

Frequently Asked Questions



STOPS AND REFRESHES

Who is responsible for ORM in my unit?

Commanding officers and commanders are responsible for ORM within their commands. The executive officer, chief of staff, or civilian equivalent are the unit ORM managers and primary agents of ORM implementation.

What's the best way to implement ORM at my command?

Make sure you meet the existing requirements of OPNAVINST 3500.39B. You need at least one officer and one senior enlisted trained as ORM assistants (we used to call them "instructors"). Train all command personnel commensurate with their rank and experience. Identify new and complex evolutions at your command, assemble a planning team made up of operators from the various functional areas necessary to complete the evolution, and conduct a deliberate or in-depth Risk Assessment. Brief the hazards, controls and individual risk-control supervision responsibilities to all evolution participants prior to execution. Identify root causes of conditions that led to failures, recommend actionable solutions to the chain of command to prevent future failures, then retain internally and disseminate externally lessons learned, best practices, and the risk assessments for future planners.

How do I sign up for ORM training?

There are two web sources for ORM training: Navy Knowledge Online and the Safety Center ORM homepage. There is also the ORM Application and Integration course, which is two days long and led by an instructor. You can sign up for the A&I course on our website at: www.safetycenter.navy.mil/orm/request.htm. It is intended for your ORM manager and assistants. If there is room for others, we fill the class on a standby basis.

How should I document my ORM training?

Document ORM training in both individual training jackets [or Relational Administration (RADM) folders] and at the command-level. A typical entry might be "Last ORM GMT training occurred on ..."

How often should service members and civilian employees receive ORM training?

At least annually, commensurate with their rank or experience level, according to OPNAVINST 3500.39B. ORM training is also directed to be included in command orientation, as well. Currently, everyone is required to receive annual refresher training. The ORM GMT satisfies this requirement.

I've heard ORM described as both a program and a process. What exactly is it?

ORM is both a program and a process. An ORM program refers to a command's compliance with ORM instructions directives, with regard to its organization, training, implementation, and feedback mechanisms. The ORM process is a systematic approach to managing risks to increase mission success with minimal losses. This involves identifying and assessing hazards, controlling risks, supervising and revising as needed. When commands are assessed for ORM, it will either be an ORM program assessment (compliance-based) or an ORM application assessment (process-based).

What is a risk assessment?

A risk assessment is a documented five-step ORM process. Minimally, this involves a list of hazards assessed for risk, the risk controls for those hazards, the residual risks, and who is responsible for supervising the risk controls.

What is time-critical risk management?

This level of ORM is when you are in the execution of the event or do not have time to plan. You have to make risk decisions on the fly. It is using the ORM process when limited by time constraints.

How can I prepare for an ORM audit?

Use the ORM Program Assessment checklist at: www.safetycenter.navy.mil/orm/ORM_Explanation/ORM_assessment.htm.

How do you order ORM business Cards?

You may download the files off of our website at www.safetycenter.navy.mil/orm/generalorm/businesscards.htm. The Safety Center may be able to send limited quantities to commands, depending on availability; email safe-pao@navy.mil.