Operational Risk Management Checklist

1. (ORM01) Is OPNAVINST 3500.39D on hand or readily available?

   Reference: OPNAVINST 3500.39D

   C   R   NA   UA

   ❑ Repeat
   ❑ Significant
   ❑ PMS

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2. (ORM02) Has the Commanding Officer designated the Executive Officer or equivalent in writing as the ORM Manager?

   Reference: OPNAVINST 3500.39D

   C   R   NA   UA

   ❑ Repeat
   ❑ Significant
   ❑ PMS

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3. (ORM03) Has the ORM Manager selected at least one officer and one senior enlisted person (or a civilian equivalent) as ORM assistants? Have the assistants been formally trained? Provide certificates.

   Reference: OPNAVINST 3500.39D

   C   R   NA   UA

   ❑ Repeat
   ❑ Significant
   ❑ PMS

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4. (ORM04) Have ORM assistants conducted the required command annual training?

   Reference: OPNAVINST 3500.39D

   C   R   NA   UA

   ❑ Repeat
   ❑ Significant
   ❑ PMS

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5. (ORM05) Have all personnel completed the required training based on their level of responsibility in the command's ORM program?

       Reference: OPNAVINST 3500.39D

                                           C   R   NA   UA

             ❑ Repeat
             ❑ Significant
             ❑ PMS

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6. (ORM06) Has the command conducted thorough risk assessments for all command   operations, tasks and activities, including new or complex evolutions? Do the assessments define acceptable risk and contingencies for evolutions?

       Reference: OPNAVINST 3500.39D

                                           C   R   NA   UA

             ❑ Repeat
             ❑ Significant
             ❑ PMS

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7. (ORM07) Does the ORM manager collect lessons learned and best practices and forward to the ORM model manager for dissemination annually?

       Reference: OPNAVINST 3500.39D

                                           C   R   NA   UA

             ❑ Repeat
             ❑ Significant
             ❑ PMS

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8. (ORM08) Is ORM included in command INDOC / orientation training?

       References: OPNAVINST 3500.39D
                     OPNAVINST 1740.3E

                                           C   R   NA   UA

             ❑ Repeat
             ❑ Significant
             ❑ PMS

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9. (ORM09) Does the command have a way of documenting ORM training in members training records?

Reference: OPNAVINST 3500.39D

C	R	NA	UA

❑ Repeat
❑ Significant
❑ PMS

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10. (ORM10) Does the command maintain a log of the ORM program and evolution evaluations?

Reference: OPNAVINST 3500.39D

C	R	NA	UA

❑ Repeat
❑ Significant
❑ PMS

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OPERATIONAL RISK MANAGEMENT

COMMAND NAME:

LOCATION:

UIC:

DATE:

SURVEYOR(S):

NO. COMPLETE:

 NO. REQ ACTION:

 NOT APPLICABLE: