



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

ASO 3500.1
SS
28 Jun 13

AIR STATION ORDER 3500.1

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

Subj: RISK MANAGEMENT PROGRAM

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

Encl: (1) Risk Management Worksheet

1. Situation. The purpose of this Order is to establish policy, provide guidance, and assign responsibility concerning the implementation and standardization of the Risk Management (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-base. 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.

2. Mission. The focus of RM is the relentless pursuit of operational excellence and technical and tactical proficiency. All Marines 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 materiel.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The RM program outlined in this Order will 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

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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) of this order.

b. 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 reference, ensure all Marines, Sailors and civilian employees, are properly trained in the principles of RM. Initial training should occur within the first 90 days of assignment. Following initial RM training, refresher training will be provided and documented at least annually.

(4) Director, Safety and Standardization (DSS). Provide training assistance and support to all units aboard Marine Corps Air Station Cherry Point to achieve their RM requirements.

c. Coordinating Instructions

(1) Hazards will be identified, risks assessed and controls developed and implemented by the 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 will 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 on Line 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 DSS.

4. Administration and Logistics. Commanders shall integrate RM strategies into appropriate planning, orders, training and indoctrination programs, technical and tactical publications, checklists, and standard 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:

a. Naval Safety Center: www.safetycenter.navy.mil

b. MCAS Safety and Standardization SharePoint:
<https://cherrypoint.mcieast.usmc.mil/sites/chpt/Safety/default.aspx>

c. Risk Management Worksheet (Encl (1) of this Order):
<https://cherrypoint.usmc.afpims.mil/Portals/86/Docs/Cherrypointorders/Risk%20Management%20Worksheet.pdf>

NOTE: For questions contact the DSS Office at: 252-466-3578.

5. Command and Signal

a. Command. This Order is applicable to all military and civilian employees of MCAS Cherry Point.

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



B. R. BLALOCK
Executive Officer

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