



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX  
BUILDING 5518 SEVER AVENUE  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

REPLY TO  
ATTENTION OF

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR NCO Academy Personnel

SUBJECT: Policy Letter 17 Safety Policy

1. References:

- a. Army Regulation 385-10, The Army Safety Program, dtd 27 November 2013.
- b. DA Pam 385-10, Army Safety Program, dtd 23 May 2008 w/RAR 003, 19 January 2010.

2. Purpose: To establish safety guidelines for daily operation and to safely achieve mission accomplishment.

3. Discussion: The Academy is dedicated to the prevention of accidents and injuries not just for our personnel, but also for the students that attend the academy. The prevention of accidents and correcting safety violations is the responsibility of everyone at the academy. As leaders of action, when you see an unsafe act, take responsibility to make the correction. Use teamwork to ensure everyone is in a safe environment.

- a. Include risk management in all actions. When a matrix is needed, use realistic and accurate data in the form. Approval for extremely high and high risk must be sent to higher headquarters. Ensure planning includes allowing for time needed to get the right approval signatures. A risk matrix will not be downgraded because planning did not include time for processing.

- b. Be vigilant. Situational awareness is a key element for risk management. Risk management includes more than what is front of you. Understand the risks associated with people, places, and things that can influence an accident.

- c. Staff and Cadre will reinforce risk management with Students. Soldiers attending the academy have an important part in implementing risk management. Reinforcing the risk management process with Students will include them in the teamwork of risk management.

4. Risk Assessment Forms will have the appropriate risk decision authority.

- a. Extremely high risk assessments will only be signed by the first General Officer in the chain of command.

- b. High risk assessments will only be signed by the Commander, 83<sup>rd</sup> USARRTC.

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c. Moderate risk assessments will only be signed by the Commandant or the first Lieutenant Colonel in the chain of command.

b. Low risk assessments will be signed by the Noncommissioned Officer in Charge for each academy section. Additionally, Small Group Leaders are delegated signature authority for approval of student daily risk assessment forms at the *low* level.

5. The command team is available for immediate concerns or problems. The additional duty safety NCO is available to provide guidance and training. Academy personnel and Students should always ask questions when it comes to safety; remember that someone's life may depend upon the question that is not asked.

6. Point of contact is the undersigned at [kimberly.k.kemper4.mil@mail.mil](mailto:kimberly.k.kemper4.mil@mail.mil) or 609-562-3619.

KIMBERLY K. KEMPER  
CSM, USA  
Commandant