



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
SOUTHWEST REGION  
1204 STANLEY ROAD, SUITE 9  
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-ZS

22 DEC 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)  
Guidance Memorandum #11 – Safety

1. REFERENCES.

a. AR 385-10, The Army Safety Program, 29 Feb 00.

b. Memorandum, The Secretary of Defense, 19 May 03, subject: Reducing Preventable Accidents.

2. PURPOSE. The purpose of this memorandum is to provide safety guidance for FY04/05.

3. APPLICABILITY. These procedures are applicable to all civilian (and/or military) personnel assigned to and/or under the operational control of the SWRO IMA.

4. PROCEDURES.

a. The Secretary of Defense has set a challenging goal for all of the Department of Defense. We are to reduce preventable accidents 50% over the next two years. There are no short cuts to achieving a goal that requires a collective 50% reduction of preventable accidents in a two-year period. We cannot continue doing the same thing and expect different results.

b. Safety is a commander's/director's program. Each leader is setting the example, good or bad, on or off-duty. As leaders, we must make a conscious decision to make safety a personal way of life and set a good example.

c. The most valuable asset we have is people. We must be committed to protecting them and our limited resources by using available tools such as risk management. The garrison safety offices have the capability of providing the tools and the programs, but our supervisors are the conduit between the leaders and the Soldiers and civilians in all our work areas. They must understand the important role they play in accident prevention.

d. Our explosives and aviation community personnel have learned the value of integrating safety into their jobs. We must take that same work ethic and incorporate it into every phase of our lives.

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e. As we start a new calendar year and the 2nd quarter of FY04, we must all accept that safety is a personal responsibility. Your behavior affects someone whether you realize it or not. Live to stay alive, and set the example for others.

5. PROPONENT. The Safety Office is the proponent for this Guidance Memorandum. POC is Anne T. Ferguson at (210) 221-0763, DSN 471-0763, or email [Anne.Ferguson@samhouston.army.mil](mailto:Anne.Ferguson@samhouston.army.mil).

  
HUGH M. EXTON, JR  
Director

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