



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

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JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 5 – Command Safety Policy

1. References:

- a. Army Regulation (AR) 385-10, The Army Safety Program, 24 February 2017.
- b. Forces Command (FORSCOM) Regulation 385-1, FORSCOM Safety Program, Rapid Action Review (RAR), 18 August 2017.
- c. Joint Readiness Training Center (JRTC) and Fort Polk Regulation 385-7, Accident Prevention Program, 5 August 2010.
- d. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 5 September 2013.
- e. JRTC and Fort Polk Regulation 190-3, Military Police Weapons Registration, 12 June 2012.
- f. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 1 May 2017.

2. Purpose: To outline the JRTC and Fort Polk Policy for safety programs including: Privately Owned Vehicles (POV), Motorcycles, All Terrain Vehicles (ATV), Recreational Off-Road Vehicles (ROV), Physical Readiness Training (PRT), Privately Owned Weapons (POW), JRTC rotational safety support, and vehicle commander (VC) requirements.

3. Applicability: This policy applies to all Soldiers (on and off the installation), Family members, Department of the Army (DA) Civilians, and contractors.

4. Policy:

a. Safety is paramount to the overall success of this installation. Leaders, Soldiers, and the Civilian workforce will stay vigilant in support of Safety programs for the protection of all personnel and resources. All leaders and directorates are safety officers for their organizations. The principles of risk management must be applied in all aspects of mission planning, training, as well as other daily and leisure activities in order to maintain our combat readiness. Leaders and directorates will set the example by

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developing a comprehensive safety program while enforcing safety standards at every level.

b. Safety is directly linked to the achievement of a mission-ready force. Risking lives or equipment due to urgency, carelessness, or overconfidence is unacceptable. Accidents will adversely affect human and financial resources, but more importantly the morale of the force. Soldiers and DA Civilians are an invaluable and irreplaceable asset that we must protect. Commanders and directorates at all levels are to be proactive in establishing a plan of action with special focus on executing the mission safely. The Safety Pyramid is a tool that is strongly recommended for use to gauge your unit's safety posture and to help prevent accidents. By reviewing the number of near misses, and lower classes of accidents/mishaps, the commander can conduct predictive analysis that there could potentially be a catastrophic event.

c. The Command Safety Office is the primary proponent for safety for JRTC and Fort Polk. The director is responsible for managing the safety program to ensure that everyone has safe and healthy working and living conditions, protecting government property from damage, affording the appropriate safety training to Soldiers, Family members, and DA Civilians, and for reporting all accidents IAW Army regulations. It is the responsibility of the Command Safety Director to ensure that all safety and occupational health specialists (CP-12, 0018) are trained to standard and certified. The Command Safety Office will host the Combat Readiness Center accident investigation teams when on-duty fatal accidents occur. The Command Safety Office is directly responsible for supporting the rotational training unit and their safety officer during JRTC rotations.

5. Requirements: Commanders, leaders, and directorates will execute training, education, and motivation programs in an effort to prevent motor vehicle, motorcycle, ATV/ROV, off-duty leisure activities, and workplace accidents. The United States Army Combat Readiness Center (USACRC) provides a variety of online and distance learning courses at <https://crc.army.mil>.

a. The Command Safety Office is the primary point of contact for scheduling ATV and ROV safety training endorsed by the Specialty Vehicle Safety Institute of America. This training must be completed by Soldiers, DA Civilians, and contractors prior to the operation of any ATV or ROV on the installation.

b. The Motorcycle Safety Foundation (MSF) Basic Rider's Course (BRC) and Experienced Rider's Course (ERC) will be scheduled through the Garrison Safety Office. For sport bike riders, they must take the Military Sport Bike Riders Course (MSRC) in lieu of the ERC.

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Commanders are not authorized to waive or defer training requirements. Temporary permits to ride are not authorized. Commanders and leaders will identify and keep a current roster of all motorcycle riders within their units. In addition, units with riders will have a Motorcycle Mentorship Program and active participation will be highly encouraged. The purpose of the program is to mentor new riders and identify at risk riders by conducting unit "rides" at least semi-annually. All Soldiers who ride motorcycles will wear the required Personal Protective Equipment (PPE) regardless of the local laws stating otherwise. The following PPE is required to be worn while riding motorcycles: a Department of Transportation and Industry (DOTI) or American National Safety Institute (ANSI) approved helmet with goggles or full-faced shield; full finger gloves; long sleeved shirt and long pants; and sturdy over-the-ankle shoes or boots. Motorcycle jackets and chaps are strongly encouraged and 40cc of florescent fabric is required while riding during hours of low visibility and inclement weather.

c. DA Civilians will complete a risk assessment when on official government travel outside of the United States. All foreign travel for pleasure requires special processing through the G2 with approval by the Chief of Staff.

d. All personnel that reside on Fort Polk are required under AR 190-11 and JRTC and Fort Polk Regulation 190-3 to register their privately owned weapons (POWs) with the installation Provost Marshal's Office within five days of arrival. Anyone who resides off post will register all firearms that will be transported on the installation for the purpose of engaging in authorized activities. Personnel residing in the barracks will register and store POWs in their unit arms room. Soldiers, DA Civilians, and their Family members are encouraged to take a weapon and/or hunter's safety course.

e. All battalion (or like size formations) commands and below will enroll and complete the Army Risk Assessment Program (ARAP) survey within 90 days of assuming command.

f. Commanders and directorates will appoint on orders trained additional duty/collateral duty safety officers (AD/CDO) with at least one year retainability and allow adequate time for those personnel to complete their safety duties.

g. Leaders and directorates will ensure they are familiar with reporting/recording and response procedures for all classes of accidents and incidents. Training is available upon request.

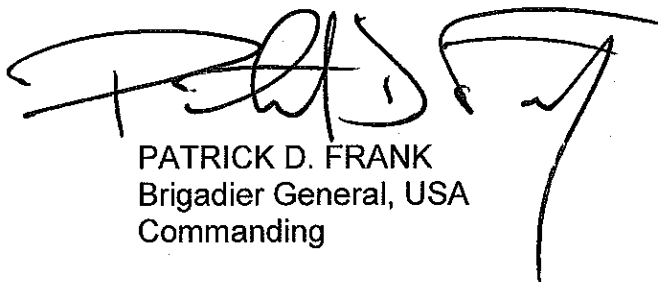
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h. Commanders will formally recognize units and Soldiers for outstanding safety achievements.

6. Proponent: The point of contact for this policy is the Command Safety Office at (337) 531-7527.

7. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK  
Brigadier General, USA  
Commanding

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