



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY 89TH REGIONAL READINESS COMMAND
3130 GEORGE WASHINGTON BOULEVARD
WICHITA, KANSAS 67210-1598

REPLY TO
ATTENTION OF:

SUSPENSE: 30 June 2004

AFRC-CKS-ZCG (385)

17 April 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 89th Regional Readiness Command (RRC) Privately Owned Vehicle (POV) Risk Mitigation Policy

1. REFERENCES:

- a. Memorandum, Secretary of Defense Mr. Donald Rumsfeld, 19 May 2003, subject: Reducing Preventable Accidents. Enclosure 1
- b. Memorandum, HQ, USARC Commanding General LTG Helmly, 1 August 2003, subject: Appointment of 89th Regional Readiness Command Safety Officer. Enclosure 2
- c. Memorandum, 89th Regional Readiness Commanding General MG Symanski, 19 October 2003, subject: Safety Phase II.

2. BACKGROUND INFORMATION:

- a. The Secretary of Defense – Mr. Donald Rumsfeld has mandated a 50% reduction in accidents for all DOD components.
- b. POV accidents are on the rise for all services (Air Force, Army, Marines, and Navy)!
- c. LTG Helmly, OCAR is personally involved in the prevention of POV accidents. Numerous memorandums have been forwarded to the field with my endorsement.
- d. We need everyone (Commanders, NCOs and Supervisors) engaged in the POV accident prevention process.
- e. Risk management is the primary tool being utilized throughout the Army to prevent accidents and injuries to our personnel. It must be integrated into all the 89th RRC processes and it is going to be integrated into our POV action plan. Currently however, there has been no guidance on how to identify Soldiers or civilian personnel who may be at risk POV operators. I have tasked the 89th RRC Safety Office to create a program that can be utilized by Commanders, CSMs, 1SGs, NCOs and Supervisors to identify at risk Soldiers and civilians.

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3. RESPONSIBILITIES:

a. I was appointed by LTG Helmly, HQ USARC Commanding General, (Enclosure 2) with the identified purpose: Responsible for protecting personnel, equipment, and facilities under his command; effective implementation of safety and occupational health policies; and the integration of the risk management process into the safety and occupational health program.

b. 89th RRC Safety Office will establish a data base and monitor the effectiveness of the 89th RRC Commanding General's POV Risk Mitigation Program and will provide direct input to the Commanding General and staff at least annually during the 89th RRC Safety Council Meeting. 89th RRC Safety Office will maintain a unit status on this program and provide a copy of the information to the Commanding General on units that fail to maintain this program. Additionally, 89th RRC Safety Office will monitor the effectiveness of this program and take suggestions for additions, changes, comments or requests for modifications into consideration, to enhance the effectiveness of this program.

c. 89th RRC G-3, G-4, G-7 and Safety Office will ensure that this program is evaluated during unit evaluations and visits by ensuring that this program is added as a unit checklist item. Units failing to implement this program or failing to maintain this program for assigned or attached personnel will be appropriately documented on section reports and written into monthly Chief of Staff notes. Copies of this information will be forwarded to 89th RRC Safety Office for incorporation into the established data base.

4. STATISTICS:

a. POVs are utilized by a majority of our Soldiers and civilians in this command to commute back and forth to work.

b. This command has had at least eight Soldiers (on and off duty) killed or permanently injured in POV accidents in the last four years! This breaks down to:

(1) Six (6) off duty Soldiers have been killed in POV accidents.

(2) One (1) on duty Soldier killed on their way to drill.

