



DEPARTMENT OF THE ARMY
HEADQUARTERS, V CORPS
UNIT 29355
APO AE 09014

REPLY TO
ATTENTION OF

AETV-CS

31 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Safety Program – Reconstitution

1. On 16 January 2004, LTG Sanchez tasked V Corps Commanders to review and reevaluate their safety program thus assuring the unit's safety reconstitution. (enclosure 1). A successful safety program is vital to protecting our force. Therefore, now is the time for Commanders to appoint and train their safety officers thereby setting the stage for a successful program.
2. My safety staff will visit Major Subordinate Commands (MSC) and Corps Separates to formally assess the unit's safety programs. This evaluation will focus on regulatory compliance, safety program management, and risk management integration. MSC must contact the V Corps Safety Office to schedule a primary and alternate date for this one day assessment by e-mailing Mr. Hoffman, V Corps Safety Director at g1safdir@hq.c5.army.mil NLT 30 April 2004.
3. Enclosure 2 is the Safety Program Reconstitution Checklist that will be used as a tool during this phase to evaluate the unit's safety program. We must remain focused so we can protect our number one resource – V Corps soldiers, civilians and their families. My safety staff is available to conduct assistance visits to help assure program success and foster a strong working relationship.
4. Victory Corps!

2 Encls

A handwritten signature in black ink, appearing to read "Daniel J. Keefe".

DANIEL J. KEEFE
Brigadier General, USA
Chief of Staff

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HEADQUARTERS
V CORPS
BAGHDAD, IRAQ
APO AE 09302-1400

AETV-S

16 January 2004

MEMORANDUM FOR V Corps Commanders

SUBJECT: Safety Program Reconstitution

1. After the reintegration process in Central Region and block leave, units will be faced with the challenging task of reconstitution. During our deployment many unit programs and processes have been stretched to the limit. It is essential that commanders develop comprehensive plans to address all aspects of bringing their units back to the highest state of readiness. A critical portion of this process is the reconstitution of unit safety programs.

2. Commanders at all levels are responsible for protecting personnel, equipment, and facilities under their command; effective implementation of safety and occupational health policies; and the integration of the risk management process into their safety and occupational health program.

3. Within 60 days of redeployment, commanders will review and reevaluate their safety program. This review will include a comprehensive look at regulatory compliance, appointment of safety managers, safety training and education, safety program management, prevention programs, and command climate. Specific areas on which to focus include:

- Accident reporting and investigating procedures
- Workplace safety
- Transportation safety
- Family and off-the-job safety
- Range safety (when applicable)
- Explosive safety (when applicable)
- Aviation safety (when applicable)
- Tactical safety (when applicable)
- Radiation safety (when applicable)
- System safety (when applicable)

4. Commanders will provide sufficient funds and other resources to carry out all responsibilities designated in appropriate regulations to assure safety and occupational health (OH) program effectiveness. This will include necessary training for safety managers, appropriate equipment support (computers, etc.) and a safety awards program.

5. Within 90 to 120 days of redeployment a formal evaluation by the V Corps Safety Office will be conducted on all major subordinate command (MSC) and separate brigade safety programs. The evaluation will focus on regulatory compliance, safety program management, and risk

K. S. [Signature]

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SUBJECT: Safety Program Reconstitution

management integration. The objective of the evaluation is to assess the extent of the unit's accident prevention effort and provide assistance as required. At Enclosure 1 is a reference sheet that identifies specific areas of interest and their requirements. The V Corps Safety Office will provide written program assessments for all MSCs and brigade separates.

6. Victory!

Encl
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RICARDO S. SANCHEZ
Lieutenant General, USA
Commanding

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Table E-1 USAREUR Reg 350-1

USAREUR Consolidated Military Training Requirements

Echelon	Subject	Frequency	Reference	Requirement
Unit	Water Safety	Annual	AR 350-1, UR 385-4	M. Units with over-water operations in their METL will train according to TC 21-21 and UR 385-4.
Unit	Risk Management	Other*	AR 385-10, FM 100-14	T, I, H. Before any exercise.
Unit	Depleted Uranium Awareness Training	Annual	AR 350-1	M. Annually for all soldiers.
Unit	Prevention of Motor Vehicle Accidents	Other*	AR 350-1, AR 385-55	I, H. For military and civilian personnel, training will be given as soon as possible after entry into Government service and every 4 years thereafter as part of the license-renewal procedure.
Unit	Heat/Cold Weather Training	Annual	AR 40-5, AR 350-1	I.
Unit	Hearing Protection, Respiratory Protection, PPE	Other*	AR 11-34, AR 40-5, AR 350-1	I.
Unit	Army Safety Program	Other*	AR 350-1, AR 385-10	I, H.
Unit	Explosives Safety	Annual	AR 385-64	I, H.
Company	Arms, Ammunition, and Explosives Security	Other*	AR 190-11, AR 385-10, AR 385-64- UR 190-13	M, I, P. Initiate a training program on AA&E security.
Operator/ Crew	Fire Evacuation Drills	Quarterly	AR 385-55	Conduct fire evacuation drills according to vehicle TM.

