



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA  
1903 HATFIELD STREET  
FORT HUACHUCA, ARIZONA 85613-7000

ATZS-CG

10 May 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 16-10 – Safety

1. REFERENCES.

- a. Department of Defense (DoD) Instruction 6055.04, DoD Traffic Safety Program, April 2009, incorporating change 2, 23 January 2013.
- b. AR 385-10, The Army Safety Program, 27 November 2013.
- c. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- d. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 10 April 2015.
- e. DA PAM 385-40, Army Accident Investigations and Reporting, 18 March 2015.
- f. ATP 5-19, Risk Management, April 2014.
- g. US Army Training and Doctrine Command (TRADOC) Regulation 385-2, US Army Training and Doctrine Command Safety and Occupational Health Program, 23 October 2015.
- h. TRADOC Risk Management (RM) Integration Plan, 20 September 2010.
- i. TRADOC Federal Employee Compensation Act (FECA) Program, 25 March 2010.
- j. IMCOM Regulation 385-10, Safety Program, 5 April 2013.
- k. US Army Intelligence Center of Excellence (USAICoE) Regulation 385-1, Safety Program, 23 September 2010.
- l. Army Directive 2016-20, 06 May 2016.

2. **APPLICABILITY.** This policy applies to all personnel assigned to, attached to, or under the operational control of USAICoE and Fort Huachuca tenant organizations.

3. **PURPOSE.** It is the responsibility of the Safety Professionals assigned to units on Fort Huachuca, to ensure that no one is exposed to undue risk and that safety remains a priority in all we do. We will strive to eliminate both on and off-duty mishaps, injuries, and fatalities for all Soldiers, Civilians, Contractors and Family members. The safety of all personnel is important to

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the success of our mission. Everyone shares the responsibility for preventing accidents and injuries. Your choices impact your organization, the mission, your family and other personnel that rely on you. Fortunately personnel here do the right thing on and off-duty the vast majority of the time. My expectations for all of the Fort Huachuca family are:

- a. Perform the mission safely every day... safety is the norm.
- b. Use your training and procedures...shortcuts are unacceptable.
- c. Know, follow and enforce the standards ... hold everyone accountable.
- d. Consider the risks in everything you do ... have a plan to mitigate to the lowest level.

e. Have the courage to intervene, prevent accidents and injuries ... take care of those around you. Remember, safety is not a program, it is a way of life. I expect everyone to be responsible in promoting a culture of smart choices to ensure the safety of both personnel and resources.

#### 4. POLICY.

a. General. To show our commitment to safety all Commanders, Directors, and leaders will ensure the activities and tools outlined in this policy are enacted in their units. Army organizations have a safety program that begins with Commanders, leaders, and individuals. These three elements interact and form the basis for a cohesive team to identify and mitigate hazards before they result in an accident or incident.

b. Risk. All personnel must actively integrate risk management principles, along with safety awareness and prevention, in all they do. During execution, identify risks and mitigate them at the lowest possible level. If any part of this process fails, it will compromise everyone's safety and can heavily impact mission and overall readiness.

(1) Commanders and Directors provide overall direction and establish the framework to integrate the principles of risk management and safety throughout their organizations. They set the standards for performance.

(2) Leaders implement and refine the guidance provided by Commanders and Directors, as well as enforce the standards of safety principles throughout the organization.

(3) Individuals are responsible for performing to the established standards. They must accept personal responsibility for their actions, never accepting less of themselves or their teammates.

c. Commander and Director Safety Tools.

(1) Army Readiness Assessment Program (ARAP). The ARAP is required for Battalion Commanders or their equivalent, to assist them in evaluating their unit's safety culture. ARAP is a web-based initiative that provides leaders with data on their formation's safety readiness

posture through five segments: Process Auditing, Reward System, Quality Control, Risk Management, and Command and Control to help identify and correct organizational conditions that could lead to a potential mishap. Register at: <https://arap.safety.army.mil>. Organizations are to complete the assessment within 90 days of a new Commander or Director taking charge, then again at mid-term.

(2) Commanders Safety Course (CSC). IAW AR 385-10, Commanders, CSMs, and 1SGs must complete the Army's Commanders Safety Course (CSC) prior to assuming Command. This is a required portion of the Company Commander-First Sergeant Pre-Command Course and provides company grade leaders with the knowledge and tools they need to succeed. The CSC may be found at <https://atrrs.army.mil>.

(3) Additional Duty Safety Officer (ADSO) or Collateral Duty Safety Officer (CDSO). Commanders and Directors will appoint, on orders, an ADSO or CDSO and ensure they have completed training within 30 days of said appointment IAW AR 385-10, para 2-5. Other additional duty positions should also be appointed on orders for motorcycle mentorship, fire marshal, unit environmental coordinator, and building management. These personnel should work closely together to ensure the limited resources we have can be managed within the required guidelines. They will need appropriate time to complete inspections, training and reports on a monthly bases. Recommend the additional duty position be part of your safety committee.

