



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BUCHANAN
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FORT BUCHANAN, PUERTO RICO 00934-4614

AMIM-BCG-ZA (100)

MEMORANDUM FOR United States Army Garrison (USAG) Fort Buchanan
Personnel

SUBJECT: Command Policy No. 4, Risk Management (RM) Procedures and Risk
Acceptance Guidance

1. References.

- a. AR 385-10, (The Army Safety and Occupational Health Program).
- b. ATP 5-19, (Risk Management).

2. Purpose. Provide guidance for the effective and efficient integration of RM strategies into all garrison operations and processes.

3. Applicability. This policy applies to all personnel assigned to USAG Fort Buchanan.

4. Background. RM is the Army's principal risk reduction methodology. The RM process is a holistic approach to preserving readiness that applies to Soldiers, Army Civilians, and contract workers.

5. Procedures. Directorates shall perform and document risk assessments using DD Form 2977, Deliberate Risk Assessment Worksheet, and provide copies to the Garrison Safety Office at least *15 business days* prior to scheduled events. Include all event execution planning documents, such as orders and concept of operations, with the DD Form 2977 to enhance analysis and feedback. Include the safety officer and relevant subject matter experts throughout the planning and preparation phases for High and Moderate Risk level events.

- a. Risk Decision Authority (RDA). Leaders at all levels must know and understand their level of authority in accepting risk, and make deliberate, conscious decisions congruent with that authority. The RDA for directors and supervisors is limited to "moderate" level and below.

- (1) The Senior Commander is the RDA for all *Extremely High* activities, operations and/or tasks.

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(2) The Garrison Commander is the RDA for all *High-Risk* activities, operations, and/or tasks. Owners of "High Risk" events must inform the Garrison Commander well in advance and be prepared to brief the Command Group on risk mitigation actions.

(3) All *Moderate Risk* assessments are approved by the Deputy Garrison Commander (LTC/O5), Directors, and Managers in the grade of GS-13 through GS-14. Owners of "Moderate Risk" events must inform the Deputy Garrison Commander well in advance and be prepared to brief the Command Group on risk mitigation actions.

(4) All *Low Risk* assessments are approved by the responsible officer (CPT/O3-MAJ/O4), or civilian equivalent GS-10 through GS-12.

b. Control Measures. Action officers responsible for developing and implementing controls must ensure they meet effectiveness criteria in accordance with ATP 5-19 Table 1-3. Controls must be translated into a clear and concise set of orders or instructions identifying who, what, where, when, and how. Direct supervision is required when implementing control measures.

c. Risk assessments for operations that extend over multiple days will be reviewed daily and modified as necessary to address emerging hazards, lesson learned, or changes in equipment or procedures. Ensure copies of risk assessments are posted / available on directorate information boards, at the event location, or in other prominent locations accessible to first line supervisors. Risk assessments are subject to inspection during staff assistance visits and organizational inspections.

d. Training. Soldiers and Civilians will complete the distance learning module of the Risk Management Basic Course. The RM Basic Course can be accessed through the U.S. Army Combat Readiness / Safety Center website (Online Training) at <https://safety.army.mil>. Upon request, the Installation Safety Officer can provide refresher training.

6. Proponent. The Installation Safety Office at (787) 707-3853.

JOHN D. SAMPLES
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Commanding