



Operational Risk Management Checklist

Updated May 2024

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

Reference: OPNAVINST 3500.39D

C R NA UA

- Repeat
- Significant
- PMS

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

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

4. (ORM04) Have ORM assistants conducted 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

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

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

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

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: