U.S. ARMY

# Deliberate Risk Assessment Worksheet

DD Form 2977

WE ARE THE ARMY'S HOME

Garrison Safety Office (GSO)
U.S. Army Installation Management Command

# Index of Blocks on DD Form 2977 DRAW

Blocks 1-3 are self explanatory.

Block 4: Relates to the event or mission described in Block 1.
Block 5: is the identified Hazard
Block 6: Initial Risk Level
Block 7: Controls (What are you doing to abate the hazard from block 5)
Block 8 How: What exactly are you doing to abate Block 5 (more in-depth than Block 7)
Block 8 Who: Who is taking the actions described in How.
Block 9: Residual Risk Level, What do you feel is remain risk that someone will sign off on.
Block 10: Overall Residual Risk Level: What is the HIGHEST Block 9: residual.
Block 11: Overall Supervision Plan and Recommend Course of Action
Block 12: Who is signing and accepting the residual risk. 12e: is any additional guidance the approval authority feels need implementing.
Block 13: Risk Assessment Review
Block 14: Feedback and Lessons Learned
Block 15: Additional Comments and Remarks

# Let's Begin

(Updated 20260512)

## DELIBERATE RISK ASSESSMENT WORKSHEET

| 1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S) | 2. DATE PREPARED |
|---|---|
| | |

**3. PREPARED BY**

| a. NAME *(Last, First, Middle Initial)* | b. RANK/GRADE | c. DUTY TITLE/POSITION |
|---|---|---|
| | | |

| d. UNIT | e. WORK EMAIL | f. TELEPHONE *(DSN, Commercial (Include Area Code))* |
|---|---|---|
| | | |

| g. UIC/CIN *(as required)* | h. TRAINING SUPPORT/LESSON PLAN OR OPORD *(as required)* | i. SIGNATURE OF PREPARER |
|---|---|---|
| | | |

Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & makes decisions (4) Implement controls (5) Supervise and evaluate *(Step numbers not equal to numbered items on form)*

| | 4. SUBTASK/SUBSTEP OF MISSION/TASK | 5. HAZARD | 6. INITIAL RISK LEVEL | 7. CONTROL | 8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT | 9. RESIDUAL RISK LEVEL |
|---|---|---|---|---|---|---|
| + / - | | | | | How: / Who: | |

**10. OVERALL RESIDUAL RISK LEVEL** *(All controls implemented):*

☐ EXTREMELY HIGH ☐ HIGH ☐ MEDIUM ☐ LOW

**11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION**

**12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK** ☐ APPROVE ☐ DISAPPROVE

| a. NAME *(Last, First, Middle Initial)* | b. RANK/GRADE | c. DUTY TITLE/POSITION | d. SIGNATURE OF APPROVAL AUTHORITY |
|---|---|---|---|
| | | | |

**e. ADDITIONAL GUIDANCE:**



## RISK ASSESSMENT MATRIX

| | | Probability *(Expected frequency)* | | | | |
|---|---|---|---|---|---|---|
| | | Frequent: Continuous, regular, or inevitable occurrences | Likely: Several or numerous occurrences | Occasional: Sporadic or intermittent occurrences | Seldom: Infrequent occurrences | Unlikely: Possible occurrences but improbable |
| **Severity** *(expected consequence)* | | A | B | C | D | E |
| **Catastrophic:** *Mission failure, unit readiness eliminated; death, unacceptable loss or damage* | I | EH | EH | H | H | M |
| **Critical:** *Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage* | II | EH | H | H | M | L |
| **Moderate:** *Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage* | III | H | M | M | L | L |
| **Negligible:** *Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage* | IV | M | L | L | L | L |

**LEGEND:** **EH** - Extremely High Risk **H** - High Risk **M** - Medium Risk **L** - Low Risk

**13. RISK ASSESSMENT REVIEW** *(Required when assessment applies to ongoing operations or activities)*

| a. DATE | b. LAST NAME | c. RANK/GRADE | d. DUTY TITLE/POSITION | e. SIGNATURE OF REVIEWER |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**14. FEEDBACK AND LESSONS LEARNED**

**15. ADDITIONAL COMMENTS OR REMARKS**



## Instructions for Completing DD Form 2977, "Deliberate Risk Assessment Worksheet"

**1. Mission/Task Description and Execution Date(s):** Briefly describe the overall Mission or Task and execution date(s) for which the deliberate risk assessment is being conducted.

**2. Date Prepared:** Enter date form was prepared.

**3. Prepared By:** Information provided by the individual conducting the deliberate risk assessment for the operation or training.
**Legend: UIC** = Unit Identification Code; **CIN** = Course ID Number; **OPORD** = operation order; **DSN** = defense switched network; **COMM** = commercial

**4. Subtask/SubStep of Mission/Task:** Briefly describe all subtasks or substeps that warrant risk management.

**5. Hazard:** Specify hazards related to the subtask in block 4.

**6. Initial Risk Level:** Determine initial risk level. Using the risk assessment matrix (preceding block 13), determine level of risk for each hazard specified. Use probability and severity to determine risk level; enter risk level into column.

