ASO 3500.1 w Ch 1
DSS

2 3 MAR 2010

ORIGINAL

AIR STATION ORDER 3500.1 w Ch 1

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: OPERATIONAL RISK MANAGEMENT (ORM) PROGRAM

Ref: (a) MCO 3500.27

Encl: (1) ORM Worksheet

1. <u>Situation</u>. The purpose of this Order is to publish policy, provide guidance, and assign responsibility concerning the implementation and standardization of ORM. ORM shall be considered an integral part of the decision-making process for all personnel (military and civilian) in all operational and non-operational activities, both on and off base. ORM provides the process that enables this Command to accomplish a most critical task – the preservation of our ability to support our nation's warfighters.

2. <u>Mission</u>. All personnel assigned or attached to Marine Corps Air Station Beaufort (MCAS) will apply the principles of ORM to all activities. The primary objective of ORM is to avoid unnecessary risk. Successful implementation of the ORM process will increase mission effectiveness while minimizing unnecessary loss of personnel and material assets.

3. <u>Execution</u>

   a. <u>Commander's Intent and Concept of Operations</u>

      (1) <u>Commander's Intent</u>. The ORM program outlined in this Order will be incorporated at all levels within this command in order to maximize mission readiness while reducing associated risk. The ORM process will be briefed as a part of confirmation briefs presented to the Commanding Officer prior to designated events, and it will be utilized by all leaders as they conduct operations, exercises, and training of any sort.

      (2) <u>Concept of Operations</u>. The principles of ORM will be taught to all personnel assigned or attached to MCAS Beaufort, at appropriate levels commensurate with their rank and responsibility, with the objective that all hands employ it as a tool to assist with all on-duty and off-duty activities that could place them at risk. The enclosure is the worksheet to be used by all leaders in the implementation of ORM.

   b. <u>Tasks</u>

      (1) <u>Commanding Officer, Headquarters and Headquarters Squadron (H&HS)</u>. Ensure that all departments and sections within the command have at least one designated and trained ORM instructor per the requirements of the reference. Ensure that ORM training is provided to all personnel in the command, commensurate with experience and rank.

(2) <u>Station Training</u>. The Training Officer serves as the Commander's representative for primary oversight of the ORM process. As such, the Training Department will maintain documentation of current ORM concepts, related orders and doctrinal publications. The Training Officer will coordinate formal training for the command and subordinate departments.

(3) <u>Officers-In-Charge (OIC), Department Heads, Managers, and Supervisors</u>. Shall, in accordance with the reference, ensure all Marines, Sailors and civilian employees, in each department and section, are properly trained in the principles of ORM. Orientation training should occur within the first 90 days of a Marine, Sailor or civilian employee's assignment to the unit. Following initial ORM training, refresher training will be provided and documented at least annually. When conducting training or operations as a separate unit, OICs, Department Heads, Managers and Supervisors will provide ORM analysis to the MCAS Beaufort Department of Safety and Standardization prior to executing the event. All ORM analysis will include a completed and signed ORM worksheet using enclosure (1) of this order. This includes all MCCS activities open to the public.

(4) <u>Managers of MCCS Activities Open to Public Patrons</u>. Shall, incorporate the ORM process into all operations under their control. Include identified hazards, risk assessments and controls to mitigate those hazards into briefs, notices, and written plans. Request external support if required to assist in risk reduction. Conduct a thorough risk assessment for new or complex evolutions that defines acceptable risk and possible contingencies for the evolution. Prior to an organized function or event, the risk assessment will include the completed ORM worksheet, enclosure (1), with the concept of operations, and forward these documents to the MCAS Department of Safety and Standardization or the Parris Island Force Protection Office, as appropriate, for review/approval.

(5) <u>Department of Safety and Standardization</u>. Shall provide training assistance and support to all units aboard Marine Corps Air Station Beaufort as appropriate to achieve their ORM requirements.

c. <u>Coordinating Instructions</u>

(1) Hazards will be identified, risks assessed and controls developed and implemented during the earliest possible planning stages to mitigate identified risks. Operations will be continually monitored for effectiveness of controls and situational changes.

(2) Planning at all levels of training and operations will include the tenets of ORM.

(3) Prior to extended liberty or leave periods, Marines, Sailors and civilian employees will be instructed on using the principles of ORM while participating in off duty/recreational activities.

(4) Leaders will address the ORM process in post/operational after-action reports.

(5) Per the reference, all ORM-related training documentation will be retained by units for five years.

(6) Submit ORM lessons learned to the MCAS Beaufort Department of Safety and Standardization office for inclusion in the Commandant of the Marine Corps' ORM Safety Database.

4. <u>Administration and Logistics</u>. The following resources are available to assist leaders and planners in considering the principles of ORM in their spectrum of activities.

    a. The Naval Safety Center: www.safetycenter.navy.mil

    b. Headquarters, Marine Corps Safety Division: http://hqinet001.hqmc.usmc.mil/sd/index.htm

    c. The MCAS Department of Safety and Standardization: 228-7800/7858/7827/7804/7808

    d. Marine Net, for on-line training: https://marinenet.usmc.mil

    e. To access the MCAS Beaufort ORM Worksheet;

       (1) go to website; https://intranet.mcieast.usmc.mil/C9/C18/MCAS%20Beaufort/default.aspx
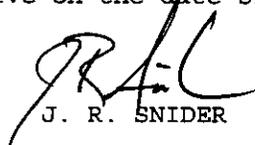
       (2) click on **DSS**; and

       (3) click on **H&HS ORM FORM**

NOTE: If you have questions on what should go in the block and for information on how to send the form, contact the Installation Safety Office.

