



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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NAVCRUITDISTNYINST 3500.39E
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7 Oct 13

NAVY RECRUITING DISTRICT NEW YORK INSTRUCTION 3500.39E

Subj: OPERATIONAL RISK MANAGEMENT (ORM) PROGRAM

Ref: (a) OPNAVINST 3500.39D

Encl: (1) Operational Risk Management - Flow Chart
(2) ORM Worksheet

1. Purpose. To aide Navy Recruiting District (NRD) New York personnel in making appropriate and timely safety/risk assessments, as it pertains to professional requirements and personal obligations; force careful and deliberate thought in finding ways to mitigate risks and implement measures appropriately. All members of the command have equal voice in raising safety and ethical concerns to the attention of others. The most junior member of this command has a moral obligation to 'speak-up', alert superiors to situations - when potential hazards exist; the supervisor and chain of command must listen and consider risk mitigation options for ORM corrective actions. No one shall fear retribution for raising legitimate ORM concerns to the attention of this Command.
2. Cancellation. NAVCRUITDISTNYINST 3500.39D.
3. Scope. The Executive Officer is designated the ORM Program Manager.
4. Background
 - a. ORM is an integral part of planning and execution with Department of the Navy commands. It involves training and planning at all levels in order to optimize operational capability and readiness by teaching personnel to make sound decisions regardless of mission.
 - b. ORM shall be the way we do business through pro-active leadership, accountability, integrity and practice. Leaders at all levels are responsible for ensuring proper procedures are in place and appropriate resources are available. Only through open communication and establishing the proper command climate can ORM become effective.

c. Reference (a) is the governing directive for this instruction. Familiarizing oneself with reference (a) will further clarify the requirement and necessity of utilizing ORM processes.

5. Definition. ORM is described in enclosure (1) of reference (a), with several ORM examples provided. ORM is a method to identify hazards, assess risks and implement controls to reduce the risk associated with any work and increase operational effectiveness.

6. Implementation. ORM shall be used as follows:

a. Training topic and discussions at Command Indoctrination; District Training; Production Meetings; Command sponsored events; Stand-downs; when Privacy Act information is involved; all evolutions on a Recruiter's planning calendar; and all evolutions that involve Recruiter and an applicant or Future Sailor.

b. Enclosure (1) will be used to navigate ORM considerations for evolutions.