(3) One (1) off duty Soldier permanently paralyzed in a POV accident.

c. We must take immediate action to prevent future POV mishaps. Our actions will show our Soldiers and their families the direction required to turn this trend around. I am tasking each unit Commander to implement the 89th RRC privately owned vehicle (POV) risk mitigation policy **NLT 30 June 2004.**

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5. PROCESS: As previously stated, we are going to use the Army's existing accident prevention tool, risk management, to identify and then implement a program for the prevention of POV accidents. As you know risk management is a 5-step process and to implement this program you will need to:

a. **STEP 1 – IDENTIFY HAZARDS:** Identify all the names of assigned and attached personnel (cross leveled soldiers) that belong to the unit, to include assigned civilian personnel, Pre-Individual Active Duty Training (IDT) Soldiers and Soldiers that have or will be demobilized in the near future.

b. **STEP 2 – ASSESS HAZARDS:** Conduct an initial assessment of each of your assigned personnel and place them in the appropriate category (Extremely High, High, Medium or Low), ensuring that each assigned Soldier or civilian is clearly identified in the appropriate category. NOTE: All categories which reference "any" or "anyone" refer to both Soldiers and civilian personnel.

(1) **EXTREMELY HIGH OR CATEGORY 1:** The following factors will cause an **initial** assessment of category 1 and require a risk mitigation plan.

- (a) Any 18-24 year old.
- (b) Anyone identified with multiple driving offenses against their vehicle license.
- (c) Anyone that has had an accident within the last 6 months.
- (d) Anyone that the Commander determines to be a high risk driver.
- (e) Anyone who has had their license removed due to an accident, until remedial training can be accomplished.
- (f) Anyone that has been forward deployed for over six months that has not been back in the United States for at least 4 months and operating their POV.
- (g) Any Soldier or civilian that remains in this category for over 12 months will be reported to the 89th RRC Safety Office with specific information.

(2) **HIGH OR CATEGORY 2:**

- (a) Any 18-24 year old who has successfully shown a documented driving ability of at least 8 months or more with the unit (moves from Category 1 to Category 2).
- (b) Anyone with an identified single driving offense against their vehicle license.
- (c) Anyone who has had an accident during the period of 6 months to a year ago.
- (d) Anyone that comes to the commander's attention as an at risk driver.
- (e) Anyone that has been forward deployed for over six months that has not been back in the United States for at least 6-9 months and operating their POV.

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(f) Anyone without a military driver's license who successfully completes the commander's designated risk mitigation plan.

(3) MEDIUM OR CATEGORY 3:

(a) Any 18-24 year old who has successfully shown a documented driving ability of at least 18 months or more with the unit (moves from Category 2 to Category 3).

(b) Anyone who had an accident more than one year ago.

(c) Anyone that has been forward deployed for over six months that has not been back in the United States for at least 12 months and operating their POV.

(d) Anyone who the Commander determines may need some form of remedial training.

(4) LOW OR CATEGORY 4:

(a) Anyone 25 and older, who has successfully shown a documented driving ability of at least 3 months or more with the unit.

(b) Anyone who the commander determines to be a not-at-risk driver.

c. STEP 3 - MAKE DECISIONS: Once assigned personnel (Soldiers and civilians) are categorized the Unit Commander will:

(1) Form a Unit Risk Mitigation Team consisting of at least the Commander, CSM, and/or First Sergeant and other assigned personnel (as required) to design a unit Risk Mitigation Plan for the unit.

(2) Write a Unit Risk Mitigation Plan, signed by the unit commander. An example of a Unit Risk Mitigation Plan is shown in Appendix A.

(3) Appoint and ensure the Unit Risk Mitigation Team completes the following: A complete review of the following documents on the U.S. Army Safety Center web site <http://safety.army.mil> (click on the "yellow" tools button at the top of the screen):

(a) Leader's guide to using POV Toolbox.

(b) Toolbox (3rd Edition) or greater.

(4) After reviewing this documentation the risk mitigation team will select a minimum of:

(a) 10 tools for personnel in the "Extremely High" category.

(b) 7 tools for personnel in the "High" category.

(c) 5 tools for personnel in the "Medium" category.

(d) 3 tools for personnel in the "Low" category.

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(5) Additional tools that may be available such as briefings, military drivers training information and videos can be requested through 89th RRC G-4, MSG Sterrett, 316-681-1759, extension 1317 or Mr. Norbert Freidhof, extension 1444 and the 89th RRC Safety Office, Mr. Daniel Heath, 316-681-1759, extension 1422 or Mr. Greg Bourgeois, extension 1416.

