed Personal Protective Equipment (PPE) at all times while operating motorcycles on or off duty. Army civilians are also encouraged to complete these courses through appropriate agencies that offer them. Army civilians are required to be properly licensed and wear prescribed protective equipment while driving on post or while traveling off post in the performance of official duties. Organizations are to be in compliance NLT 1 March 2012.

b. Personal Injury Reduction: Sports related activities (e.g., basketball, football, racquetball, and rugby) are categorically in the top of injury producing activities. Evaluate organization physical training and sports programs to ensure correct technique, use of protective equipment, and risk mitigation procedures are in place. Train leaders in the prevention of sport injuries and emphasize the importance of using the same techniques when engaging in off duty activities.

c. Weapons Handling: Negligent discharges continue to be the primary concern for weapons handling mishaps. Indiscipline and complacency are common causal factors in negligent discharge incidents, whether they occur on or off duty. Reinforce basic weapons safety principles to prevent both on and off duty mishaps. Seek potential sources of privately owned weapons training and ensure information is available to influence safe weapon handling. Incorporate safety awareness and training into your goals and objectives and ensure leaders at all levels include this discussion during counseling sessions.

d. Accident Reporting: Evaluate accident reporting procedures to ensure timely accident reporting. Review all accident reports to ensure reliable and accurate information is annotated prior to submission. Leaders will encourage coordination with other staff agencies to ensure effective communications of accidents are implemented. Coordinate with other staff and outside agencies to ensure effective reporting of accidents is accomplished (e.g., blotter report, hospital reports, internal reports, serious incident reports, EOC, etc).

e. Civilian Accident Reduction: Accidental injuries to Army civilians contribute significantly to higher operational costs and readiness degradation. The following must be accomplished to stay Fit to Fight. Evaluate DA/DoD civilian accident history and trends to identify shortfalls. Develop and implement

ATZR-C

SUBJECT: Fiscal Year (FY) 12 Commanding Generals Annual Safety Guidance

effective accident prevention strategies and training. Coordinate with CPAC on civilians who are on workman's compensation to determine if a back to work strategy is possible.

f. Motor Vehicle Accident Prevention: Fort Sill FY 11 accident data revealed an increase in Privately Owned Vehicles (POV) preventable accidents. Common factors were in a hurry, lack of situational awareness, and use of alcohol. Each member of our team is important and the premise of reducing or eliminating preventable POV accidents applies to all Soldiers, Army civilians, and Family members. Our focus is to educate drivers to reduce preventable accidents from occurring. All Soldiers are required to complete the following training.

(1) As part of the Start Right Program all Soldiers newly assigned to the installation will attend the Local Hazards Training Class. The Installation Safety Office provides this training.

(2) All Soldiers under 26 years of age who possess a driver's license will attend the Intermediate Drivers Training Course. The Installation Safety Office provides this training.

(3) All Soldiers will complete the Travel Risk Planning System (TRiPS) prior to going on Leave/Pass/TDY/ETS or any trip beyond 250 miles. POV/POM inspections are to be conducted in conjunction with TRiPS. Leaders are to review travel plans and communicate expectations for safe travel and behavior while off duty.

g. Army Motor Vehicles and Equipment: Past accident investigations and recent Roadside Vehicle Checkpoint Inspections have indicated deficiencies in unit driver training and licensing programs across Fort Sill. Licensing and drivers training will be to the standards outlined in AR 600-55 and Fort Sill Supplement 1 to AR 600-55.

Soldiers and civilians will complete the On-line Accident Avoidance Course prior to the operation of any Army Motor Vehicle. This course will be repeated every 4 years as part of licensing procedures.

h. Driver Improvement/Remedial Drivers Training: Commanders and Directors will ensure Soldiers and civilians attend this training if they have been convicted of a moving traffic violation while operating a government vehicle, or determined at fault in a traffic mishap while operating a government vehicle. Training is provided by the Installation Safety Office.

i. Composite Risk Management (CRM): Through the application of the CRM process we can reduce our exposure to hazards we face every day. Military and civilian leadership must ensure their leaders/staff integrate RM into the planning and execution of all missions and activities. CRM must encompass military and civilian training, education, leader development, specialty training, doctrine, policy, and system developments. Leaders will ensure that individuals involved in mission execution are properly briefed on identified hazards, control measures and performing tasks to standard. Risk management worksheets will be current and signed by the appropriate risk acceptance authority prior to mission execution.

CRM is part of the Army Safety Program IAW AR 350-1 G-15. All Soldiers and Army civilians will complete the on-line CRM Basic Course within 60 days of their arrival at their first operational assignment or civilian employment.

ATZR-C

SUBJECT: Fiscal Year (FY) 12 Commanding Generals Annual Safety Guidance

j. Additional/Collateral Duty Safety Personnel: Unit safety personnel assist Commanders and Directors in implementing effective, mission enabling safety programs. Appoint in writing Additional Duty Safety Officers at battalion level or higher/NCOs at Company/Battery level. Civilians may serve in this position as Collateral Duty Safety Personnel. Minimum grade is GS-7 at battalion or above, and GS-5 at Company/Battery level.

(1) Appointed personnel will complete the on-line Additional Duty Safety Course for military or Collateral Duty Safety Course for Civilian personnel.

(2) Appointed TRADOC personnel will complete the 8-hour instructor led safety course provided by the FCoE and Fort Sill Safety Office in addition to the on-line course.

k. Required Safety Program Training: Training and education is essential for safety program management and accident prevention. Both military and civilian personnel are required to complete on-line safety training to learn the basics in risk management, accident reporting, accident prevention, and the Army Safety Program.

(1) Commanders are required to complete the on-line Commanders Safety Course (CSC). The CSC provides commanders the tools to manage their unit safety programs effectively and to incorporate CRM into all unit planning and activities. Company grade officers must complete the CSC prior to assuming command. Brigade commanders, or first O-6 in the chain of command, will certify that their officers have successfully completed the CSC prior to assignment as company commanders. Brigade and battalion level command designees must complete the CSC prior to attending the Fort Leavenworth pre-command course. For those assigned to an Initial Military/Entry Training Unit (IMT/IET) (BCT or MOS producing unit) brigade, battalion, and company commanders, CSMs and 1SGs will complete the Commander's Safety Course prior to assuming IET duties IAW TR 350-6 5-1 a. (3).

(2) Civilian managers and supervisors will complete the on-line Manager's or Supervisor's Safety Course depending on their position title within 60 days of assignment or employment.

(3) All Civilian employees will complete the on-line Employee's Safety Course within 60 days of assignment or employment.

l. Army Readiness Assessment Program (ARAP): Battalion Commanders will register with the Combat Readiness Center for ARAP within 90 days of taking command, and execute to assess their unit's safety culture. Commanders will repeat ARAP to reassess their organization at mid-tour.

6. As leaders and professionals it is vital that we do everything we can to ensure the protection of our most valuable resource – our Soldiers, civilians, and their Families. Train to standard, execute to standard, "Fit to Fight - Fires Strong."

ATZR-C

SUBJECT: Fiscal Year (FY) 12 Commanding Generals Annual Safety Guidance

7. Assistance and support is available through the FCoE and Fort Sill Safety Office located in building 4700, fourth floor suite 467. FCoE Point of Contact is Mr. John Cordes, at 442-4701, or [john.e.cordes.civ@mail.mil](mailto:john.e.cordes.civ@mail.mil). Garrison Point of Contact is Mr. Kenneth Broughton, at 442-4466, or [kenneth.w.broughton2.civ@mail.mil](mailto:kenneth.w.broughton2.civ@mail.mil).



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All Units on Fort Sill