



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX KENTUCKY 40121-5000

Expires 26 August 2005

REPLY TO
ATTENTION OF:

ATZK-S (385)

26 August 2003

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 9-03 - Collateral Duty Safety Officer
(CDSO)/Noncommissioned Officer (NCO) Training Program

1. Ref TRADOC Reg 385-2, TRADOC Safety Program, 27 Jan 00.
2. Commanders and directors are required to appoint collateral duty safety personnel to perform required safety and accident prevention functions. In troop units a CDSO/NCO must be appointed down to company/troop level. Their role is largely dependant on the commanders'/directors' priorities, but as a minimum, will include the duties outlined in Appendix B, TRADOC Reg 385-2.
3. The success and effectiveness of a CDSO/NCO is reflected by their knowledge of safety program requirements. As such, all CDSOs/NCOs must attend the Fort Knox Collateral Duty Safety Officer/NCO Course. This is a 16-hour course conducted quarterly on the following dates: 20-21 Jan 04, 20-21 Apr 04, 20-21 Jul 04, and 19-20 Oct 04.
4. To enroll in a class, contact Mrs. Betty Saxon, Armor Branch Safety Office, Bldg 1109C, Room 224, at 624-4306 or email her at Betty.Saxon@knox.army.mil.

FOR THE COMMANDER:


ROBERT T. GAHAGAN
COL, GS
Chief of Staff

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