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**Command Policy**

**OPERATIONAL RISK MANAGEMENT (ORM)**

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This instruction implements AFD 90-9, **Operational Risk Management**, and AFI 90-901, **Operational Risk Management**. It establishes the requirement to integrate and sustain operational risk management (ORM) throughout the 30th Space Wing. It assigns responsibilities for program elements and contains program management information. It applies to all 30th Space Wing personnel and functional areas. It does not apply to Air Force Reserve Command (AFRC) nor Air National Guard (ANG) units.

**Section A—ORM Process Description**

**1. Definition, Purpose and Scope.**

1.1. Definition: Operational Risk Management is a logic-based, common sense approach to making calculated decisions on human, material, and environmental factors before, during, and after Air Force mission activities and operations.

1.2. Purpose: The goal of ORM is to enhance mission effectiveness at all levels while minimizing risks. This instruction will define specific responsibilities for each level of management as well as the responsibilities of each individual assigned to the 30th Space Wing.

1.3. Scope: ORM enables commanders, functional managers, supervisors, and individuals to maximize operational capabilities while limiting all dimensions of risk by applying a simple, systematic process appropriate for all personnel and functions both on-and off-duty. Effective risk management begins at the top with commander support and is the responsibility of every person within the chain of command.

1.3.1. ORM is a Commander's program. ORM has great applications in the safety arena and 30 SW Safety is the Office of Primary Responsibility. However, ORM is not limited to issues of safety and should be applied to all operations. The benefits of ORM include maximizing capabilities while minimizing all associated risks in every area of operations.

## ***Section B—Program Management***

**2. Responsibilities.** The following responsibilities are additions to those defined by AFI 90-901.

2.1. 30th Space Wing Commander maintains responsibility for implementation and administration of the ORM program in the 30 SW.

2.2. Chief of Safety (30 SW/SE) will appoint an ORM Program Manager to oversee ORM integration and sustainment wing wide.

2.3. Wing ORM Program Manager will ensure each 30 SW unit establishes an ORM program and provide oversight and feedback as required. Additionally, the ORM Program Manager will:

2.3.1. Develop specific ORM program implementation guidance, and establish policy and requirements to sustain the ORM program within the wing.

2.3.2. Provide a training course focused on ORM Application and Integration to all squadron/group ORM advisors. AF Safety Center ORM courses, or the AFSC Distance Learning ORM courses, fulfill this requirement.

2.3.3. Develop annual refresher training for 30 SW units. Wing ORM Program Manager is the approval authority for alternate or unit specific annual refresher training.

2.3.4. Review all squadron ORM Training Programs and annually conduct a random assessment of unit ORM programs. Wing safety staff conducting biannual unit assessments may complete this requirement.

2.3.5. Facilitate ORM assessments as necessary.

2.4. Group and Squadron Commanders will:

2.4.1. Assign, in writing, Squadron ORM Advisors for program implementation and assessments and provide a copy to 30 SW ORM Program Manager. Advisors should be in the rank of SSgt or above with a minimum of 12 months Time On Station remaining.

2.4.2. Review the status of squadron ORM programs quarterly with the ORM Advisor. Review will be documented and minutes filed in the unit ORM continuity binder.

2.4.3. Ensure all advisors complete an ORM Applications and Integration course within 90 days of assignment.

2.4.4. Ensure newly assigned personnel receive initial ORM training within 60 days of assignment.

2.4.5. Review ORM assessments and ensure they are signed by the appropriate approval authority.

2.5. Section Supervisors will:

2.5.1. Incorporate ORM into the section's training process.

2.5.2. Apply ORM to:

2.5.2.1. Daily operations, maintenance, and general tasks within work centers.

2.5.2.2. All unique or one-time tasks (e.g., moving, construction, fireworks, exercises).

2.5.2.3. All operations presenting probable hazards not previously identified by technical data or other safety sources.

2.5.2.4. Any modification proposals, acquisitions and/or development efforts.

2.5.2.5. Any required waivers for safety.

2.6. Unit ORM Advisors will:

2.6.1. Conduct a quarterly review of the unit ORM program with the squadron commander. Ensure the review is documented and minutes are filed in the ORM continuity binder.

