



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

IN REPLY REFER TO:

NAVCRUITDISTOHIOINST 3500.2
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1 1 JAN 2013

NAVCRUITDIST OHIO INSTRUCTION 3500.2

From: Commanding Officer, Navy Recruiting District Ohio

Subj: OPERATIONAL RISK MANAGEMENT (ORM) PROGRAM

Ref: (a) OPNAVINST 3500.39C

Encl: (1) Five Step ORM Process
(2) ORM Worksheet

1. Purpose. To guide Navy Recruiting District (NRD) Ohio personnel in making appropriate and timely safety/risk assessments, and to force careful and deliberate thought in finding ways to manage risks and implement appropriate control measures.

2. Scope. This instruction applies to all members of NRD Ohio. The Administrative Officer is the ORM Program Manager.

3. Discussion

a. ORM is an integral part of planning and execution within 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 while accomplishing the command's mission.

b. ORM is the way to do business through leadership, accountability and integrity. Leaders at all levels are responsible for ensuring proper ORM procedures are in place and for fostering a climate of sound ORM-based decision making.

c. ORM is more than simply applying common sense to safety. ORM is a method to identify hazards, assess risks, and implement controls to reduce the associated risks. ORM is thoroughly described in reference (a), with several examples provided.

4. Implementation

a. All members of NRD Ohio shall familiarize themselves with this instruction, reference (a), and enclosures (1) and (2).

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b. ORM shall be used for, but not limited to, mission and personal travel decisions, planning of NRD Ohio training, production, awards, and DEP events, handling of personally identifiable information (PII), and transportation of applicants and Delayed Entry Program members.

c. The quarterly hazard abatement review/safety council shall use ORM processes to identify safety hazards to district personnel, then mitigate them through appropriate controls.

d. NRD Ohio personnel shall use enclosure (1) to manage operational risks for planned events.

e. NRD Ohio personnel shall use enclosure (2) to document hazards and controls.

f. NRD Ohio supervisors shall keep enclosure (2) on file when:

(1) The hazard has the potential to cause death, injury, or loss of PII.

(2) Significant inclement weather is forecasted.

(3) Detrimental human factors have been identified (e.g. stress, fatigue).

(4) Heightened terrorist or protester threat has been identified.

5. ORM is without rank. All NRD Ohio personnel, from the most junior to the Commanding Officer, shall communicate clearly when a situation appears to have increased risk. All command members have an equal voice and a moral obligation to identify and manage risk. Likewise, command members shall respectfully consider all ORM inputs, regardless of the source, without any hint of retribution. If in doubt, speak up, and then collaborate to find a solution.



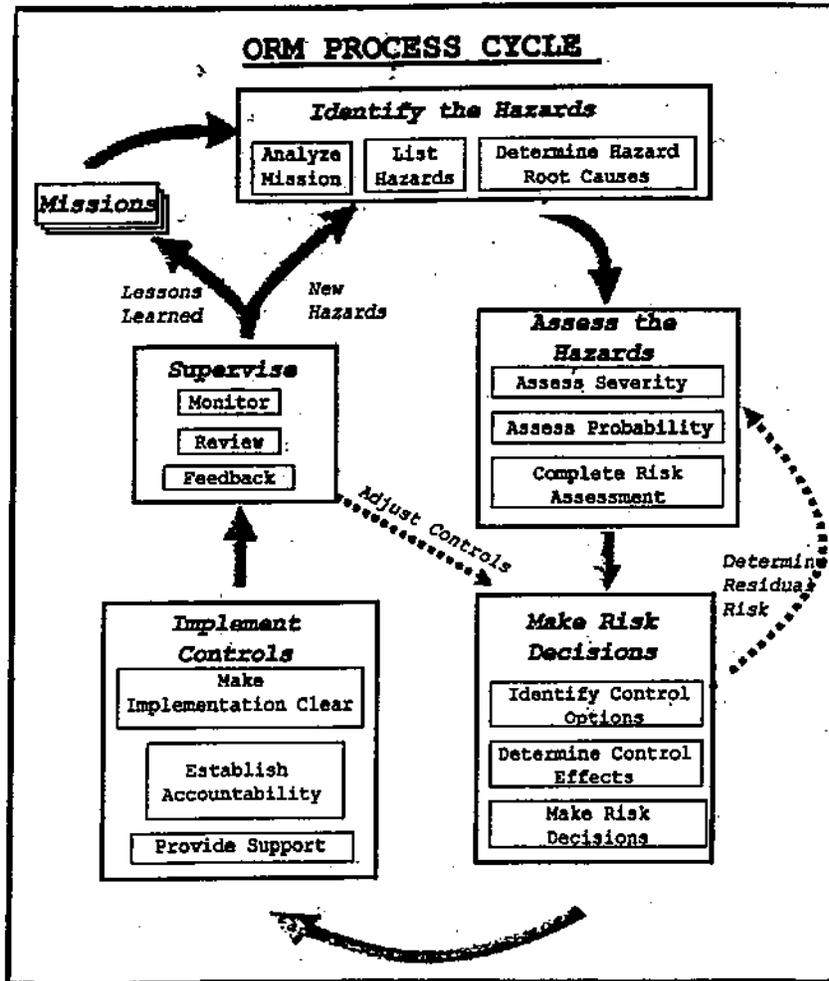
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https://www.milsuite.mil/wiki/Portal:Navy_Recruiting_District_Ohio/Command_Directives

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The Five Step ORM Process

ORM WORKSHEET

Mission: Date Worksheet Prepared:									
Step 1: Identify Hazards		Step 2: Assess Hazards		Step 3: Make Risk Decisions		Step 4: Implement Controls		Step 5: Supervise	
Operation Phases	Hazards	Causes	Initial RAC	Develop Controls	Residual RAC	How to Implement	How to Supervise		
			Accept Risks: Comm with Higher:	Yes	No	Lessons Learned:			