**7. Control:** Enter risk mitigation resources/controls identified to abate or reduce risk relevant to the hazard identified in block 5.

**8. How to Implement / Who Will Implement:** Briefly describe the means of employment for each control (i.e., OPORD, briefing, rehearsal) and the name of the individual, unit or office that has primary responsibility for control implementation.

**9. Residual Risk Level:** After controls are implemented, determine resulting probability, severity, and residual risk level. Entered hazards may be automatically sorted by residual risk level by clicking the header for Block 9.

**10. Overall Risk After Controls are Implemented:** Assign an overall residual risk level. This is equal to or greater than the highest residual risk level (from block 9).

**11. Supervision Plan and Recommended Course of Action:** Completed by preparer. Identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommend course of action for approval or disapproval based upon the overall risk assessment.

**12. Approval/Disapproval of Mission/Task:** Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan.

**13. Risk Assessment Review:** Should be conducted on a regular basis. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.

**14. Feedback and Lessons Learned:** Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to persons affected.

**15. Additional Comments or Remarks:** Preparer or approval authority provides any additional comments, remarks, or information to support the integration of risk management.

**Additional Guidance:** Blocks 4-9 may be reproduced as necessary for processing of all subtasks/substeps of the mission/task. The addition button will add a row below the row at which selected. The subtraction button will remove the row at which selected.

# BLOCK 1 MISSION/TASK DESCRIPTION AND EXECUTION DATE(S)

Spring Carnival 1-3 August 2130

This is what we are doing and when.

Now we go to Block 4 and figure out what we are doing specifically.

| 1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S) |
| --- |
| Spring Carnival 1-3 August 2130 |

# BLOCK 4-9 of DRAW

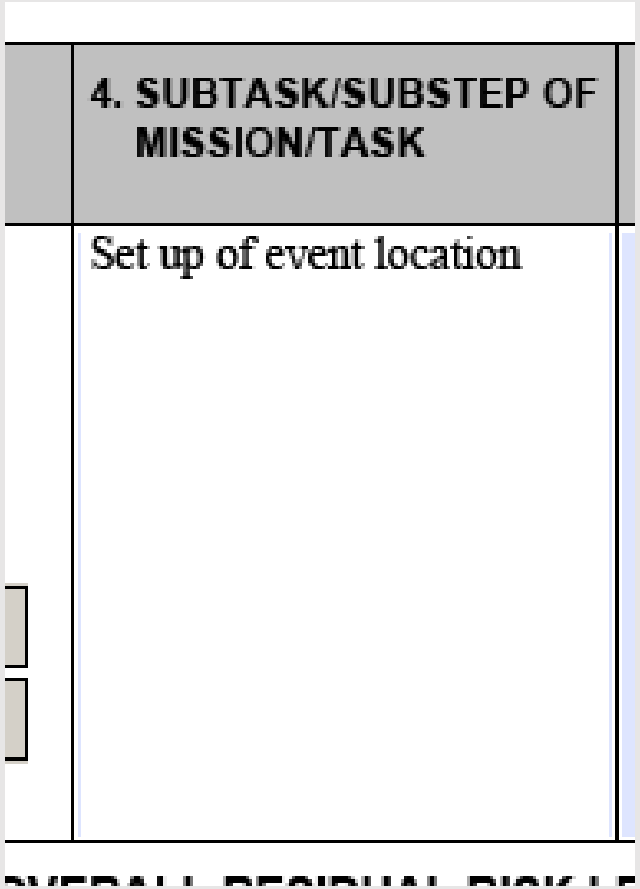
- Go through and answer/address EACH hazard you have identified.
- If you use multiple pages, so be it.
- Just be ready to brief your chain of command on your mitigation/abatement plans for the hazards.
- Ultimately, the better your Deliberate Risk Assessment Worksheet (DRAW) is, the less likely of an injury or incident happening. Because you will be going over this with your workforce prior to work starting. And they will see you care about their wellbeing and will also remember to look out for the hazards and know how to mitigate/abate them.

DD Form 2977 is the Army's standard form for documenting risk assessment and approval and provides a tool for units to logically apply the five steps of risk management. It is available in both hard copy and electronic form and may be filled out electronically or free-hand. DD Form 2977 is designed to be used as a **living document** as changes occur, or new information is gleaned, during the mission and/or task being assessed.

# BLOCK 4 SUBTASK/SUBSTEP OF MISSION/TASK

Set up of event location

This is what we are providing to support the Spring Carnival (Block 1). This is step by step to ensure you capture as much hazard as you can and reduce/eliminate it for a safe subtask.



| | 4. SUBTASK/SUBSTEP OF MISSION/TASK |
|---|---|
| | Set up of event location |

# BLOCK 5 HAZARD

Heat Injuries

These are the identified hazards as you the preparer see them being.

Do not place multiple unrelated hazards in the same block.

i.e.: Heat injuries, lifting injuries, trip hazards from cables/equipment.

| 5. HAZARD |
| --- |
| Heat Injuries |

# Historical Data

To produce an accurate probability and severity determination for your risk assessment, you must look at your environment. Weather conditions in previous mission/tasks/events. Location, has the area been changed due to construction. Wildlife, what critters can you expect? Electrical, do you have power (outlets), do you need power (generators). Other utilities, are they present or do you need to source. Water, food, vendors. Civilian, Government, Soldiers in attendance. Safety and Security, Police, Fire, Medical. These are just a few.

