



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT  
681 HARDEE PLACE  
WEST POINT, NY 10996

OFFICE SYMBOL

DATE

MEMORANDUM FOR NEW COLLATERAL DUTY SAFETY OFFICER'S NAME, DUTY ASSIGNMENT, AND ORGANIZATION

SUBJECT: Collateral Duty Safety Officer (CDSO) Appointment

1. References:

- a. Army Regulation 385-10, The Army Safety Program, 27 November 2013.
- b. Department of the Army Pamphlet 385-10, Army Safety Program, 19 January 2010.
- c. West Point Regulation 385-1, Safety and Occupational Health Program Management, 12 January 2016.
- d. Garrison Commander's Policy #60, Garrison Safety and Occupational Health Inspection (SASOHI) Policy.

2. Effective date the addressee is assigned the duties of Collateral Duty Safety Officer, for the organization (example: Fitness Center, Recreation Division, Directorate of Family, Morale, Welfare, and Recreation), Building 638, United States Army Garrison, West Point, New York.

3. Purpose. To assign the designated employee the duties of the CDSO for the Fitness Center located in Building 638.

4. Period. Until rescinded.

5. Special Instructions.

- a. As the CDSO you will report directly to the Chief of the Recreation Division on all safety related matters.
- b. You may coordinate your CDSO related activities with the Garrison Safety Office.
- c. You are authorized the use of official time for participating in safety and occupational health activities, including application of risk management, walk-around

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inspections, and other safety functions authorized by the referenced publications in support of the Fitness Center's mission.

d. You are required to complete the Army Safety Center on-line CDSO course within 30 days of this appointment. Within the next six months you are also required to attend the 10 Hour OSHA Course provided by the Garrison Safety Office and any additional training required to perform your CDSO duties. The Garrison Safety Office will assist you and your appointing official with development of your Individual Development Plan to assure that you are adequately trained and competent to perform you CDSO duties. This training will include applicable safety occupational health requirements; evaluation and abatement of safety and occupational health hazards; procedures for reporting and investigating allegations of reprisals; the recognition of potential hazardous conditions and environments; identification and use of Army, command, and local SOH standards; and other appropriate rules and regulations that will assist you in performing your CDSO duties.

6. The point of contact is the undersigned.

NAME OF APPOINTING AUTHORITY  
Chief, Recreation Division