Table E-2 USAREUR Consolidated Certification Requirements

Echelon	Position	Course Title	Reference
Brigade	Brigade Safety Officer	Safety Officer/NCO Course (SOC 40)	AR 385-10, USAREUR Command Policy Ltr 3
Battalion	Battalion Safety Officer	Safety Officer/NCO Course (SOC 40)	AR 385-10, USAREUR Command Policy Letter 3
Company	Company Safety NCO	Safety Officer/NCO Course (SOC 40)	AR 385-10, USAREUR Command Policy Letter 3
Unit	Range Safety Officer/NCO	Range Safety Officer/NCO Course	AR 385-63 and USAREUR Supplement 1, GTA SOP1

*Conducted before, during, or after a specified event or as determined by the commander's assessment of the need or after personnel turnover.

Training Requirements Codes.

- (a) **P - Program:** Periodic requirements as part of a continuous or cyclical training program that includes periodic evaluation of proficiency (for example, physical fitness or weapons qualification).
- (b) **M - Mission:** Periodic requirement for certain units depending on the unit METL.
- (c) **T - Time Sensitive:** Training required within a reasonable period before an event or exercise.
- (d) **I - Integrated:** Allows commanders flexibility to integrate the event with related or other training. Not intended as stand-alone training events.
- (e) **H - Highlight and Awareness:** Does not assume training in schools, but does require command emphasis.
- (f) **R - Refresher:** Assumes that the soldier has been trained to standard in schools, but requires occasional review to sustain a training level for all soldiers.
- (g) **C - Certification:** Attend certification course, training, or both.

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V Corps Safety Reconstitution Checklist		Date(s) of Assessment	
Reference: Safety Reconstitution Policy Letter dated 16 Jan 2004		Checklist Effective Date: 29 March 2002	
Assessing Office/Agency: V Corps Safety	Unit Assessed:	Assessor Name/ Phone:	
Item		YES	NO
<p>PROGRAM ADMINISTRATION:</p> <p>1. Do units down to Battalion level have a current Safety Program SOP? (AR 385-10 para 2-2; DA Pam 385-1; V Corps Safety SOP)</p> <p style="padding-left: 40px;">a. Has the unit established a formal assessment program to ensure subordinate Safety Programs are in place and functioning?</p> <p>2. Is the unit safety manager or the unit safety officer / NCO appointed on orders down to company/detachment level and is a copy maintained on file of the next higher level? (AR385-10 para 2-1)</p> <p>3. Do Unit/Command Safety Program Officer appointment orders comply with AR 385-10, para 2-1f?</p> <p>4. Has the unit safety officer/NCO attended the USAREUR Safety Officer/NCO Course (SOC 40)? (AR 385-10, para 2-1f(4); USAREUR 350-1; USAREUR Pam 350-205) (See Note 1)</p> <p>5. All units, Battalion and higher will establish safety councils and conduct them quarterly. (V Corps Safety Program SOP para 3e). (See Note 2)</p> <p>6. Does the unit participate in the V Corps Safety Awards Program? (V Corps Safety Program SOP, section IX)</p> <p>7. Does the unit (1AD/1ID/3COSCOM/30MED/130ENG) have a formal safety awards program established and how is it implemented? (V Corps Safety Program SOP Part IX, 1a)</p> <p>8. Are the following V Corps Safety Office "Victory Returns" directives on hand? (hard copy or electronic?)</p> <p style="padding-left: 40px;">a. Safety Policy Memorandums (V Corps and USAREUR)?</p> <p style="padding-left: 40px;">b. V Corps Holiday Safety Campaign directives?</p> <p style="padding-left: 40px;">c. Unit Summer Safety Campaign Plans?</p>			

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Item	YES	NO
<p>9. Has the unit established a formal off-duty accident prevention program to include drinking and driving and POV safety, etc.</p> <p>10. Are safety organizational files established? (AR 385-10)</p> <p>RISK MANAGEMENT:</p> <p>1. Is the 5-step risk management process incorporated into all training, operations and plans to identify and control hazards? (AR 385-10 para 1-5 (b), AE PAM 385-15, FM 101-5, FM 100-14)</p> <p>2. Does the unit have a plan to ensure all unit personnel receive annual risk management training? (AE PAM 385-15.)</p> <p>3. Has the unit implemented AE Policy Letter #3, regarding vehicle safety during passes and leave periods?</p> <p>ACCIDENT REPORTING AND RECORDING:</p> <p>1. Are procedures established to report and record all accidents/incidents within the command for both on and off-duty accidents? (AR 385-40; AE 385-40)</p> <p>2. Are copies of all accident reports maintained on file? (AR 385-40)</p> <p>3. Are accident statistics tracked and analyzed for trends.</p> <p>FIRE PREVENTION PROGRAM:</p> <p>1. Is a unit Fire Marshals and Building Fire Wardens trained and appointed on orders? (V Corps SOP, Chap 2a)</p> <p>2. Does the Unit have a plan to ensure reconstitution of subordinate unit fire prevention programs?</p> <p>3. Are Building Coordinators appointed and do they understand their responsibilities as Fire Evacuation Coordinators? Are they trained and appointed on orders and fulfilling their duties? (AR 420-90, para 6-2)</p> <p>4. Has the unit established a written tactical fire prevention program? (V Corps Safety SOP, section XII)</p> <p>OCCUPATIONAL HEALTH PROGRAM:</p> <p>1. Has the commander requested a health hazard survey be performed by the ASG Industrial Hygiene Office and the local BSB Safety Office? (AR 385-10, Chap 4)</p>		

