



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
DIRECTORATE (SPECIFIC) TITLE
DIRECTORATE ADDRESS
FORT CAMPBELL, KENTUCKY 42223-5617

IMSE-CAM-XX

MEMORANDUM FOR RECORD

SUBJECT: Monthly Directorate of _____ Safety Training and/or Meeting

1. The Directorate of _____ conducted monthly CDSO training/meeting on _____. The following personnel were in attendance: (Directorates or Offices with 10 or fewer personnel list the names).

- a. John Doe
- b. Jane Doe

(Directorates with more than 10 personnel attach attendance roster).

2. The following topics were discussed/ training was conducted on the following:

- a.
- b.
- c.

3. The next CDSO training/meeting will be held _____.

4. Point of contact for additional information is _____ at XXX-XXXX.

John Doe
CDSO, Directorate of XXXX

DISTRIBUTION
A5A, A5B, A5C
IMCOM-SE Fort Campbell,
Installation Safety Office