DEPARTMENT OF THE ARMY
BRAVO COMPANY, TRAINING SUPPORT BATTALION
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF:

ATSG-SB-B 27 October 2009

MEMORANDUM FOR RECORD

SUBJECT: POLICY STATEMENT #5 Travel Safety Awareness

1. The purpose of this memorandum is to enhance your awareness of safety and ensure you have properly planned your travel time. I have a personal interest to ensure all Soldiers conduct themselves in a safe manner. I want to ensure all Soldiers have a method to contact their instructors, supervisors, and/or chain of command.

2. As you take this time to reflect, I ask you to act safely to ensure your return home and to work. Plan trips carefully, implement sound risk decisions, and allow adequate travel time. Consider the following:

- Consume alcohol in moderation
- Buckle your seat belt and reduce your speed
- Monitor weather reports of your destination in addition to local weather reports
- Use caution if you mix alcohol and sporting events; do not attempt to participate in activities that are clearly out of your physical or mental capabilities
- Do not operate a motor vehicle or operate machinery after you consume alcoholic beverages or take medication; contact a fellow NCO, your instructor, or the chain of command if you need a ride
- Pack food, water, and cold-weather clothing on car trips for unforeseen circumstances
- Do not travel further than the authorized distance or beyond your capabilities, which ever is shorter
- Allow time for traffic, weather and/or other delays
- Ensure that adequate rest is programmed into your travel
- Ensure that you have adequate financial resources to return to the place of duty
- Avoid situations and/or areas that create an environment for trouble

3. All Soldiers will sign a roster accompanying this memorandum stating they understand and comply with the contents of this memorandum; also, they are in possession of contact numbers for instructors, division chiefs, and the chain of command/support.

4. “Remember! Celebrate! Act! A Day On…Not a Day Off.”

5. The point of contact for this memorandum is the undersigned at 751-8755.

PAUL A. NOCE
CPT, AG
Commanding