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Item	YES	NO
<p>2. Does the unit have a plan to ensure those who work in areas identified as requiring respirators are properly trained and fit tested on respiratory equipment?</p> <p>3. Does the command have a written respiratory protection program and procedures to ensure program implementation? (AR 11-34, AE 385-7, TB MED 502)</p> <p>ENVIRONMENTAL PROTECTION PROGRAM:</p> <p>1. Does the unit have a plan to ensure personnel who work with hazardous materials are trained on those hazards and required protective equipment and precautions? Is training documented with attendance records?</p> <p>2. Does the unit have a plan to ensure an Environmental/Hazardous Material/Hazardous Waste (E/HM/HW) Coordinator (Officer and NCO) is trained and appointed on orders? (AR 200-1, UR 200-1)</p> <p>3. Is there a plan for implementing the following Environmental programs:</p> <ul style="list-style-type: none"> a. An SOP for Environmental/Hazardous Materials/Hazardous Waste (AR 200-1, UR 200-1, UR 385-10, V Corps Safety SOP, FGS, OEBGD, SOFA's, treaties and international agreements) b. A written hazard communication program? c. A written Hazardous Waste Program? d. A written plan for tactical/field operations? e. A written spill contingency plan? f. Developing a working relationship with the local BSB Environmental Management Office? <p>RADIATION SAFETY PROGRAM:</p> <p>1. Does the unit have a plan to ensure a unit Radiation Safety Officer is trained and appointed on orders?</p> <p>2. Has an accurate inventory of radioactive sources been completed? (AR 11-9, para 1.4k; UR Reg 385-12, Para 6)</p> <p>3. Is the Radioactive Inventory List provided to V Corps Headquarters and the local BSB Safety Office? (UR Reg 385-12)</p> <p>4. Are procedures for radiation safety established? (UR Reg 385-12, Para 6; V Corps Safety SOP, Part VI)</p>		

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Item	YES	NO
<p>NOTE 1: Safety personnel that are not formally trained must be identified by name, and scheduled for training through their S-3/G-3. When personnel training requirements exceed 25, units should coordinate with V Corps Safety to arrange for the 40 hour Safety Officer Course (SOC-40) training.</p> <p>NOTE 2: Annually forecast quarterly Safety Councils.</p> <p>Additional Comments/Remarks:</p>		

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APPENDIX	YES	NO
<p>REFERENCES:</p> <ul style="list-style-type: none"> a. AR 11-9, Army's Radiation Program, 28 May 99. b. AR 11-34, Respiratory Protection Program, 15 Feb 90. c. AR 200-1, Environmental Protection Enhancement, 21 Feb 97. d. AR 385-10, The Army Safety Program, 29 Feb 00. e. AR 385-40, Accident Reporting and Records, 1 Nov 94. f. AR 385-55, Prevention of Motor Vehicle Accident Prevention, 12 Mar 87. g. AR 420-90, Fire and Emergency Services, 10 Sep 97. h. AR 600-55, Army Driver and Operations Standardization Program, 31 Dec 93. i. DA PAM 385-1, Small Unit Safety Officer/NCO Guide, 29 Nov 01. j. DA PAM 385-40, Accident Reporting and Records, 1 Nov 94. k. AE Reg 55-4, Joint Transportation of Hazardous Material, 01 May 03. l. USAREUR Reg 200-1, Environmental Quality Program, 16 Jan 03. m. USAREUR Reg 385-2, USAREUR Recreational Water Safety Program, 15 Mar 95. n. AE Reg 385-7, Respiratory Protection Program, 29 Feb 00. o. USAREUR Reg 385-10, Implementation of the Hazard Communication Program, 10 Dec 92. p. USAREUR Reg 385-12, Radiation Protection Program, 11 Sep 90. q. USAREUR Pam 385-15, Leaders Guide for Tactical Exercise Safety, 01 May 03/w 01 Aug 03 update. r. AE Pam 385-40, Accident Reporting and Records, 24 Jun 03 s. V Corps Safety SOP, 01 Aug 2001. t. Final Governing Standards (FGS), 21 Aug 95, revalidated Jun 97. u. Overseas Environmental Baseline Guidance Document (OEBGD) 		