



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATCL-HHC

03 October 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army Combined Arms Support Command (CASCOM)

SUBJECT: Company Command Policy Letter 18-9 – Safety

1. References:

- a. Army Regulation (AR) 385-10, The Army Safety Program, 24 February 2017
- b. Army Techniques Publication (ATP) 5-19, Risk Management, 14 April 2014
- c. Department of Defense Instruction (DoDI) 6055.1, DoD Safety and Occupational Health Program, 14 October 2014
- d. TRADOC Pam 385-1, TRADOC Model Safety Program. 6 January 2012

2. Both TRADOC and CASCOM commanders have placed special emphasis on the safety of units and Soldiers. Fort Lee Safety Office has taken this initiative and provided us with a proactive website (<http://www.lee.army.mil/safety/safety.office.aspx>) with safety links and tools. Our role as Soldiers demands that we do nothing less than fully support the safety program. Every Officer, NCO, and Soldier is charged with the responsibility of safety. For information and tools to prepare and report Army accidents refer to <https://reportit.safety.army.mil/>.

3. Everyone must be aware of Risk Management (RM). Anyone can implement RM to minimize preventable accidents. The nature of a Soldier's mission often puts us into positions of extreme danger. To counteract these inherent dangers, leaders must plan for safety prevention at every level. All missions will be conducted to standard with safety being a deliberately planned part of mission accomplishment. HHC, CASCOM will responsibly manage risk in the following ways:

- a. A risk assessment will be submitted to the HHC, CASCOM Command Team for each organizational event or training exercise, to include Physical Readiness Training.
- b. Leaders will ensure subordinates practice appropriate RM before approving a leave and/or pass request.

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c. Leaders will ensure SMs are safely prepared prior to signing out on leave/pass.

d. All accidents, regardless of severity or time/location, will be reported to the HHC Command Team within 24 hours.

4. The above list is not exhaustive and directorate leaders are expected to use their experience to regularly practice creative, effective risk management strategies within their sections. Safety is the responsibility of everyone and leaders should encourage, engage, and empower everyone to be involved.

5. This policy is in effect until superseded or rescinded.

6. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.



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CPT, LG
Commanding