

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



**AFMC INSTRUCTION 90-902
HILL AIR FORCE BASE
Supplement 1
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Command Policy

OPERATIONAL RISK MANAGEMENT

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AFMCI 90-902, 1 September 2001, is supplemented as follows:

4.4. Risk Controls that will or may conflict with existing directives, policies, standards, or regulatory guidance will be forwarded through the Chain of Command to the proper level of approval for the necessary waivers, variances or changes before those risk control measures can be implemented.

5.3.3.3. Consult AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*, paragraph 12, for examples of the specific types of tasks or operations where Operational Risk Management (ORM) can be used.

5.4. The Center ORM Program Manager will be responsible to the ORM Steering Committee for providing necessary information, data, research and management recommendations to ensure appropriate information is available for the ORM Steering Committee to meet the responsibilities of this section.

5.4.1. Members of the ORM Steering Committee will be representatives of the Senior Staff of Directors and Commanders. The Chair will be designated by the Ogden Air Logistics Center Commander (OO-ALC/CC).

5.4.2. The Hill AFB Supplement to AFMCI 90-902 will serve as the ORM Implementation Plan.

5.4.5. The Center ORM Program Manager will assist in the ORM training program review process as requested/required by members of the Center ORM Steering Committee.

5.4.6. The Center ORM Program Manager will assist in the review process for sustainment of active programs as requested/required by members of the Center ORM Steering Committee.

5.4.8. The Center ORM Program Manager will request necessary funds from the Center ORM Steering Committee to support the Center ORM Program.

5.4.9. The Center ORM Program Manager will develop this HQ AFMC required report.

5.4.10. Regular meetings of the Center ORM Steering Committee will be held during meetings of the Air Force Occupational Safety and Health Council (AFOSH) Council. The Center ORM Program Manager will ensure appropriate distribution of ORM Steering Committee minutes is accomplished.

5.4.11. The Center ORM Program Manager will be the focal point for collecting and forwarding lessons learned/cross tell information.

5.6.1. The content of ORM Level-3 training may vary from organization to organization based upon the type of activities each organization performs.

- Level-1-Level-1 training will be administered by the Center ORM Program Manager as modular training IAW paragraph 5.6. **NOTE:** Level-1 personnel will be trained in the Level-2 class with additional Level-1 classroom training. Training will be enhanced and updated through periodic “crosstalk” meetings. (Attendance in the Air Force Safety Center Applications Trainer Course also qualifies as Level-1 training.) Documentation of Level-1 training will be maintained by the Center ORM Program Manager.

- Level-2 -All supervisors, as defined for the “Supervisor Safety Training Course” IAW AFI 91-301, paragraph 7.2.1 will take the Level-2 course administered and taught by the Center ORM Program Manager. Level-2 training will be documented in CAMS by Industrial and Logistics Training Division (OO-ALC/TIU) using Course Code 1510. The course is also highly recommended for Program Managers and Quality Assurance personnel.

- Level-3 -Level-3 training will be administered by supervisors, or Level-2 trained instructors, to all employees who are not level-1 or level-2 trained. This training may vary from the materials provided by the Center ORM Program Manager as long as the training includes the four ORM Process Principles and the six step (See AFMCI 90-902, Attachment 4 for details.) ORM Process as it applies to the responsibilities of individual employees. Training will be documented by the supervisor on the AF Form 55, **Employee Safety and Health Record**, under “Principles of Risk Management” IAW procedures established by AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

- Level-4 -This training will be administered by the Center ORM Program Manager through meetings of the ORM Steering Committee. The ORM Steering Committee will

meet quarterly during the AFOSH Council meetings or as directed by the ORM Steering Committee Chair. Senior Officers and Civilian employees (O-6/GS-15) who are not members of the ORM Steering Committee are encouraged to attend the Level-2 ORM Essentials for Leaders course taught by the Center ORM Program Manager. Documentation of Level-4 training will be through the AFOSH Council minutes or as necessary during special meetings.

5.6.2. Assessments of ORM program maturity will be made by the Center ORM Program Manager and submitted to the Center Steering Committee for review.

5.7. Each organization with a Level-1 Facilitator/Advisor may develop and publish a written plan further outlining and defining training, implementation and documentation requirements within their organization.

5.7.2.1. (Added) Time Critical Risk Management: By definition, time critical is an “on the run” mental or verbal review of a situation that will require little or no documentation. (Consult AFPAM 90-902, paragraph 12.1 for examples of processes where ORM can be applied.)

5.7.2.2. (Added) Deliberate Risk Management: There will be some documentation required since deliberate risk management is based upon documented activities such as planning, reviews of operations, maintenance etc. ORM documentation should be incorporated in and in support of those planning and review activities. It should not require an additional level of documentation for the sake of documentation. (Consult AFPAM 90-902, paragraph 12.2 for examples of processes where ORM can be applied.)

5.7.2.3. (Added) Strategic Risk Management: Strategic planning is based upon formal testing, long range planning, high priority or high visibility risks. Due to the nature of strategic planning there will be a high level of documentation required. This documentation should be expanded and incorporated in the strategic planning process to a level that will define and support the role of ORM in that specific planning activity. (Consult AFPAM 90-902, paragraph 12.3 for examples of processes where ORM can be applied.)

5.7.3. The Center ORM Program Manager will recommend to the ORM Steering Committee a periodic review and update of the list of organizations requiring an ORM Facilitator/Advisor. The Facilitator/Advisor will serve as the point of contact between the Center ORM Program Manager and the Commander/Director to ensure ORM program management responsibilities outlined in paragraph 5.7 are accomplished. Commander/Director will ensure that anytime their ORM Facilitator/Advisor is changed, the change is reported to the Center ORM Program Manager.

5.7.6. All employees will be scheduled for the appropriate level of ORM training within 60 days of appointment to their position and documented as outlined in this supplement.

5.7.9. Ground Safety (OO-ALC/SEG) will assess the ORM program at organizational level during their annual ground safety assessment.

JOSEPH C. SUSSINGHAM, Lt colonel, USAF
Chief of Safety