



**DEPARTMENT OF THE ARMY**  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
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SCHOFIELD BARRACKS, HAWAII 96857-5000

AMIM-HWG-ZA

MEMORANDUM FOR All Military and Civilian Employees Assigned to the United States Army Garrison, Hawaii (USAG-HI)

SUBJECT: Policy Memorandum USAG-HI-7, Army Hearing Program

1. References.

- a. Army Regulation 385-10, Army Safety Program, 24 Feb 17.
- b. Department of the Army Pamphlet 40-501, Army Hearing Program, 8 Jan 15.
- c. Occupational Safety and Health Administration, Code of Federal Regulations 29, Part 1910.95, Occupational Noise Exposure.

2. Purpose. To establish guidelines to protect U.S. all USAG-HI employees engaged in work activities that expose them to potential noise hazards through implementation of the Army Hearing Program (AHP).

3. Policy.

a. As commander, I require each director, manager and supervisor to monitor the safety and health of their workforce. I expect leaders to set the example and enforce all established safety policies and procedures.

b. Whenever employee noise exposures equal or exceed an 8-hour time-weighted average (TWA) sound level of 85 decibels or the ototoxin exceeds fifty percent of the occupational exposure limit, they shall be enrolled in the AHP.

c. Supervisors and employees will ensure appropriate use and maintenance of hearing protection devices (HPD).

4. Procedures.

a. Directors, Chiefs, and Office Managers with occupational noise exposed workplaces will:

(1) Appoint, in writing, an individual to serve as the directorate Hearing Protection Coordinator (HPC).

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(2) Identify noise- and ototoxin-hazardous positions for annotation on job descriptions. Ensure that appropriate job descriptions include the requirement to wear hearing protectors and noise dosimeters, as required, and to report for scheduled medical surveillance, including follow-up testing, as needed.

(3) Coordinate with the Civilian Personnel Advisory Center (CPAC) to ensure audiometric evaluations are included on in-processing and out-processing checklists for new, transferring or terminating personnel in noise exposed workplaces.

(4) Ensure supervisors' performance standards include:

(a) Enforcing the use of personal protective equipment.

(b) Ensuring employees report for scheduled DOEHRS–HC hearing tests and complete required follow-up evaluations.

b. Hearing Protection Coordinator (HPC) will:

(1) Complete the Hearing Protection (HP) officer course provided by the installation Hearing Protection Manager (HPM) within 3 months of appointment.

(2) Ensure directorate personnel receive all required annual AHP services such as hearing testing, HPD fittings and hearing health education through coordination with a qualified subject matter expert.

(3) Notify the installation HPM and Garrison Safety HPM of any suspected hazardous noise levels or changes in hazardous noise levels in work areas.

(4) Track directorate hearing readiness status. Coordinate through supervisors to ensure personnel schedule annual audiograms with Occupational Health. Track follow-up hearing tests to ensure personnel completed all required evaluations. Report compliance data to the appointed HPM and supervisor.

(5) Coordinate with Industrial Hygiene to perform surveys of all hazardous noise areas, equipment, ototoxic exposures and within 30 days, report changes in operation.

c. Supervisors will:

(1) Ensure an adequate supply of approved HPD is available.

(2) Ensure that hazardous noise areas, vehicles and equipment are marked with proper danger and caution signs and decals.

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(3) Monitor the use of HPD in identified hazardous noise areas. Take appropriate corrective action for noncompliance.

d. Directorate Unit Safety Monitor (USM). The USM will assist the HPC and supervisors with implementing and monitoring the AHP.

e. All Noise-exposed personnel will:

(1) Keep HPD readily available at their job sites and use as required.

(2) Attend all scheduled hearing tests and hearing health education briefings.

(3) Report any hearing or HPD problems to the supervisor.

(4) Wear noise and ototoxic chemical dosimeters to evaluate exposures, when requested.

f. Garrison Safety Office will:

(1) Evaluate hearing program compliance during workplace inspections and notify the workplace supervisor of noncompliance.

(2) Record OSHA Reportable Hearing Loss (RHL) as an occupational illness on the OSHA 300 log of injury and illness for DA Civilians.

5. This policy supersedes Policy Memorandum USAG-HI 7, dated 7 June 2021 and remains in effect until rescinded or superseded in writing.

6. Questions regarding this policy should be directed to the Garrison Safety Manager at (808) 656-1166 or [usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil](mailto:usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil).

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