DEPARTMENT OF THE NAVY
COMMANDER, AIRBORNE COMMAND CONTROL
AND LOGISTICS WING
672 13ᵀᴴ STREET BUILDING 50
POINT MUGU, CALIFORNIA 93042-5051

COMACCLOGWINGINST 3500.7
N45
15 Aug 11

COMACCLOGWING INSTRUCTION 3500.7

From: Commander, Airborne Command Control and Logistics Wing

Subj: OPERATIONAL RISK MANAGEMENT (ORM) PROGRAM

Ref: (a) OPNAVINST 3500.39C

Encl: (1) ORM Assistant Designation Letter Template
      (2) ORM Training Record
      (3) Change Recommendations

1. <u>Purpose</u>. To establish policies, responsibilities and procedures for administration of the VAW/VRC Community Operational Risk Management program.

2. <u>Cancellation</u>. COMACCLOGWINGINST 3500.0C.

3. <u>Background</u>

   a. An overarching goal of the U.S. Navy is to develop an environment in which every individual (officer, enlisted and civilian) is trained and motivated to personally manage risk in everything they do, both on and off duty, in peacetime and during conflict. This will drive the successful completion of operations and activities, with the minimum amount of risk.

   b. Operational Risk Management (ORM) shall be incorporated through leadership, accountability and integrity. 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.

4. <u>Discussion</u>. ORM is a method to identify hazards, assess risks, and implement controls to reduce the risk associated with any operation. A thorough working knowledge of reference (a) is essential to implementing orientation and training programs for all personnel, as well as practicing ORM at all levels within individual commands and at home. The procedures contained herein

are intended to standardize all VAW and VRC operations that are not specifically outlined in reference (a). These procedures shall remain valid unless superseded by higher authority.

5. <u>Responsibilities</u>. The following ORM program responsibilities are established and shall be conducted as outlined below:

    a. <u>Squadron Commanding Officer</u>. Designate, in writing, the Executive Officer as the ORM Program Manager.

    b. <u>Squadron Executive Officer</u>. Oversee command ORM training and implementation. Ensure one officer and one senior enlisted member, at a minimum, are qualified and designated as ORM Assistants per enclosure (1). Per reference (a), ORM Assistant qualification is earned by completing the OPNAV sponsored two-day enlisted/officer Application and Integration Course or graduation from Aviation Safety Officer or Aviation Safety Command course.

    c. <u>Squadron ORM Assistants</u>. Train command personnel in the application of ORM Principles per reference (a) and assign responsibilities for ORM to appropriate supervisors when warranted. ORM Training shall include but not be limited to:

       (1) Command specific ORM orientation upon check-in.

       (2) Periodic refresher ORM training on the five-step ORM Process as deemed necessary by the Command ORM Program manager.

       (3) Annual in-depth, scenario-based training on ORM process implementation for command member. This training is valid for 12 months from the last day of the month in which the current ground training was conducted. Personnel who fail to meet the annual, in depth, scenario based ORM training requirement without a written extension shall not serve as aircrew (Pilot, NFO, Naval Aircrewman) members. Once the annual ORM requirement is met, or an extension is approved, aircrew duties may be resumed. Command orientation, annual, and refresher training completion or extension authorization shall be recorded in the individual's NATOPS flight personnel training/qualification jacket using enclosure 2 of this instruction. Commanding Officers may grant written extension to the ORM expiration date for aircrew members that would otherwise expire during long deployments. Extensions shall not exceed 90 days after return from deployment.

       (4) Navy Knowledge Online (NKO) is a one time qualification used to comply with reference (a) ORM training

requirements. Completion of the NKO ORM course Individual-
Managing Your Risk CPPD-ORM-MYR-1.0 is mandatory for all hands
upon checking into a new command, or triennially. Completion of
the NKO Assistant- Leading Risk Management Integration (CPPD-ORM-
LRMI-1.0) is mandatory for all designated ORM Assistants.
Supervisors- Managing your Team's Risk (CPPD-ORM-MYTR-1.0) course
is mandatory for all E-7 and above, all Aircrew, and all
Workcenter Supervisors. Manager- Directing Your Command's Risk
Management (CPPD-ORM-DYCRM-1.0) is mandatory for all Department
LCPOs and all O-5 and above. Additionally, GMT training is
required annually. This training can be satisfied by completing
the NKO ORM Course Time Critical Risk management (CPPD-TCRM09-01),
at a command Safety Standown, or by other methods listed in
reference (a) and filed accordingly in each individual's ORM
Training Record (Enclosure (2) of this instruction).

    d. <u>ORM Model Managers</u>. VAW-120 Aviation Safety Officer is
designated as the VAW/VRC Community Officer ORM Model Manager, and
VAW-120 Safety Leading Chief Petty Officer is designated as the
VAW/VRC Community Enlisted ORM Model Manager. The ORM Model
Mangers will provide program guidance, conduct continuous reviews
of all associated publications to identify and resolve conflicts.
ORM Model Managers shall be qualified and designated as ORM
Assistants.

