

**DEPARTMENT OF THE ARMY  
417<sup>TH</sup> BASE SUPPORT BATTALION (KITZINGEN)  
UNIT 26137  
APO AE 09031**

AETV-WG-WT

27 Sep 04

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 417th BSB Winter Safety Campaign, 2004-2005

1. References:

a. Memorandum, HQ, IMA-E, SFIM-EU-ZS, 31 August 2004, subject: 2004-2005 Winter Safety Campaign.

b. Memorandum, HQ, 98<sup>th</sup> ASG, AETV-WG-J, updated, subject: 2004-2005 Winter Safety Campaign.

2. All activities and employees will comply with the requirements of the IMA-E 2004-2005 Winter Safety campaign, as listed on the enclosed Winter Safety Campaign Soldier/Employee Checklist 2004. Directors/activity managers will report the progress/status to the 98<sup>th</sup> ASG Safety Office within the first week of every month until completion.

3. In addition:

a. The S-2/3 Office will: Update the Memorandum, subject: Inclement Road and Weather Conditions Standard Operation Procedures.

b. The PMO will continue to enforce road standards for vehicles and operators, including Click It or Ticket and Booze it and Lose It, and coordinate with tenant units to ensure availability and adequacy of the ammunition amnesty program.

c. The DCA will continue to promote the Army in Europe Designated Driver program, and ensure risk management is applied for all MWR activities.

d. The PAO will publicize winter/holiday safety information using the various media available (airing localized safety spots, command channel, newspaper, etc.).

e. The Safety Office will:

(1) Provide training material to ASG activities and tenant units upon request.

(2) Consolidate the results and report the progress of the Winter Safety Campaign to higher headquarters.

f. Commander, HHD 417<sup>th</sup> BSB, directors, and supervisors will:

(1) Complete all tasks as listed on the enclosed checklist and on the enclosed task/suspense list.

(2) Report completion of training to the safety office as listed on the enclosed checklist. Supervisors must maintain the completed and signed checklists for inspection purposes.

(3) Submit nomination for safety awards through the safety office.

g. Commander, HHD 417<sup>th</sup> BSB will:

(1) continue to contact "Under the Oak Tree" meetings with HHD soldiers before approving leave or pass for weekends and holidays.

(2) continue to contact "POV inspections" with HHD soldiers before long weekends.

h. DOL/BASOPS Maintenance Center POV Inspection Stations will participate in the international vehicle lighting campaign in October 04.

i. DPW/Fire Department will implement fire prevention programs in support of the National Fire Prevention Week that target the prevention of fires in living quarters.

4. Point of contact is Mr. Dengler, Safety Office, 355-1670.

Encl:

1. 98<sup>th</sup> ASG, Winter Safety Campaign Soldier/Employee Checklist

THOMAS H. FASS  
LTC, EN  
Commanding

2. 98<sup>th</sup> ASG, Task/Suspense List for Winter Safety Campaign

AETV-WG-WT  
SUBJECT: 417<sup>th</sup> BSB, Winter Safety Campaign, 2004-2005

27 Sep 04

DISTRIBUTION:

Cdr, 417<sup>th</sup> BSB  
Cdr, HHD, 417<sup>th</sup> BSB  
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IC, Kitzingen  
PAO, 417<sup>th</sup> BSB  
PMO, 417<sup>th</sup> BSB  
Safety, 417<sup>th</sup> BSB