(6) Commanders are authorized to provide voluntary vehicle inspections by qualified maintenance personnel of vehicles during duty hours. Basic components such as brakes, tires, seat belts, fluid levels, wipers, lighting system, and mirrors can be examined at no cost to the Soldier or civilian. It will be the individual's (Soldier or civilian) responsibility to have the identified items repaired at their own expense.

d. STEP 4 – IMPLEMENT CONTROLS: There are 40 tools and 4 attachments listed in the POV Toolbox. The same initial tools can be utilized in all categories but all personnel will be required to review these materials. Example: 3 tools utilized for all personnel in all categories can be given up front for all personnel and then all personnel in the "Low" category will be complete. That will leave 2 tools to be completed for personnel in the "Medium" category, 4 tools to be completed for the "High" category and 7 tools to be completed for the "Extremely High" category. Instruction on how to utilize the tools selected will be provided to personnel down to the platoon sergeant, NCOIC or supervisor level. Designated training time(s) will be written into the monthly training schedule to include if it is unit level training or section level training, who the instructor was, date conducted and attendees' signatures.

e. STEP 5 – SUPERVISE: Platoon sergeant, NCOIC, or the immediate supervisor will document the Soldier or civilian progress as they go through the 89th RRC Privately Owned Vehicle (POV) Risk Mitigation Program. Quarterly, platoon sergeants, NCOIC or immediate supervisors will brief the unit commander or CSM and/or 1SG on the status of their personnel until all personnel are in the "LOW" category. Any personnel that show no progress for any three month period will require that the individual and their supervisor have a formal meeting with the commander or CSM and or 1SG to find out why there has been no progress. Any officer or NCO assigned to the unit that becomes knowledgeable of problems with any assigned personnel are required to provide that information, at the minimum, to the 1SG immediately. We cannot afford to have another soldier with aggressive driving tendencies, poor driver skills, or other problems be killed with no action(s) taken.

6. DEFINITIONS: See Appendix A.

7. AUTHORIZED TRAINING TOOLS: See Appendix B.

8. SOLDIER CIVILIAN INFORMATION IDENTIFICATION SHEET: See Appendix C.

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9. 89th RRC POINTS OF CONTACT: See Appendix D.

10. For additional information contact Mr. Greg Bourgeois, 89th RRC Safety Manager, at (316) 681-1759, ext. 1416.

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as



MICHAEL W. SYMANSKI
Major General, USAR
Commanding General

DISTRIBUTION:
HQ Staff Sections
Subordinate Units
AMSA/ECS

Appendix A

Definitions

1. **DOCUMENTED DRIVING ABILITY:** Military drivers' data will be based on information extracted from a system such as ULLS-G and with supported documentation on file. Civilian drivers' record reports can be requested through the 89th RRC G-3 PMO Office, Mr. Aaron Wilson, 316-681-1759, extension 1284.
2. **PRIVATELY OWNED VEHICLE:** Automobile, motorcycle (two or three wheeled), pickup truck, or recreational vehicle.
3. **RISK MITIGATION PLAN:** Commanders will establish an internal Unit Risk Mitigation Plan to track at a minimum at-risk personnel in Category 1 and Category 2. Unit commanders will designate the Soldiers' or civilians' platoon sergeant, NCOIC or immediate supervisor to manage this program and will require the supervisor to provide at least quarterly updates on current status. Platoon sergeant, NCOIC or immediate supervisor will maintain a consolidated file on each assigned individual showing initial entry into the program, briefings, counseling, training provided and future unit plans.