(4) Travel Risk Planning System (TRiPS). Pre-Holiday, Leave, long weekends and Pass Safety Briefing will be completed by leaders. The Army's TRiPS will be utilized to integrate risk management and record results. Additionally, preparations and safety awareness will include PMV inspections to help ensure the safe travels of our soldiers. The briefs, discussions, and use of TRiPS are intended to enhance safety awareness and provide tools to help prevent accidents and injury to our Soldiers, Civilians, and their Families traveling during periods of heavier traffic and higher risk.

d. Accidents and Incidents.

(1) Accident Reporting and Investigations. All accidents will be reported through respective commands and a copy forwarded to the organizational Safety, Garrison Safety or USAICoE Safety Offices. Commanders will assess the cause of the accident and back brief subordinates on actions to take to avert future similar accidents in the future. In the event of a serious incident, the Senior Mission Commander, Organizational safety officer, Garrison safety or USAICoE safety, and the Combat Readiness Center (CRC) will be notified. For further

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guidelines on accident reporting refer to AR 385-10, DA PAM 385-40, TRADOC 385-1, USAICoE Regulation 385-1 and your organizational requirements.

(2) Federal Employee Compensation Act (FECA). Commanders and leaders are to report civilian accidents or injuries occurring within their organization through the Civilian Personnel Advisory Center (CPAC), and their ADSO/CDSO who in turn will report up through the chain of command to the Organizational Safety for OSHA reporting and trend analysis.

e. Risk Management. Risk Management (RM) Integration is a proactive approach to identify and reduce risks. Military and Civilian leadership must ensure their leaders/staff integrate RM into the planning and execution of all missions and organizational activities. All RM worksheets developed locally should be reviewed, updated, and included in training products. Additionally, copies of the worksheets with moderate to high risk will be forwarded to the Organizational Safety Office, Garrison Safety Office or USAICoE Safety Office for review. For further guidance and RM training, visit the US Army Combat Readiness Center website, <https://safety.army.mil>.

f. Safety Awards and Accountability Program. Commanders and leaders are encouraged to use the safety awards program to recognize personnel and activities for safety performance. For further guidelines on the safety awards program, refer to AR 385-10, chapter 8.

g. On and Off-Duty Loss Reduction. The Army's highest fatality rates are caused by motor vehicles, such as private motor vehicles (PMV) -- PMV-4 (cars, trucks) or PMV-2 (motorcycles), as well as Government Services Administration (GSA) owned or leased vehicles, Army motor vehicles (AMV) and Recreational/Specialty Vehicles. The following tools are available to help reduce these losses.

(1) Motor Vehicle Accident (MVA) Prevention Programs. MVAs continue to cause a large number of Soldier fatalities outside combat zones. I encourage Commanders and leaders to use the most current off-duty resources and the on-duty driver's training toolbox from the US Army Combat Readiness Center website at <https://safety.army.mil>, as well as establishing unit-level PMV, AMV, ACV and traffic safety programs and initiatives, defensive driver's training, and guidance to reduce risk of death or injury from MVAs.

(a) Army Motor Vehicle (AMV), Accident Avoidance Course (AAC), is a requirement for all personnel before operating an AMV IAW AR 385-10, 11-7,(4)(b). The online AAC training will be repeated every 4 years as part of the licensing renewal procedures. The AAC can be located at <https://safety.army.mil/TRAININGCOURSES/OnlineTraining/ArmyAccidentAvoidanceCourse.aspx>

(b) Soldiers and Civilians operating GSA/AMV vehicles who are found at fault for traffic violations resulting in an accident will be required to complete the eight-hour Remedial Drivers Training Course offered by the Garrison Safety Office. I encourage Commanders and leaders to completely support this program and ensure adherence to this initiative. Personnel can register for the course online: [https://apps.imcom.army.mil/AIRS/usg\\_disclaimer.aspx](https://apps.imcom.army.mil/AIRS/usg_disclaimer.aspx).

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(c) Fifteen Passenger Vans. 15 passenger vans pose a possible rollover hazard; therefore, Commanders will want to ensure that Soldiers and Civilians that operate these vans are trained appropriately with these areas in mind.

- Operators are experienced drivers with good driving records.
- Are trained on the hazards and handling characteristics associated with a 15 passenger van.
- Understand their responsibility of ensuring the safety of all occupants.
- Operators ensure that all passengers are properly seat belted prior to starting and moving the vehicle.
- Any and all accidents are reported through the chain of command.
- Inspections of the vehicle are completed daily and records are maintained.

(d) PMV Task Force. Commanders and leaders are encouraged to use a PMV Task Force to analyze PMV accident trends, identify and review local traffic problems, and establish special safety campaigns for specific higher risk accident periods such as holiday travel, seasonal, seat belt safety, and distracted driving awareness.

(e) Seatbelt Safety. Commanders and leaders will enforce the Army's mandatory seatbelt and occupant restraint policy IAW DoDI 6055.04. All personnel, whether operating or riding in a motor vehicle equipped with approved restraint devices (lap or shoulder belts), will wear these devices at all times.

