

**BY ORDER OF THE COMMANDER,  
51ST FIGHTER WING**



**AIR FORCE INSTRUCTION 90-901**

**51ST FIGHTER WING**

**Supplement 1**

**5 MARCH 2004**

**Commander 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 PACAF Supplement 1, which establish requirements to integrate and sustain the Operational Risk Management (ORM) program. It establishes requirements for implementing an ORM program throughout the 51st Fighter Wing, and assigns responsibilities for program elements and contains program management information. All Groups and squadrons assigned to the 51 FW are responsible for establishing and sustaining their respective ORM programs according to the program elements described in this instruction, AFI 90-901, the PACAF Supplement 1 and the PACAF Operational Risk Management Integration and Sustainment Plan. This supplement applies to 51 FW 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 the 51 FW ORM advisor to facilitate crosstell.

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

1.1.6.1. (Added) 51 FW/SE will be the OPR for collecting and maintaining formal ORM guidance and successful ORM applications from across the 51 FW.

5.11.2.5.1. (Added) 51 FW/SE will use AFI 90-901/PACAF Sup 1, Attachment 2, "Unit Advisor Checklist" to evaluate each unit's ORM program during their normally scheduled Annual Ground Safety and Program Management Inspection.

6.1.4.1. (Added) 51 FW/SE will act as the primary ORM advisor for the 51 FW. 51 FW/SE may appoint a member of his staff to oversee management and execution of the ORM program.

6.1.4.2. (Added) All group commanders will appoint ORM advisors in writing and forward copies of the appointment letters to 51 FW/SE. Appointment letters should provide the advisor's name, rank, unit, phone number, DEROS and the date the ORM Application and Integration Course was accomplished. The Application and Integration Course may be completed by any method (e.g., in-residence, WBT, VTC, etc.). Groups with widely diverse missions and squadrons which routinely accomplish formal ORM assessments, should appoint and train a sufficient number of ORM advisors as needed by the unit.

6.1.4.3. (Added) In addition to unit ORM advisors, all personnel with a safety AFSC who are assigned to the 51 FW/SE should complete the ORM Application and Integration Course. Those who complete the course 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 (e.g., in-residence, WBT, VTC, etc.).

6.1.4.4. (Added) 51 FW/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, 51 FW commanders and supervisors will use the following list of “high risk” when considering the need to counsel individuals about appropriate risk mitigation methods: All Terrain Vehicles riding, Auto/Motorcycle Racing/Riding, Bungee Jumping, Civil Helicopter Flying, Civil Light Aircraft Flying, Cliff Diving, Dirt Biking, Hang Gliding, Hunting, Kayaking, Kite Surfing, Mountain Climbing/Rappelling, Para-Sailing, Rodeo/Bull-Riding, Scuba Diving, Snow Skiing and Boarding, Snowmobile Riding, Soaring, Surfing, White Water Rafting/Activities. (NOTE: This list includes Motorcycle Riding, which is not specified in the PACAF list.)

6.2.3.1. (Added) All ORM advisors will complete required AFSC, VTC or WBT training prior to appointment. If unable to complete the training, the appointment letter should state the method and date they are expected to complete the training. In those cases, ORM advisors are responsible with forwarding an updated letter to 51 FW/SE once the training is completed.

6.2.3.2. (Added) 51 FW/SE will work directly with PACAF/SE to obtain and schedule all 51 FW slots in the three-day “Applications and Integration Course” at Kirtland AFB. All per diem, lodging and transportation costs associated with this course are unit funded.

6.2.6.1. (Added) 51 FW/SE will facilitate semi-annual ORM advisors meetings. All group-and squadron-appointed ORM advisors and ORM training monitors are expected to attend. Meeting agenda items should include a review of current 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 51 FW’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 51 FW/SE.

6.2.7.2. (Added) 51 FW/SE will serve as the facilitator in encouraging crosstell among wing units and the 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 51 FW military personnel will complete ORM training IAW AFI 90-901/PACAF Sup 1 and the current PACAF ORM Integration and Sustainment Plan.

7.1.6. (Added) The primary method of training will be WBT modules found on the USAF Risk Management website at <https://rmis.saia.af.mil>. 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) 51 FW/SE will ensure key ORM concepts, and the PACAF requirement for unit ORM training, are briefed at the Right Start Safety Briefing, the Unit Safety Representative and the Supervisor Safety Courses. This training is not a substitute for the WBT required by PACAF.

7.1.8. (Added) 51 FW/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 (e.g., AF Form 623, **Individual Training Record**, AF Form 55, **Employee Safety and Health Record**, AFORMS, CAMS, etc.).

7.3.2. (Added) Maintain documentation at the squadron/WSA level to include ORM training completion certificates. 51 FW/SE will "spot check" this documentation during each unit's Annual Ground Safety and Program Management Inspection.

7.3.3. (Added) If personnel can provide written documentation, that they have already completed AF Safety Center or other MAJCOM-approved 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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Commander