    e. <u>Assistant ORM Model Managers</u>. COMACCLOGWING directs the
Commanding Officer of VAW-120 to designate the community E-2C
Pilot and NFO Model Managers and C-2A Pilot and Aircrew Model
Managers as Assistant ORM Model Managers utilizing enclosure (1).
Assistant ORM Model Managers shall work closely with the ORM Model
Managers to provide fleet ORM program guidance. They will conduct
Squadron assist visits during all unit NATOPS evaluations,
providing guidance to Commanding Officers regarding the status of
their ORM programs and offer advice on program improvement.
Assistant ORM Model Managers should be qualified as ORM
Assistants.

6. <u>Changes</u>. COMACCLOGWING shall be the lead for incorporating
changes and promulgating revisions to this instruction. Change
recommendations should be submitted to COMACCLOGWING Safety via
the ORM Model Managers, utilizing enclosure (3). Addendums will
be produced by COMACCLOGWING and forwarded to all commands.

NOTE: This instruction shall be reviewed for recommended changes in conjunction with the annual VAW/VRC NATOPS conference. All recommended changes shall be forwarded IAW enclosure (3).

7. Action. All COMACCLOGWING personnel shall become familiar with this instruction. If guidance provided by higher authority conflicts with this instruction, the more stringent guidelines will apply until addendums can be forwarded.
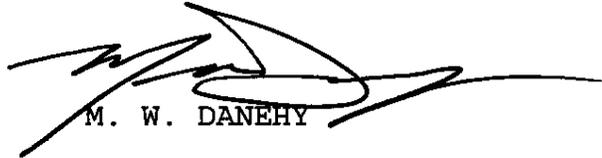
M. W. DANEHY

Distribution:
COMACCLOGWING 5216.1F
List A1, A2, A3, C (case I)

<u>ORM Assistant Designation Letter Template</u>

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                                         3500
                                         NXX
                                         (Date)
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From: Commanding Officer, Carrier Airborne Command Control
        Logistics/Fleet Support Squadron XXX
To: Commander, Airborne Command Control and Logistics Wing

Subj: DESIGNATION AS (OFFICER/ENLISTED) OPERATIONAL RISK
        MANAGEMENT (ORM) (PROGRAM MANAGER/ASSISTANT)

Ref: (a) OPNAVINST 3500.39C

1. Per reference (a), you are hereby designated as the ORM
Program Manager/Officer ORM Assistant/Enlisted ORM Assistant for
VAW-1XX/VRC XX.

2. Your duties will include, but are not limited to, those
listed in this instruction and in reference (a).

3. This designation will remain in effect until you transfer
from this squadron or revoked in writing.

                              (Signature)

ORM Training Record

Name (Last, First M.I.)_____   **SSN Last 4:** _____

To be permanently maintained in the Qualification/Certification Record for maintenance personnel;
to be permanently maintained in the NATOPS jacket for aircrew members;
to be maintained separately by the ORM Program Manager for all other personnel.

ORM Assistant Course

Aviation Safety School Graduation Date:	
ORM Application and Integration Two-Day Class Completion Date:	

Navy Knowledge Online (NKO) Training

NKO Course Title	*NKO*	Required For	Date Completed	Unit
Individual – Managing your Risk	CPPD-ORM-MYR-1.0	All Hands		
Assistant – Risk Management Integration	CPPD-ORM-LRMI-1.0	All ORM Assistants		
Supervisor – Managing Your Team's Risk	CPPD-ORM-MYTR-1.0	All E-7 and Above, all Aircrew, and all Workcenter Supervisors		
Manager – Directing Your Command's Risk Management	CPPD-ORM-DYCRM-1.0	All O-5 and Above and all Departmental LCPOs		
Time Critical Risk Management	CPPD-TCRM09-01	Optional for annual refresher		

Command Orientation (O), Refresher (R), and Annual (A) ORM Training

Instructor	Date Completed	Type (O, R, A)	Unit	Instructor	Date Completed	Type (O, R, A)	Unit

<u>Change Recommendations</u>

Date _____

TO BE FILLED IN AND FORWARDED TO MODEL MANAGER

FROM (Originator)	Unit
TO (ORM Model Manager)	Unit

Complete Name of Instruction	Page	Paragraph

Recommendation (Be specific)

Justification

Signature	Rank	Title

Address of Unit of Command

TO BE FILLED IN BY MODEL MANAGER (Return to Originator)

FROM	DATE
TO	

REFERENCE
(a) Your Change Recommendation Dated _____

Your change recommendation dated _____ is acknowledged. It will be held for action at the next NATOPS/ORM review conference planned for _____ located at _____

Or

Your change recommendation has been reviewed and forwarded to COMACCLOGWING for final approval by my DTG_____

ORM Model Manager Signature	Date