**98<sup>th</sup> ASG Winter Safety Campaign, Soldier/Employee Checklist 2004/2005**

Name:		Organization:				
Tasks/Topics	Applicability			Personnel Required to Complete Specific Topic Review Questionnaire	Date Completed	
	Soldiers	DAC's	LN's			
<b>Cold Weather Injury Prevention</b>						
Complete "Cold Weather Injury Prevention" Training ( <b>Videos</b> ) (S: 11 Nov 04)	X					
Review "Preventing Cold Weather Injuries" Information Sheet (S: 11 Nov 04)		X	X			
<b>Privately Owned Vehicles</b>						
Complete Motorcycle Safety Foundation (MSF) Course within the last 3 years.	X	X				
Review Local Driving Hazards Information Sheet (S: 11 Nov 04)	X	X				
Review "Winter Road Conditions in Europe" Information Sheet (S: 11 Nov 04)	X	X				
Complete Drivers Risk Assessment Questionnaire (Individuals with a USAREUR POV License). Reference: AE Policy Letter #3 (S: 30 Nov 04) <a href="https://www.aeaim.hqusareur.army.mil/library/ltr/cincpoli/cg03.htm">https://www.aeaim.hqusareur.army.mil/library/ltr/cincpoli/cg03.htm</a>	X	X		YES		
Risk Assessment Questionnaire (online) <a href="http://www.per.hqusareur.army.mil/services/safetydivision/Drivers%20questionnaire/Drivers%20Risk%20Questionnaire.xls">http://www.per.hqusareur.army.mil/services/safetydivision/Drivers%20questionnaire/Drivers%20Risk%20Questionnaire.xls</a>						
<b>Accident Prevention for Winter Activities</b>						
Review "Off Duty Recreation Risk Avoidance" Information Sheet" (S: 11 Nov 04)	X	X	X			
<b>Army Motor Vehicle &amp; Non-tactical Vehicle Safety</b>						
Complete Winter Driving Orientation Training (S: 30 Nov 04)	All AMV/NTV Operators					
Complete Wheeled Vehicle Accident Avoidance Training (CD or USAREUR Safety Homepage) (S: 01 Mar 05) <a href="http://www.per.hqusareur.army.mil/services/safetydivision/WVAA/start.htm">http://www.per.hqusareur.army.mil/services/safetydivision/WVAA/start.htm</a>	All AMV/NTV Operators					
Complete Emergency Vehicle Operator Training (EVOC) (S: 24 Feb 05)	All MP, Fire Truck, Ambulance Operators					
<b>Risk Management</b>						
Receive Risk Management Refresher Training (S: 10 Feb 05)	X					
Receive "Under the Oak Tree" briefing (All NCO's) (before approving leave or pass, for weekends or holidays).	X					
<b>Wellness and Health</b>						
Receive Suicide Prevention Training within past 12 months	X					
Receive Substance Abuse Training within past 12 months	X					
Review Domestic Violence Information Sheet	X					
<b>CERTIFICATION</b>						
Name, Title, and signature of Supervisor:	Date:					

**Remark: All required training material is available on the 417<sup>th</sup> BSB, website or on CD-ROM and can be signed out at the Safety Office.**

Keep checklist on file IAW established procedures for inspection purposes.

## Task List and Suspense for the 417<sup>th</sup> BSB Winter Safety Campaign 2004-2005

Suspense	Task	Proponent
31 October 2004	Review and update policies and procedures for road condition notification	PMO
	Review and update policies and procedures for Non-Tactical Vehicles (NTV) during adverse road conditions	DOL
11 November 2004	Conduct "Cold Weather Injury Prevention" Training for soldiers assigned to HHC, 98 <sup>th</sup> ASG.	HHD Cdr
	Review "Prevention of Cold Weather Injuries" Information Sheet	See checklist
	Review "Local Driving Hazards" Information Sheet	See checklist
	Review "Winter Road Conditions in Europe" Information Sheet	See checklist
	Review "Off Duty Recreation Risk Avoidance" Sheet	See checklist
	Complete USAREUR Off Duty Risk Assessment if required by AE Policy Letter # 3	See checklist
30 November 2004	Completer Winter Driving Orientation Training	See checklist
	Complete Privately Owned Vehicle Winter Driving Safety Questionnaire	See checklist
31 December	Coordinate with tenant units to ensure availability and adequacy of ammunition amnesty programs	PMO
10 February 2005	Receive Risk Management Refresher Training	See checklist
24 February 2005	Complete Emergency Vehicle Operator (EVOC) Training	See checklist
1 March 2005	Complete Wheeled Vehicle Accident Avoidance Training	See checklist
30 April 2005	Forward Unit Safety Certification request to 98 <sup>th</sup> ASG, Safety	BSB Cdr