

**BY ORDER OF THE COMMANDER,  
374TH AIRLIFT WING**



**AIR FORCE INSTRUCTION 90-901**

**374TH AIRLIFT WING COMMAND  
Supplement 1**

**25 APRIL 2002**

**Command Policy**

**OPERATIONAL RISK MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 90-9, *Operational Risk Management*, and AFI 90-901, *Operational Risk Management*, and AFI 90-901\_PACAFSUP1, *Operational Risk Management*, which establishes requirements to integrate and sustain the operational risk management (ORM) program. It establishes requirements for implementing an ORM program throughout the 374th Airlift Wing (374 AW), and assigns responsibilities for program elements and contains program management information. Groups and squadrons assigned to the 374 AW are responsible for establishing and sustaining their respective ORM programs according to the program elements described in this instruction, AFI 90-901, AFI 90-901\_PACAFSUP1, and the Pacific Air Force (PACAF) Operational Risk Management Integration and Sustainment Plan, at <https://www.hickam.af.mil/pacaf/se/limited/Flight/rmsource.htm>. This supplement applies to 374 AW commanders, ORM advisors, functional managers, supervisors, and individual personnel. Groups and squadrons may publish additional ORM guidance to support their ORM programs. Copies of group and unit-level ORM guidance should be forwarded to 374 AW Safety (374 AW/SE) to facilitate crosstell.

**AFI 90-901, 1 April 2000, is supplemented as follows:**

1.1.6.1. (Added) 374 AW/SE will be the office of primary responsibility (OPR) for collecting and maintaining formal ORM guidance and successful ORM applications from across the 374 AW.

5.11.2.5.1. (Added) 374 AW/SE will disseminate PACAF Safety (PACAF/SE)-developed ORM handbooks, pamphlets, guides, templates, and reference materials when PACAF makes them available.

5.11.2.5.2. (Added) 374 AW/SE will use AFI 90-901\_PACAFSUP1, Attachment 2, "Unit Advisor Checklist" to evaluate each unit's ORM program during their normally scheduled Annual Ground Safety and Program Management Inspection. 374 AW Exercise and Inspection (374 AW/IGI) Exercise Evaluation Team members should also utilize this checklist during wing-level Unit Compliance Inspections.

6.1.4.1. (Added) The Chief of 374 AW/SE will act as the primary ORM Advisor for the 374 AW.

6.1.4.2. (Added) All group and squadron commanders will appoint ORM Advisors in writing and forward copies of the appointment letters to 374 AW/SE. Appointment letters should provide the advisor's

name, rank, unit, phone number, date eligible to return from overseas (DEROS), and the date the ORM Application and Integration Course was accomplished. The Application and Integration Course may be completed by any method (i.e., in-residence, Web Base Training [WBT], Video Teleconference [VTC]).

6.1.4.3. (Added) In addition to unit ORM Advisors, all personnel with a safety Air Force specialty code (AFSC) who are assigned to the 374 AW/SE will complete the ORM Application and Integration Course and may act as ORM facilitators to assist group and squadron advisors in developing ORM processes. The Application and Integration Course may be completed by any method (i.e., in-residence, WBT, VTC).

6.1.4.4. (Added) 374 AW/SE will maintain a list of all unit ORM Advisors and all other wing personnel who completed the ORM Application and Integration Course via the AF Safety Center, VTC, or WBT. When available, these individuals may be utilized to serve on cross-functional ORM applications across the wing, as the need arises.

6.1.5.1.1. (Added) As a minimum, 374 AW commanders and supervisors will use the list of “high risk” activities outlined in AFI 90-901\_PACAFSUP1, Attachment 3, when considering the need to counsel individuals about appropriate risk mitigation methods.

6.2.3.1. (Added) All ORM Advisors will complete required AFSC, VTC, or WBT training prior to appointment.

6.2.3.2. (Added) 374 AW/SE will work directly with PACAF/SE to obtain and schedule all 374 AW slots in the 3-day Applications and Integration Course at Kirtland Air Force Base (AFB). All per diem, lodging and transportation costs associated with this course are unit funded.

6.2.6.1. (Added) 374 AW/SE will facilitate semi-annual ORM Advisor meetings. All group- and squadron-appointed ORM Advisors are expected to attend. Meeting agenda items should include a review of current Higher Headquarters (HHQ) ORM guidance, group/squadron-level ORM integration, ORM training opportunities, and successful ORM applications. The main purpose of these meetings will be to assess the status of the wing’s ORM program and provide an opportunity for unit advisors to crosstell on current ORM successes and challenges.

6.2.7.1. (Added) Group and squadron ORM Advisors should forward all copies of formal ORM guidance, daily ORM worksheet templates, or successful “large scale” ORM applications to 374 AW/SE.

6.2.7.2. (Added) 374 AW/SE will serve as the facilitator in encouraging crosstell among wing units and the Headquarters (HQ) PACAF ORM Manager. Units are encouraged to crosstell with their PACAF functional managers for additional ORM guidance and applications that may be unique to their functional areas and unit missions.

7.1.5. (Added) All 374 AW military personnel will complete ORM training in accordance with (IAW) AFI 90-901\_PACAFSUP1, the current PACAF ORM Integration and Sustainment Plan and current Fifth Air Force (5 AF) ORM training guidance.

7.1.6. (Added) The primary method of training will be WBT modules found on the United States Air Force (USAF) Risk Management website at <https://rmis.saia.af.mil>. Microsoft Word versions of the ORM courseware are available on the Yokota Intranet; however, personnel must still log on the website to take the end of course exam and print their completion certificates. Personnel will provide a copy of their completion certificates to their unit ORM training monitor and should keep a copy for their personnel records.

7.1.7. (Added) 374 AW/SE will develop and implement introductory-level ORM training to be used at the First Term Airman's Center (FTAC), until PACAF or 5 AF provides a standardized FTAC ORM training program. FTAC training is not a substitute for the WBT required by PACAF.

7.1.8. (Added) 374 AW/SE will ensure key ORM concepts, and the PACAF requirement for unit ORM training, are briefed at both the Unit Safety Representative and the Supervisor Safety Courses.

7.1.9. (Added) 374 AW/SE will disseminate PACAF/SE-developed ORM handbooks, pamphlets, guides, templates, and reference materials when PACAF makes them available.

7.3.1. (Added) All units will establish ORM training as part of each unit's in-processing checklist and establish a system to document initial ORM training (i.e., AF Form 623, **Individual Training Record**, AF Form 55, **Employee Safety and Health Record**, Aviation Resource Management System [ARMS], Core Automated Maintenance System [CAMS])

7.3.1.1. (Added) Maintain documentation at the squadron/Wing Staff Agency (WSA) level to include ORM training completion certificates. 374 AW/SE will "spot check" this documentation during each unit's Annual Ground Safety and Program Management Inspection.

7.3.1.2. (Added) If personnel can provide written documentation they have already completed AF Safety Center or other major command (MAJCOM)-approved ORM training, the PACAF-mandated ORM training is not required unless assigned to a higher supervisory position. Unit ORM training monitors should document the previous training.

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