



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND  
UNIT #15015  
APO AP 96218-5015

REPLY TO  
ATTENTION OF:

EANC-SAFE

**18 MAY 2004**

MEMORANDUM FOR All 19th TSC Unit Commanders

SUBJECT: 19th TSC Commanding General's 2004 Safety Campaign SOP

1. **PURPOSE.** To implement my 19<sup>th</sup> TSC, 2004 Safety Campaign.
2. **REFERENCES.** AR 385-10, AR 672-74
3. **APPLICABILITY.** This memorandum applies to all 19<sup>th</sup> TSC staff and subordinate units.
4. **BACKGROUND.** The SECDEF has issued guidance to reduce accident performance by 50% over a two-year period throughout the Armed Forces.
5. As the Commanding General of the 19th Theater Support Command, in pursuit to eliminate accidents, injuries, alcohol/drug related incidents, and damage to or loss of our equipment, I am implementing the following 19th TSC 2004 Safety Campaign. This campaign is in addition to other regulatory requirements and beyond the scope of my Safety Policy Letter #39 (19th TSC CG's Safety Philosophy). The following campaign initiatives are in effect immediately and will be in effect until modified or cancelled.
6. **SAFETY AWARDS.**
  - a. We are all safety officers, and all have a responsibility to incorporate safety in all we do, however our responsibility does not end there. We as individuals, as leaders and as part of TEAM 19, must be proactive in the prevention of accidents, injuries, the loss of equipment, and other safety related incidents. It is absolutely necessary that those individuals and units that go "above and beyond" their basic responsibilities in safety be justly awarded. Commanders will ensure that safety awards programs are established down to the company level. Programs will be established by the commander and managed by the unit safety officer to include the Army Drivers Badge Award program. The following safety awards will be implemented immediately at the 19<sup>th</sup> TSC HQ level:
    - (1) Safety Excellence Coin/Watch. Anyone within TEAM 19 may nominate another individual (military, civilian, Korean or American) for the Commanding General's Safety Coin/Watch. Nominations must be submitted in writing through the individual's chain-of-command to the 19<sup>th</sup> TSC Commanding General, ATTN: Command Safety.

EANC-SAFE

SUBJECT: 19th TSC Commanding General's 2004 Safety Campaign SOP

The command safety office will prepare nominations for CG's approval/disapproval. Nominations must be for a significant act-in or contribution-to safety. Nomination packet must include: Name, SSN, unit of assignment, period of recognition, and a narrative/description justifying the award.

(2) Commanding General's "TEAM 19 Safety Time Clock." This quarterly battalion level safety award will go to units that meet the criteria listed below. Evaluation forms must be completed and submitted to the 19<sup>th</sup> TSC Command Safety Office within 5 business days of the start of the next quarter. Evaluation forms are located at "<https://www-eusa-3.korea.army.mil/19tsc/>" under 'Safety'.

- (a) No fault quarterly safety inspection.
- (b) Zero recordable accidents.
- (c) Zero alcohol/drug related incidents.

(3) Monetary Award. MSCs that best meet the above criteria will receive an amount of money (determined by the CG) to be used for unit improvement IAW regulations. Some examples for use of the money are Safety Office equipment, accident investigation kits, Summer/Winter Safety kits for vehicles, work platforms, safety shoes, and Safety Awards.

b. Safety story writing contest. All members of TEAM 19 are encouraged to submit a safety story/article to the 19th TSC Command Safety Office. On a quarterly basis one story will be chosen for publication in the TEAM 19 Magazine and the Morning Calm newspaper. Selected stories/articles will also be sent to the Stars and Stripes newspaper with an endorsement/recommendation for publication. Writers of selected stories will be awarded A 19<sup>th</sup> TSC Certificate of Achievement, 19<sup>th</sup> TSC Safety Coin of Excellence, and a 3-day pass. In the event a civilian employee writes a selected story, the writer will receive the 19<sup>th</sup> TSC Safety Coin of Excellence, a Certificate of Appreciation, and 8-hours Time-off.

c. Group and below Safety Awards Programs. All commanders will also establish a comprehensive and tiered safety awards program to heighten safety awareness, encourage innovation, and incentivize the highest levels of excellence in our safety records. The 19<sup>th</sup> TSC Headquarters is sponsoring a program targeted at quarterly awards at the group level and individual awards. Group programs should look at monthly awards as well as quarterly recognition down to the company level. Awards should include such things as company guidon streamers for best safety performance, passes for zero drug or alcohol incidents/zero accident records etc.

