



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I  
UNIT # 15707  
APO AP 96258-5707

REPLY TO  
ATTENTION OF:

POLICY LETTER #4-3

30 NOV. 2012

IMRD-SO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty and Collateral Duty Safety Officer's Responsibilities

1. AR 385-10, 23 Aug 07, The Army Safety Program, requires the appointment of Additional Duty Safety Officer (ADSO), Collateral Duty Safety Officer (CDSO) in troop / industrial / administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component; in industrial / administrative units, this includes directorate level.
2. The unit safety personnel will:
  - a. Be appointed by Commander or Staff Director on written orders.
  - b. Be a commissioned officer, warrant officer, or NCO in the rank of staff sergeant or higher at the company level. Be a commissioned officer, at battalion and higher unit levels.
  - c. Have completed, or will complete, the USAG-Red Cloud/Area I Safety Officer/ NCO orientation within 30 days of appointment.
  - d. Have one year or more retainability in the unit upon duty appointment. While it is difficult to have 1 year retainability due to most assignments only being a year, it is recommended that the one year requirement be adhered to as much as possible (The policy letter requires 10 months.)
  - e. Give their safety officer duties proper priority.
  - f. Report directly to Commander or Staff Director on safety-related matters.
3. The Additional Duty Safety Officers and Collateral Duty Safety Officers are only one of several additional duties which may be given to an individual. However, it is one of the "most important." The units total effectiveness may be judged by the way it handles these functional areas normally assigned as additional duties.
4. The Additional Duty Safety Officer/Collateral Duty Safety Officer is responsible to the Commander or Staff Director to ensure the implementation of the Army safety policy in all activities within the unit. This policy is to reduce and keep to a minimum accidental manpower

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and monetary losses, thus providing more efficient use of resources and advancing effectiveness of the Army. To accomplish this, the ADSO/CDSO must perform a wide variety of duties. These include but are not limited to:

a. Becoming familiar with Army safety regulations (AR 385 series, DA Pam 385-1 and DA Pam 385-10), safety requirements of the command, principles of accident prevention, and operating procedures published in Standing Operating Procedures (SOP), field manuals, technical manuals, etc.

b. Developing and interpreting directives, policies, plans, and procedures on safety.

c. Supervising and conducting safety surveys and inspections, giving particular attention to predominant and inherent hazards to new or varied operations.

d. Selecting top-quality personnel to assist in operating the unit safety program.

e. Providing prompt technical assistance in accident investigation and reporting. Checking completeness and accuracy of reports and evaluate adequacy of corrective action.

f. Recommending appropriate action to remove or control hazards. Conducting follow-up inspections to ensure compliance.

g. Maintaining adequate safety records and analyzing the unit's accident experience to determine the principal accident sources so that preventive efforts may be better directed. Providing the commander/director with periodic safety accident analysis and information concerning accidents.

h. Conducting periodic briefings with supervisors and other personnel regarding the objectives of the safety program, methods of attaining these objectives, and the degree of success expected in achieving these objectives, in terms of the overall mission.

i. Preparing summary reports of accident and near-accident experience and process them to higher headquarters as required.

j. Monitoring and conducting periodic unit safety programs to promote safety awareness in personnel throughout the unit.

k. Organizing and acting as recorder of the unit safety council.

l. Determining the need and procuring material for safety training and safety promotion.

5. Commanders and activity leaders will provide a copy of their ADSO and CDSO's appointment memorandum to the USAG-RC/Area I Safety Office within 30 days after the appointment.

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6. Bottom line... safety is critical... lives are at stake!

  
JOHN. M. SCOTT  
COL, AV  
Commanding

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