2.6.2. Facilitate unit ORM assessments as necessary.

2.6.3. Track unit initial ORM Fundamentals training and ensure completion of training by new personnel within 60 days of assignment.

2.6.4. Ensure annual refresher training is completed by all assigned unit personnel and document completion of training.

2.6.5. Ensure initial ORM Training is documented on the AF Form 55, **Employee Safety and Health Record**, or other suitable product. If the AF Form 55 is not used, ensure all AF Form 55s are documented to show that ORM is being tracked on another product.

2.6.6. Review program annually and run Unit ORM Advisor Self Inspection Checklist.

2.6.7. Maintain an ORM continuity binder with the following minimum requirements. Additional Tabs may be added at the discretion of commanders and unit ORM Advisors.

2.6.7.1. Tab A: Unit ORM Advisor Appointment letter

2.6.7.2. Tab B: Unit training status; updated as required

2.6.7.3. Tab C: Minutes from the Commander's quarterly review

2.6.7.4. Tab D: Documentation of ORM Processes

2.6.7.5. Tab E: Unit ORM Advisor Self-Inspection Checklist

2.6.7.6. Tab F: Publications to include the following:

2.6.7.6.1. AFPD 90-9, **Operational Risk Management**.

2.6.7.6.2. AFI 90-901, **Operational Risk Management**.

2.6.7.6.3. AFPAM 90-902, **Operational Risk Management (ORM) Guidelines and Tools**.

2.6.7.6.4. 30 SWI 90-901, **Operational Risk Management**.

2.6.7.6.5. AFSPCI 90-903, **H-1 Helicopter Risk Management**, 76th Helicopter Flight only.

### ***Section C—Training Management***

**3. Training:** The following defines wing and unit training requirements. Organizations are encouraged to create unit specific ORM training, however, the training must be approved by 30 SW/SE prior to use.

- 3.1. All newly assigned personnel require either ORM Fundamentals training via ORM University, Module I (<https://rmis.saia.af.mil>) or a 30 SW/SE approved substitute training course within 60 days of arrival, unless initial training is accomplished and documented at previous base or unit.
- 3.2. All personnel will complete annual ORM refresher training using a 30 SW/SE ORM Computer Based Training (CBT) or other suitable training approved by 30 SW/SE.
- 3.3. 30 SW ORM Program Manager will provide:
  - 3.3.1. An ORM Applications and Integration course to all unit ORM Advisors.
    - 3.3.1.1. Course is required within 90 days of appointment.
  - 3.3.2. ORM CBT for annual refresher training.
- 3.4. Unit ORM Advisors will provide:
  - 3.4.1. Squadron or unit level initial training consisting of ORM Fundamentals training via ORM University, Module I, Executive Level ORM course, Module IV, (<https://rmis.saia.af.mil>), or 30 SW/SE approved training course.
  - 3.4.2. Squadron or unit level annual refresher training consisting of the 30 SW/SE ORM CBT or a unit specific ORM training course approved by 30 SW/SE.

#### ***Section D—Application of ORM***

#### **4. Applying ORM to a process.**

- 4.1. Each unit is responsible for their own unique application of ORM within the scope of their mission. Unit ORM Advisors should serve to facilitate the ORM process. If further assistance is required contact 30 SW/SE.
- 4.2. AFPAM 90-902, ***ORM Guidelines and Tools*** should be referenced for guidance pertaining to the ORM six-step process.
  - 4.2.1. Although there is no standard format for a formal ORM product, the four Principles of ORM and the six-step process, as defined in AFI 90-901, ***Operational Risk Management*** and AFPAM 90-902 should be applied.
  - 4.2.2. The scope of ORM used should be at a level appropriate for the process being evaluated.
- 4.3. Forms Adopted: AF Form 55, **Employee Safety and Health Record**.

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Commander