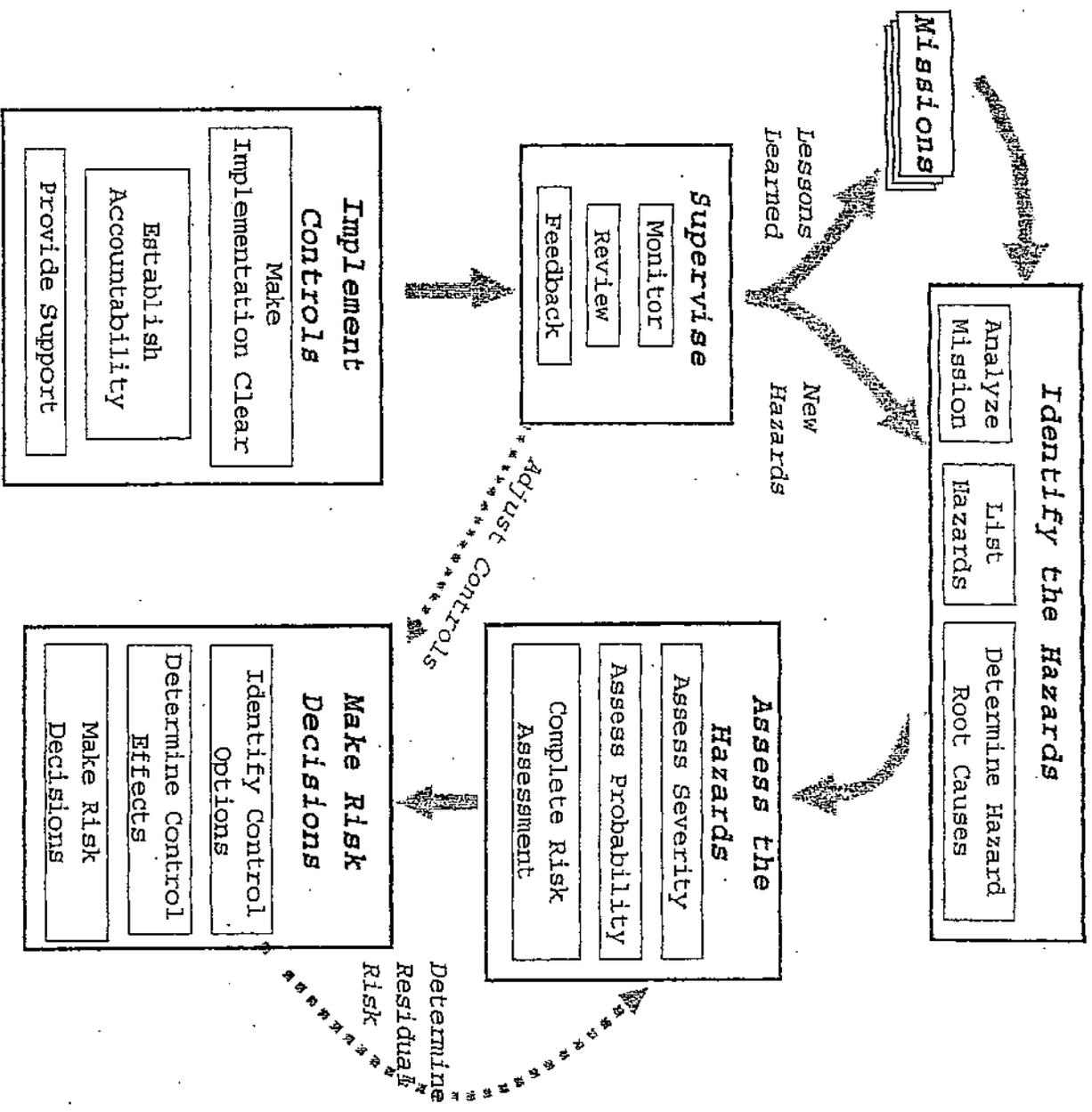
c. Identifying and managing risk. Use of the Naval Safety Center's website www.safetycenter.navy.mil is highly encouraged.

7. ORM Training. All Hands shall receive an ORM brief during Command Indoctrination and annual refresher training. Training may be conducted at scheduled events such as a Holiday Safety Stand down or monthly All Hands meetings. Training shall be documented in the member's training jacket.

8. ORM is without Rank. The most junior member of our recruiting team (enlisted, officer or civilian) must speak up when a situation appears to be unsafe or unethical. All command members are directed to have the moral courage to STOP what does not appear right or unnecessarily risky and find solutions to CORRECT the situation

C. M. YOUNG

ORM PROCESS CYCLE



"ENCLOSURE (4)"

ORM WORKSHEET

Event or Mission:

Date Worksheet Prepared:

| Step 1. Identify Hazards | | Step 2. Assess Hazards (circle item) | Step 3. Make Risk Decisions Corrected Hazard (circle) | | Step 4. Implement Controls | Step 5. Supervise |
|--|--------------|--|---|--|-------------------------------|----------------------|
| Operation Phases (example) Drive Applicant to MEPS | Hazards | Causes | Develop Controls | Ethics | How to Implement | How to Supervise |
| | GOV Accident | * T-Signms Forecasted * Time to get there | * Slow GOV Speed by 25% * Start Driving Earlier | Ethics Privacy Info | * Pickup Applicant at 0300. | LPO says OK |
| | | (Death) (Injury) Ethics (Press) Privacy Info | | Death Injury Ethics Press Privacy Info | | |
| | | Death Injury Ethics Press Privacy Info | | Death Injury Ethics Press Privacy Info | | |
| | | Death Injury Ethics Press Privacy Info | | Death Injury Ethics Press Privacy Info | | |
| | | Death Injury Ethics Press Privacy Info | | Death Injury Ethics Press Privacy Info | | |
| Accept Risks: Yes - No - Explain | | | Communicated with Supervisor: Yes No | | Printed Name and Signed: | |

"ENCLOSURE (2)"