Appendix B

Authorized Training Tools

1. U.S. Army Safety Center web site <http://safety.army.mil>, click on the “yellow” Tools button at the top of the screen and review the following documents:

a. Leader’s Guide to using the POV Toolbox.

b. POV Toolbox (3rd Edition) or greater – Privately Owned Vehicle Risk Management Toolbox. Items contained in this Toolbox include:

- (1) Six Point POV Program
- (2) Taxi Card
- (3) Leave/Pass Form Statement (DA Form 31)
- (4) Privately Owned Vehicle (POV) Safety Status Board
- (5) Designated Driver/Unit Transportation
- (6) Wind Down Time
- (7) Command Leave & Pass program (policy sample)
- (8) Pre-Trip Checklist
- (9) POV Inspection Checklist
- (10) Pre-Trip Safety Briefing Guide
- (11) NCOER/OER - Bullet Comment on POV Safety
- (12) Chain of Command Calling Card
- (13) Accident/Incident After-Action Review (AAR)
- (14) Commander's Policy on Motor Vehicle Violations/POV Safety
- (15) Administrative Sanctions for Driving Under the Influence (DUI) Alcohol
- (16) Command Safety Review Board
- (17) Privately Owned Vehicle (POV) Safety Quiz
- (18) Motorcycle all Terrain Vehicle Operator Agreement
- (19) Motorcycle Safety Quiz
- (20) Fatal/Local POV Accident Scenarios
- (21) Safety Day
- (22) Videos & E-mail Information
- (23) Seminars Every Couple of Months on POV Safety Problem Areas and Pre-Holiday Safety Briefings/Discussions
- (24) Strip Maps
- (25) Seatbelt/Safety Testimonials/Videos
- (26) Newcomer Orientation/Briefing - POV Safety Segment
- (27) POV Safety Displays
- (28) Police (MP & Local) Spot Checks
- (29) Newspaper Articles/Bulletins/Flyers/Posters
- (30) Mapping Program
- (31) Periodic Safety Council Meetings
- (32) Morale, Welfare & Recreation (MWR) Designated Driver Program
- (33) Example Contract for Taxi Service
- (34) Next Accident Assessments for Individuals & Leaders

Appendix B
Authorized Training Tools Continued

- (35) Pre-Trip Counseling Statement
- (36) Travel Pass
- (37) Better Opportunities for Single Soldiers (B.O.S.S.)
- (38) Army Accident Prevention Awards Program (AR 672-74)
- (39) Hotel/Motel Discounts
- (40) Morale, Welfare & Recreation (MWR) Facilities & Services

- (a) Appendix A: Corrective/Administrative Actions
- (b) Appendix B: Privately Owned Vehicle Safety Quiz - Answer Key
- (c) Appendix C: Motorcycle Safety Quiz - Answer Key
- (d) Appendix D: Next Accident Assessments - Individual & Leader

2. HQ USARC Safety Office Tools: None available at this time.

3. 89th RRC G-4 web site: <http://dodimagery.afis.osd.mil>.

4. 89th RRC Safety Office Tools:

a. Accident Data, Briefings, and Other Information on POV - Go to the 89th RRC "S" Shared Drive and open the "SAFETY" folder; then click on the "POV" subfolder.

b. Video's available to the Command - Go to the 89th RRC "S" Shared Drive and open the "SAFETY" folder; then click on the "Video Library" subfolder. Information on how to obtain these videos is provided on the first sheet in the video library.

SAFETY SHORTS (4-10 MINUTE VIDEOS) CURRENT AS OF: 12 MAR 04

<u>FILM #</u>	<u>TITLE</u>
T000	REDUCE ACCIDENT RATES AS MUCH AS 90%
T007	GOOD DRIVING IS AN ATTITUDE
T016	WATCH YOUR LOAD
T017	SHOCK HAZARDS – POWER TOOLS
T021	FUELING A MACHINE
T024	BEATING THE BLOWOUT
T031	HEAT CAN KILL
T033	BATTLING FATIGUE
T042	HANDLING THE HEAT (HEAT STRESS)
T043	FIRE EXTINGUISHERS – THE FIRST LINE OF DEFENSE
T074	FUELING A MACHINE
T077	LONE DRIVER
T078	CAR JACKS

Appendix B
Authorized Training Tools Continued

T088	DANGER: HAZARDOUS DRIVING
T091	NIGHT DRIVING
T099	MOTORCYCLE SAFETY
T129	BARRICADE SAFETY
T131	THE MOMENT OF IMPACT
T135	HOODS UNDER THE HOOD
T136	DRIVING DEFENSIVELY II
T180	SHARING THE ROAD WITH ROLLING RIGS
T187	SINGLE-PIECE RIM WHEEL SAFETY
T188	MULTI-PIECE RIM WHEEL SAFETY
T192	DWI: SAVE A LIFE
T198	COMMERCIAL TRAILERS
T203	WINTER DRIVING
T209	PEER PRESSURE
T223	SPEEDING
T225	WATER SAFETY
T239	BACKING UP
T245	CITY DRIVING
T257	INTERSECTIONS
T267	UTILITY VANS PART 1
T291	PULLING TRAILERS
T292	HAZ MAT AN OVERVIEW
T293	DOT REGULATIONS: OVERVIEW
T294	OVERHEAD CRANES
T295	BUCKET TRUCKS
T300	NEAR MISSES
T310	BASIC FIRST AID – PART 1
T313	DEFENSIVE DRIVING PART II: STRATEGIES
T314	ROAD RAGE
T316	BASIC FIRST AID – PART 2
T320	HEAT ILLNESS
T332	SEAT BELTS AND AIR BAGS
T333	CELLULAR PHONES-DISPATCH RADIO
T346	SAFETY SIGNS
T352	DRIVING IN THE RAIN

Appendix B
Authorized Training Tools Continued

OTHER AVAILABLE SAFETY VIDEOS

SERVICING & MAINTAINING DEMOUNTABLE RIMS, 21:25 MIN
SERVICING SINGLE & MULTI-PIECE WHEELS, 17:10 MIN
335 – MOTOR FLEET MAINTENANCE SAFETY, 15:34 MIN
343 – ACID BATTERY & JUMP STARTING
364 – TIRE INSTALLER SAFETY
517 – AUTO SHOP SAFETY
714 – VAN AND TRUCK DRIVING
716 – NATIONAL DRIVING TEST, 31:33 MIN
728 – CITY DRIVING TACTICS
740 – NIGHT DRIVING TACTICS
B176 – SPLIT RIM SAFETY, 5:45 MIN
B178 – MOTOR FLEET MAINTENANCE SAFETY, 5:56 MIN
A SPECIAL MESSAGE FROM CSM RUCYNSKI, 10:03 MIN
M93A2 SAFETY UPDATE, 6:34 MIN
M939 SERIES: OPERATING AT RISK, 7 MIN
ONE CHOICE, 10:48 MIN
SHOP SAFETY – A SAFETY PROGRAM OVERVIEW, 16 MIN
CHP – RED ASPHALT III

Appendix C

Soldier/civilian information identification sheet – supervisor maintains documentation on all assigned and attached personnel

- 1. Unit: _____ UIC: _____ Date: _____
- 2. Soldier/civilian name and grade: _____
- 3. Soldiers/civilian MOS or position: _____
- 4. Date assigned to unit: _____
- 5. Platoon or section individual assigned: _____
- 6. Date Commander's in brief completed: _____

Known driver's history or other information provided during Commander's in brief:

- 7. Supervisors name, rank, and duty phone: _____
- 8. Date individual was enrolled into POV program: _____
- 9. Initial category individual placed into program: Category: _____
- 10. Training provided from USA safety center toolbox:

- a. _____ Date completed: _____
- b. _____ Date completed: _____
- c. _____ Date completed: _____
- d. _____ Date completed: _____
- e. _____ Date completed: _____
- f. _____ Date completed: _____
- g. _____ Date completed: _____

h. _____ Date completed: _____

i. _____ Date completed: _____

j. _____ Date completed: _____

Additional training provided: _____

11. Date and category individual moved to: _____

12. Individual, Supervisor & Commander's initials: _____ / _____ / _____

13. Date and Category individual moved to: _____

14. Individual, Supervisor & Commander's initials: _____ / _____ / _____

15. Date and Category individual moved to: _____

16. Individual, Supervisor & Commander's initials: _____ / _____ / _____

17. Date and Category individual downgraded to: _____

18. Reason individual was downgraded: _____

19. Individual, Supervisor & Commander's initials _____ / _____ / _____

20. Comments or attachments from current Supervisor/ISG/CSM/Commander:

Appendix D
89th RRC Points of Contact

1. SAFETY OFFICE:

a. Mr. Greg Bourgeois, Safety Manager, 316-681-1759, extension 1416, E-mail:
Gregory.Bourgeois@usarc-emh2.army.mil.

