



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 3500.1A  
SSD

13 AUG 2015

AIR STATION ORDER 3500.1A

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: RISK MANAGEMENT

Ref: (a) MCO 3500.27C  
(b) MCO 5100.19F

Encl: (1) Risk Management Worksheet

1. Situation. The focus of Risk Management (RM) is the relentless pursuit of operational excellence and technical and tactical proficiency. All Marines and Sailors shall incorporate the RM process in all tasks, missions, operations, and in personal activities whether forward deployed, in garrison, or on liberty no matter how routine these events become over time. All civilian personnel shall incorporate RM while on duty and are encouraged to apply RM while off-duty. Successful implementation of RM increases mission effectiveness while minimizing unnecessary loss of assets, both personnel and material.

2. Cancellation. ASO 3500.1.

3. Mission. To establish policy, provide guidance, and assign responsibility concerning the implementation and standardization of the RM Program. Risk Management shall be considered an integral part of the decision-making process for all personnel, military and civilian, in all operational and non-operational activities, both on and off the Installation. Risk Management provides the process that enables this Command to accomplish a most critical task—the preservation of our ability to support our nation's warfighters.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The RM program outlined in this Order shall be incorporated at all levels within this command in order to maximize mission readiness while reducing associated risk. The RM process will be briefed as a part of confirmation briefs presented to the Commanding Officer, Marine Corps Air Station (MCAS) Cherry Point prior to events, and it will be utilized by all leaders as they conduct operations, exercises, training, and command sponsored activities of any sort.

(2) Concept of Operations. The principles of RM will be taught to all personnel assigned or attached to MCAS Cherry Point, at appropriate levels commensurate with their rank and responsibility, with the objective that all hands employ it as a tool to assist with all on-duty and off-duty activities that could place them at risk. RM analysis will include a completed and signed RM Worksheet using enclosure (1), Form: MCASCHERPT/SSD/3058/1.

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b. Coordinating Instructions

(1) Hazards will be identified, risks assessed, and controls developed and implemented by a subject matter expert (SME) during the earliest possible planning stages to mitigate identified risks. Operations will be continually monitored for effectiveness of controls and situational changes. The unit's safety office should be involved during the planning stages.

(2) Planning at all levels of training and operations will include the tenets of RM.

(3) Prior to extended liberty or leave periods, Marines, Sailors, and civilian employees shall be instructed on using the principles of RM while participating in off-duty/recreational activities. Risk management planning is required for Marines under the age of 26 before commencing leave, extended liberty, or executing Permanent Change of Station orders. The Traffic Risk Planning System (TRiPS) is accessible via Marine Online and provides leaders with the ability to perform risk assessments on an individual's driving habits and trip details. Per reference (b), TRiPS should be used by all active duty Marines and civilian employees who travel on orders, leave, or liberty.

(4) Leaders will address the RM process in after-action reports.

(5) Submit RM lessons learned to the Safety and Standardization Directorate (SSD).

c. Tasks

(1) Commanding Officers. Ensure that the command has designated and trained RM instructors per reference (a). Ensure that RM training is provided to all personnel in the command, commensurate with experience and rank.

(2) Training Support Department. Coordinate formal training for the command.

(3) Directors, Department Heads, and Supervisors. Per the references, ensure all Marines, Sailors, and civilian employees are properly trained in the principles of RM. Initial training shall occur within the first 90 days of assignment. Following initial RM training, refresher training will be provided and documented at least every other year.

(4) Director, Safety and Standardization (SSD). Provide training assistance and support to all units aboard MCAS Cherry Point to achieve their RM requirements.

5. Administration and Logistics. Questions pertaining to the content of this Order should be directed to the Safety and Standardization Directorate.

a. All forms associated with this Order may be obtained from:  
<https://navalforms.documentservices.dla.mil/web/public/home>.

b. Commanders shall integrate RM strategies into appropriate planning, orders, training and indoctrination programs, technical and tactical publications, checklists, and standing operating procedures. Resources are available to assist leaders and planners in considering the principles of RM in their spectrum of activities at the following websites:

(1) Naval Safety Center. [www.safetycenter.navy.mil](http://www.safetycenter.navy.mil)

(2) MCAS Safety and Standardization SharePoint.  
<https://cherrypoint1.mcieast.usmc.mil/Safety/Pages/default.aspx>

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point and its subordinate commands.

b. Signal. This Order is effective the date signed.



TRAVIS L. POWERS  
Acting

DISTRIBUTION: A