EANC-SAFE

SUBJECT: 19th TSC Commanding General's 2004 Safety Campaign SOP

7. Additional Unit Safety Initiatives.

a. MSC Safety Commercials: The 19<sup>th</sup> TSC will provide a 30-second Safety Spot on AFKN television each month. This responsibility will rotate on a monthly basis as shown below. Commercials will be informative towards that month's common risk and will star the responsible MSC Command Team. The 19<sup>th</sup> TSC Command Safety Office will provide the scripts. MSCs are responsible for coordinating with local AFN affiliates to schedule filming date and time. Filming should be scheduled as to ensure that the Safety Spot is ready for broadcast by the first of each month. The responsible MSC monthly schedule is as follows:

MONTH	UNIT	SUBJECT
January	501 <sup>st</sup> CSG	Convoy Safety
February	23 <sup>rd</sup> ASG	Field Safety
March	HQ 19 <sup>th</sup> TSC	RSOI
April	55 <sup>th</sup> TMMC	Buddy System
May	501 <sup>st</sup> CSG	Off Duty Safety
June	MSC-K	Summer Safety
July	20 <sup>th</sup> ASG	Summer Safety
August	HQ 19 <sup>th</sup> TSC	UFL/FE
September	23 <sup>rd</sup> ASG	Workplace Safety
October	MSC-K	Driving Safety
November	20 <sup>th</sup> ASG	Cold Weather
December	55 <sup>th</sup> TMMC	Cold Weather

b. Junior Enlisted Safety Councils. MSC Commanders will establish Junior Enlisted Safety Councils at the Battalion level. These safety councils will be chaired by the Battalion CSM, with assistance from the Group Safety manager. These councils will meet at a minimum on a quarterly basis. Agendas will contain at a minimum: opening comments from the CSM, a review of accidents/incidents, awards, development of accident prevention initiatives and programs, safety problem identification and solving, and open forum safety discussion. Minutes will be typed and distributed to the lowest levels. The purpose and intent of this council is to get the enlisted ranks at all levels involved in the issues related to their safety. These councils will be as a tool to prevent future accidents, safety related incidents, injuries and/or damage to or loss of equipment. The recommended attendees are:

- (1) Group Safety Office representative
- (2) Battalion/Company Safety NCO
- (3) Selected random Soldiers of various ranks
- (4) Recorder

EANC-SAFE

SUBJECT: 19th TSC Commanding General's 2004 Safety Campaign SOP

c. Safety Surveys. Each MSC will conduct a Safety Survey at least once per quarter. Safety surveys will be completed by 70% of each company. Data will be compiled, analyzed and provided to the battalion commanders by the Collateral Duty Safety Officers and maintained on file. Questions on these surveys may be unique to your unit and will include, as a minimum, the following 5 questions:

- (1) Where do you think the next accident in your unit will occur?
- (2) Why do you think the next accident will occur?
- (3) Who do you think will be involved in the next accident?
- (4) What are the 5 Steps of the risk management process?
- (5) Who is your unit Safety Officer/NCO?

d. Collateral Duty Safety Officers. All units down to the company level will identify and appoint in writing a Collateral Duty Safety Officer/NCO (CDSO). Battalion level CDSOs will be a commissioned officer. Company level CDSOs will be in the rank of Staff Sergeant or higher.

(1) Although all Soldiers are safety officers, in addition to their individual safety responsibilities as a Soldier, the CDSOs will:

- (a) Report directly to the commander on all matters related to safety.
- (b) Manage the unit level commanders safety program.
- (c) Ensure safety is included in all unit operations from the planning phase through the execution and recovery phases.
- (d) Report and investigate accidents/incidents IAW Regulations and guidance from higher headquarters safety professionals.
- (e) Frequently visit the 19<sup>th</sup> TSC, 8th Army, and Army Safety Center websites.
- (f) Maintain unit level safety boards.
- (g) Perform safety inspections, making on the spot corrections when possible, and ensuring work orders, etc. are completed for those violations that cannot be corrected on the spot.

EANC-SAFE

SUBJECT: 19th TSC Commanding General's 2004 Safety Campaign SOP

(h) Provide unit level safety training to include quarterly risk management training to all unit personnel.

(i) Manage the unit safety awards program.

(j) Offer safety guidance and risk reduction measures to the commander on a regular basis.

(k) Attend higher headquarters safety council meetings.

(2) Prior to assuming the CDSO duties, identified personnel will:

(a) Complete the Army Safety Center's Commanders Safety Course (on-line)

(b) Complete 19<sup>th</sup> TSC CDSO training

(c) Take and pass 19<sup>th</sup> TSC CDSO test (Administered by Group Safety Manager)

(d) Receive CDSO appointment orders

(e) Receive and wear the 19<sup>th</sup> TSC CDSO Safety Badge upon completion of the above

e. 19<sup>th</sup> TSC Off-Duty Individual Risk Assessment: The safety of our Soldiers whether on-duty or off must be at the forefront of all leaders minds. In order to effectively ensure a Soldiers safety during their off-duty time, the individual Soldier must be aware of the risks associated with their planned off-duty activities. Leaders must develop control measures and counseling that will assist in their off-duty safety.

