DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
CAMP PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMPR-SO

9 July 2013

MEMORANDUM FOR ALL Parks Reserve Forces Training Area (PRFTA) Tenant Organizations and Directorates

SUBJECT: Parks RFTA Policy Letter #5, Commander Safety Council & Additional Duty/Collateral Duty Safety Officers (ADSO/CDSO's)

1. REFERENCE:

a. AR 385-10, The Army Safety Program, 27 August 2007/RAR 3 September 2009

b. DA Pam 385-10, The Army Safety Program, 15 December 2008

c. Fort Hunter Liggett and Camp Parks Safety Council Charter, 8 November 2008

2. PURPOSE. To ensure communication of essential Safety information to personnel through effective use of Additional Duty (military) or Collateral Duty Safety Officers (Army civilian) and the Commander's Safety Council programs.

3. APPLICABILITY. This policy applies to all PRFTA Tenant Organizations and Directorates

4. POLICY. As the Parks RFTA Installation Commander, I am committed to protect life and property from injuries and damages caused by accidental mishaps. I consider Safety in every decision I make and I challenge every individual within Parks RFTA to do the same. This policy will assist in maintaining an Installation Safety Program that ensures Safety is integrated into the operations of every activity within the Parks RFTA Military Community. Utilize the Composite Risk Management concept and help eliminate accidental injury to personnel and damage to property within our operations.

a. Commander Safety Council. The Installation Safety & Occupational Health Office will host, at a minimum, one Commander Safety Council (CSC) annually. CSC will be chaired by me and facilitated by the Installation Safety Manager. The Installation Safety Office will invite all tenant activities and distribute minutes. All installation directorates and the tenant commanders or designated unit representative from each tenant activity will attend CSC's.

b. Additional Duty or Collateral Duty Safety Officers. All tenant organizations will assign a Soldier as an ADSO and Installation Directorates will assign a DA Civilian as an CDSO in IAW assignment guidelines in AR385-10 para 2-7 g-i. Both ADSO and CDSO's will carry out the tasks listed throughout AR and DA Pam 385-10, including program management, mishap risk assessments, CRM and program inspections. ADSO/CDSO's will be the link

of communications in all safety related matters between their organization and the Installation Safety Office. Directorates include PRFTA Fire Department, PRFTA Police Department, Directorate of Plans Training Mobilization & Security (DPTMS), and the Directorate of Public Works (DPW) will also assign a CDSO. The Installation Safety Office will provide training to the CDSO's and assist them in safety program operations as necessary. Tenant units and activities will provide a copy of the ADSO appointment orders to the Installation Safety Office.

5. These program elements will greatly improve the communication process between installation and tenant organization safety personnel. Improved communication will ensure that Safety related data is properly disseminated and used to reduce or eliminate all unnecessary risk.

6. PROPONENT. The proponent for this policy is the Parks RFTA Installation Safety & Occupational Health Office at (925) 875-4681.

CHRISTOPHER P. GERDES
LTC, MP
Commanding