(f) Cell Phone Use. IAW AR 190-5, vehicle operators on a DoD installation and operators of Government owned or leased vehicles will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphone, earphones, or other listening devices (except for hands-free devices) while operating a motor vehicle is prohibited. This applies to all Soldiers who operate motor vehicles whether on or off-post and all Civilian personnel who operate a motor vehicle on Fort Huachuca. IAW AR 190-5, off-post violations of this policy may be dealt with through administrative actions.

(2) Army Traffic Safety Training Program (ATSTP). All newly assigned personnel to Fort Huachuca receive a briefing on local driving conditions, laws, and regulations. Additionally, IAW DOD Instruction 6055.04, all newly assigned Soldiers who are under 26 years of age will receive intermediate traffic safety training that reinforces a positive attitude toward driving, individual responsibility, correct response to routine and emergency driving situations, and sharing the road safety with other road users. Personnel can register for the course online: [https://apps.imcom.army.mil/AIRS/usg\\_disclaimer.aspx](https://apps.imcom.army.mil/AIRS/usg_disclaimer.aspx)

(3) Motorcycle Accident Prevention.

(a) Commanders and leaders must thoroughly understand and continue to enforce motorcycle safety requirements outlined in DODI 6055.04 and AR 385-10, 11-9. These requirements apply to all Soldiers who own and operate a motorcycle both on and off-post as well as all civilian personnel operating a motorcycle on Fort Huachuca. Standardized Army

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motorcycle training is available at Fort Huachuca in the Basic Rider Course (BRC), the Experienced Rider Course (ERC), and the Sport Bike Rider Course. These courses are free of charge to all Soldiers and are Motorcycle Safety Foundation (MSF) approved. Courses can be accessed online: [https://apps.imcom.army.mil/AIRS/usg\\_disclaimer.aspx](https://apps.imcom.army.mil/AIRS/usg_disclaimer.aspx). For further guidance please see the Motorcycle Safety Program and the Fort Huachuca Motorcycle Mentorship Program Implementation policy letter located on the USAICoE Safety Office IKN website:

[https://ikn.army.mil/apps/IKNWMS/IKN\\_Websites/Command%20Group/Safety%20Office/files/MotorcycleMentorshipProgramImplementationPolicy.pdf](https://ikn.army.mil/apps/IKNWMS/IKN_Websites/Command%20Group/Safety%20Office/files/MotorcycleMentorshipProgramImplementationPolicy.pdf)

(b) Personal Protective Equipment. Service members on and off the installation, and Civilians, Contractors and Family members on the installation are required to comply with PPE requirements while operating a motorcycle, moped, scooter, or three-wheeled vehicle as either the operator or passenger. Required PPE consists of Department of Transportation (DOT) approved helmet properly fastened under the chin, impact shatter resistant goggle, wrap around glasses or full-face shields, proper footwear (above the ankle boots), long sleeve shirt or jacket, long trousers, full fingered gloves/mittens, and bright colored outer garment during daylight hours and reflective upper garment at night.

h. Essential Safety Program Components.

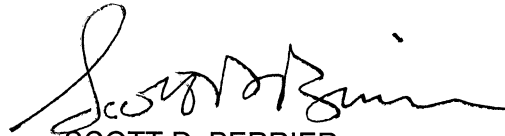
(1) Physical Training (PT)/Running Safety. Our primary mission is to protect our Soldiers and Civilians through eliminating any possible hazards by enforcing safe practices during physical training such as establishing running routes, straggler control, signage, and the use of traffic safety clothing as outlined in Organizational safety, Garrison safety, and TRADOC Regulations. Earphones, including wireless or non-wireless devices and earpieces, may be worn while performing individual physical training in indoor gyms or fitness centers. Additionally, only civilians or Soldiers wearing civilian clothes may wear earphones on athletic tracks. All personnel on Fort Huachuca are prohibited from wearing portable headphones, earphones, ear buds, or other listening devices while jogging/running, walking, bicycling, or skating/skateboarding on or adjacent to roadways or roadway intersections on DoD Installations. In other words, headphones or ear buds are only authorized for use on track surfaces, when not in uniform, or indoors and never allowed during organized PT events. It is highly encouraged for personnel to wear brightly colored garments when doing individual PT. Soldiers will wear a reflective belt when conducting PT in uniform outdoors. Soldiers must comply with Army Directive 2016-20 and USAICoE Policy 16-36.

(2) Safety Fairs. As a safety awareness tool for Soldiers, Civilians, and Family members, commanders and leaders are encouraged to support the Annual Safety Fairs hosted by both the Garrison and USAICoE Safety Offices during the spring and fall seasons.

5. It is vital that we do everything we can as leaders and professionals to ensure the protection of our most valuable resource – our Soldiers, Civilians, and their Families. As with any program, safety is only effective if incorporated into the very fabric of the operations we perform, in addition to command and leadership guidance and supervision, strict enforcement of standards, and individual responsibility.

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6. This memorandum supersedes memorandum, HQ USAICoE, ATZS-CG, 14 Mar 16, subject as above.
7. The proponents for this policy are the Safety Offices at 538-2163 / 3697.



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Major General, USA  
Commanding

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