(1) The 19<sup>th</sup> TSC off-duty risk assessment form is two sided and has three separate risk assessments: one completed by the individual, one completed by the individual if a POV is involved, and the last section to be filled out by the supervisor to assist in identifying high risk Soldiers and activities as well as to provide counseling and/or risk reduction measures to the Soldier.

(2) This form will be filled out prior to releasing a Soldier for pass, a holiday weekend, or leave (in country or out of country). Form must be completed early enough to allow time to implement risk-reduction measures. Copies of this form are located at [www-eusa-3.korea.army.mil/19tsc/](http://www-eusa-3.korea.army.mil/19tsc/) under 'Safety'.

EANC-SAFE

SUBJECT: 19th TSC Commanding General's 2004 Safety Campaign SOP

f. Safety Dots. Too often findings following accident investigations include "lack of attentiveness" and "time constraints" as a reason persons involved did not follow proper procedures, regulatory requirements, policies, guidance, and/or previously established risk control measures.

(1) Proper planning and risk management will reduce, if not eliminate, pressure from time constraints to quickly accomplish a mission or perform a task. When under pressure by time constraints it is only human to continuously look at your watch in a very short period of time. The 'Safety Dot' takes advantage of this natural human behavior by providing a visible reminder to act safely when individuals typically need it most (when they are in a hurry).

(2) Effective immediately, all 19<sup>th</sup> TSC personnel will place a 'Safety Dot' on the face of their watch. The 19<sup>th</sup> TSC Command Safety Office will provide color-coded 'Safety Dots' on a recurring basis. 'Safety Dots' will be worn as stated below.

(a) Safety Dots will be placed anywhere on the watch so long as it is clearly visible when looking to see the time. Non-watch wearers will place a 'Safety Dot' on their cellular phone, identification card or other regularly used item.

(b) Yellow Safety Dots will be worn by all Junior Enlisted Soldiers in the rank of Specialist and below. Gold is synonymous with caution, as in caution lights. Junior enlisted soldiers, being the newest Soldiers in our Army, need to be the most cautious during on-duty performance and off-duty activities.

(c) Green Safety Dots will be worn by all NCOs, Corporal and above. Green is the Army color, and NCOs are the backbone of this Army. They will also be the backbone of the 19<sup>th</sup> TSC Safety Program, by being diligent in their duties, and looking out for the safety of the above mentioned yellow dot wearers.

(d) Orange Safety Dots will be worn by all Officers and Civilian employees. Orange is the color of safety, as in the highly visible safety vests. Officers and Civilian employees will be highly visible ambassadors of this Safety Campaign.

g. Repetitive reminders. Communication and education are key to putting safety into our natural decision making/thinking process in all we do. In this age of computers, e-mail is often the primary command and control communication process. In order to take advantage of this forced reading and reminding opportunity: All e-mails will include a phrase, statement, slogan or quotation promoting safety under the signature block of outgoing e-mail. E-mail safety slogans may be in addition to other favorite phrases, statements, slogans etc. that you currently use.

EANC-SAFE

SUBJECT: 19th TSC Commanding General's 2004 Safety Campaign SOP

h. Safety vests. The 19<sup>th</sup> TSC has procured durable, unit unique reflective safety vests. These vests are bright orange in color with "Team 19 Safety" on the back and respective units printed on the front. 19<sup>th</sup> TSC will distribute initial fielding of these vests to MSCs. MSCs are responsible for the maintenance and replacement costs for all future vests. Units will issue these vests to every Soldier within their command. These safety vests will be the uniform for all 19<sup>th</sup> TSC Soldiers while performing physical training. These vests may be worn by individuals during off-duty activities any time it is believed that their use will enhance the visibility of an individual and reduce the risk of accident or injury.

8. Safety is an issue that affects both our professional and personal lives. We must make every effort to eliminate accidents, injuries and other safety related incidents to include damage to or loss of our equipment, and alcohol/drug related incidents. Accidents, injuries and damage to our equipment affects our readiness and our ability to support the 'fight tonight.' I expect 100% participation in the above safety initiatives and look forward to a successful safety campaign.

9. POC for this memorandum is the 19<sup>th</sup> TSC Command Safety Office, 768-6473/6648.

**TEAM 19!**

**"Be Safe"**

  
JEANETTE K. EDMUNDS  
Major General, USA  
Commanding