b. Mr. Daniel Heath, Safety Specialist, 316-681-1759, extension 1422, E-mail:
Daniel.Heath@usarc-emh2.army.mil.

c. Vacant, Safety Specialist, 316-681-1759, extension 1499, E-mail:

2. G-3 – PROVOST MARSHALL:

Mr. Aaron Wilson, Provost Marshal, 316-681-1759, extension 1284, E-mail:
Aaron.Wilson@usarc-emh2.army.mil.

3. G-4 – DRIVERS TRAINING:

a. Mr. Norbert Freidhof, DU-1 Inspector, 316-681-1759, extension 1444, E-mail:
Norbert.Freidhof@usarc-emh2.army.mil.

b. MSG Mark Sterrett, Senior Maintenance NCO, 316-681-1759, extension 1317, E-mail:
Mark.Sterrett2@usarc-emh2.army.mil.



THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

May 19, 2003

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF
DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Reducing Preventable Accidents

World-class organizations do not tolerate preventable accidents. Our accident rates have increased recently, and we need to turn this situation around. I challenge all of you to reduce the number of mishaps and accident rates by at least 50% in the next two years. These goals are achievable, and will directly increase our operational readiness. We owe no less to the men and women who defend our Nation.

I have asked the Under Secretary of Defense for Personnel and Readiness to lead a department-wide effort to focus our accident reduction effort. I intend to be updated on our progress routinely. The USD(P&R) will provide detailed instructions in separate correspondence.



U06916-03
Enclosure 1



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
1401 DESHLER STREET SW
FORT MCPHERSON, GA 30330-2000

AFRC-CG (385)

1 August 2003

Safety Office
ATTN: Gray
action -
see me
about
dis
ASR
C/S

MEMORANDUM FOR MG Michael W. Symanski, Commanding General, 89th Regional Readiness Command, 3130 George Washington Boulevard, Wichita, KS 67120-1598

SUBJECT: Appointment of 89th Regional Readiness Command Safety Officer

CF
EC6
EC6
ops 63
CSM
File
C/S

1. Effective 19 July 2003, you are appointed as the 89th Regional Readiness Command Safety Officer.
2. Authority: AR 385-10, Chapter 2-1 (a).
3. Purpose: Responsible for protecting personnel, equipment, and facilities under his command; effective implementation of safety and occupational health policies; and the integration of the risk management process into the safety and occupational health program.
4. Period: Until relieved or released from appointment.
5. Area of responsibility:
 - (a) Designate a qualified command safety and occupational health official – as a member of the commander’s special staff reporting directly to the commander – to exercise staff supervision of the command safety program.
 - (b) Organize and staff a safety office, under the direction of the command safety and occupational health manager, to organize and administer the command safety program.
 - (c) Provide sufficient funds and other resources to carry out safety responsibilities designated by regulation.
 - (d) Appoint, train, and qualify additional duty safety personnel to perform required safety and accident prevention functions in all units not staffed with full-time safety personnel.
 - (e) Establish a Safety and Occupational Health Advisory Council at all levels to make recommendations to the commander and perform such additional safety and occupational health tasks as the commander or the council may direct.

Enclosure 2

AFRC-SA

SUBJECT: Appointment of 89th Regional Readiness Command Safety Officer

**6. For further information, please contact Mr. George Phillips at (404) 464-8833 or
George.Phillips@usarc-emh2.army.mil.**



JAMES R. HELMLY
Lieutenant General, USA
Commanding