5. <u>Command and Signal</u>

    a. <u>Command</u>. This Order is applicable to all personnel assigned to Headquarters and Headquarters Squadron, and all Appropriated and Non-Appropriated Funded civilian employees and MCCS personnel under the command of the MCAS Beaufort Commanding Officer.

    b. <u>Signal</u>. This Order is effective on the date signed.

J. R. SNIDER

DISTRIBUTION: B

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
ASO 3500.1 Ch 1
DSS
13 JUL 2011

AIR STATION ORDER 3500.1 Ch 1

From: Commanding Officer
To: Distribution List

Subj: OPERATIONAL RISK MANAGEMENT (ORM) PROGRAM

Encl: (1) New page insert to ASO 3500.1 Ch 1

1. <u>Situation</u>. To transmit new page insert to the basic order.

2. <u>Execution</u>. Replace Enclosure (1) with the updated corresponding enclosure.

3. <u>Filing Instructions</u>. File this change transmittal immediately following the signature page of the basic order.

B. C. MURTHA

OPERATIONAL RISK MANAGEMENT WORKSHEET

PAGE: _____ OF _____

1. MISSION/TASK:

2. DATE/TIME BEGIN:

3. DATE PREPARED:

4. MISSION OR TASK STEPS	5. HAZARDS	6. RISK LEVEL	7. CONTROL(s)	8. RESIDUAL RISK LEVEL	9. HOW TO IMPLEMENT	10. HOW TO SUPERVISE	11. ARE CONTROLS EFFECTIVE (Y / N)

12. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (Circle One)	13. PREPARED BY: (Rank, Name, Duty Title)
LOW / MODERATE / HIGH / EXTREMELY HIGH 4-5 3 2 1	14. RISK DECISION AUTHORITY

ENCLOSURE (1)

RISK MANAGEMENT WORKSHEET

WORKSHEET INSTRUCTIONS

Block

1-4 Self-explanatory

5. Identify Hazard: Objective is to ID those things most likely to have a negative impact on the mission.

6. Assess Risk: Determine risk of each hazard using the Risk Assessment Matrix. In Block 6, enter the Risk Assessment Code (RAC) of each hazard.
NOTE: RAC 4 and 5 is equivalent to a Low Hazard, RAC 3 Moderate Hazard, RAC 2 High Hazard, and RAC 1 Extremely High Hazard.

7. Develop Controls: Develop one or more controls for each hazard to reduce its risk. Specify who, what, where, and how for each control.

8. Determine Mission/Task Risk: With selected controls in place, reassess the risk RAC's from block 6 and determine the residual risk. Select the highest RAC in the Residual Risk block. This is the overall risk for the task/mission. Circle the appropriate risk level in Block 12. Make Risk Decision: Decide to accept or not accept the residual risk for this mission/task. Unit commander will determine authority and level for risk acceptance. Decisions for high and extremely high risk levels should be elevated up the chain of command.

9. Implement Controls: Decide how each control will be put into effect/communicated to the personnel and who will make it happen (written instructions, operating instructions, checklists, dry-runs). Enter in Block 9.

10. Supervise: Show how each control will be monitored to ensure proper implementation (i.e., continuous supervision, spot checks, etc.). Enter in Block 10.

11. Evaluate: After mission/task is complete, determine effectiveness of each control in reducing the risk of the targeted hazard. Indicate in Block 11 Y (yes) if the control was effective or N (no) if the control was ineffective. For those controls that were not effective determine why and what to do the next time this hazard is identified. For example change the control or change how the control will be implemented/supervised.

12. Refer to number 8 above.

13-14. Self-explanatory.

RAC CODES

1 = CRITICAL
2 = SERIOUS
3 = MODERATE
4 = MINOR
5 = NEGLIGIBLE

FREQUENCE		MISHAP PROBABILITY			
HAZARD SEVERITY	Likely	Occasional	Seldom	Unlikely	
		A	B	C	D
I (Catastrophic)	1	1	2	3	
II (Critical)	1	2	3	4	
III (Moderate)	2	3	4	5	
IV (Negligible)	3	4	5	5	

FREQUENCE/PROBABILITY:

Likely: Occurs regularly, generally happens once per activity

Occasional: Occurs infrequently, doesn't occur at every event, but occurs often enough to be considered

Seldom: Occurs sporadically, only happens once or twice in an entire CAP career

Unlikely: Occurs rarely, often never occurs during an entire CAP career

HAZARD SEVERITY:

Catastrophic: Complete mission failure, death, or loss of system

Critical: Major mission degradation, severe injury, occupational illness, or major system damage

Moderate: Minor mission degradation, injury, minor occupational illness, or minor system damage

Negligible: Less than minor mission degradation, injury, occupational illness, or minor system damage

ENCLOSURE (1)