Now look at the historical. Has anything happened in the past. What, when and how severe. What measures where in place then versus what were identified to replace them. Have you identified these hazards and mitigated/abated them?

Historical data can swing your INITIAL RISK LEVEL up or down. Always err to the caution side and mitigate/abate. If you can think about it, so can/will MURPHY.

# Risk Assessment Time

- The first thing you do is figure out the PROBABILITY of the hazards happening.
- If you must do each hazard separately, go for it.

1. Choose the expected frequency: Questions to ask yourself:
    1. Has this happened before (the event).
    2. Is the hazard likely to occur?

2. Select the appropriate level:
Frequent, Likely, Occasional, Seldom, Unlikely

3. Select the corresponding letter
A, B, C, D, E

| **Probability** *(Expected frequency)* | | | | |
|---|---|---|---|---|
| **Frequent:** Continuous, regular, or inevitable occurrences | **Likely:** Several or numerous occurrences | **Occasional:** Sporadic or intermittent occurrences | **Seldom:** Infrequent occurrences | **Unlikely:** Possible occurrences but improbable |
| **A** | **B** | **C** | **D** | **E** |

DA PAM 385-30 Risk Management, Table 3-1

**Probabilities are estimations.** The better the knowledge of the situation, the more factual and historical information used, and the greater the experience of the evaluator, the more accurate the estimation will be. Except in extremely technical evaluation, the probabilities should be considered as falling within a range.

# Risk Assessment Time

- The next thing to is figure out is the SEVERITY of the hazards happening.

1. Choose the expected consequence: Questions to ask yourself:
    1. What can I reasonably expect to happen if I do nothing?

2. Select the appropriate level:

Catastrophic, Critical, Moderate, Negligible

3. Select the corresponding Roman Numeral

I, II, III, IV

| **Severity** *(expected consequence)* | |
|---|---|
| **Catastrophic:** *Mission failure, unit readiness eliminated; death, unacceptable loss or damage* | I |
| **Critical:** *Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage* | II |
| **Moderate:** *Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage* | III |
| **Negligible:** *Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage* | IV |

DA PAM 385-30 Risk Management, Table 3-2

# BLOCK 6 INITIAL RISK LEVEL

- This where you decide the first level of risk.

- You take the LETTER and the ROMAN NUMERAL you choose, and you go to the chart on page two of your DD From 2977, and you select the RISK ASSESSMENT CODE where the two meet.

These codes are EH, H, M, L

| LEGEND: | **EH** - Extremely High Risk | **H** - High Risk | **M** - Medium Risk | **L** - Low Risk |
|---|---|---|---|---|

# BLOCK 6 INITIAL RISK LEVEL

- If you choose the Probability of C (Occasional: Sporadic or intermittent Occurrence) and Severity of III (Moderate)

- Those two (C & III) intersect on the Risk Assessment Matrix as a

  **M or Moderate Risk**.

So, your Initial Risk Level is a M.

Now we mitigate or abate the Hazards identified in Block 5.

# Risk Assessment Matrix

| RISK ASSESSMENT MATRIX | | Probability *(Expected frequency)* | | | | |
|---|---|---|---|---|---|---|
| | | **Frequent:** Continuous, regular, or inevitable occurrences | **Likely:** Several or numerous occurrences | **Occasional:** Sporadic or intermittent occurrences | **Seldom:** Infrequent occurrences | **Unlikely:** Possible occurrences but improbable |
| **Severity** *(expected consequence)* | | **A** | **B** | **C** | **D** | **E** |
| **Catastrophic:** *Mission failure, unit readiness eliminated; death, unacceptable loss or damage* | **I** | **EH** | **EH** | **H** | **H** | **M** |
| **Critical:** *Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage* | **II** | **EH** | **H** | **H** | **M** | **L** |
| **Moderate:** *Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage* | **III** | **H** | **M** | **M** | **L** | **L** |
| **Negligible:** *Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage* | **IV** | **M** | **L** | **L** | **L** | **L** |
| **LEGEND:** **EH -** Extremely High Risk **H -** High Risk **M -** Medium Risk **L -** Low Risk | | | | | | |

DA PAM 385-30 Risk Management, Table 3-3

# BLOCK 7 CONTROL

- Here you say **WHAT** we are doing to mitigate or abate the Hazard.

- Let's choose HEAT INJURIES.

- In Block 7 you state what you are going to do:

  Ensure staff take frequent breaks, hydrate and eat something for electrolytes. Ensure staff take frequent breaks, hydrate and eat something for electrolytes.

  Work in Buddy Teams to self monitor for heat injuries. Supervisors will monitor staff by continuous observation and mandatory checks at regular intervals.

| 7. CONTROL |
| --- |
| Ensure staff take frequent breaks, hydrate and eat something for electrolytes. Work in Buddy Teams to self monitor for heat injuries. Supervisors will monitor staff by continuous observation and mandatory checks at regular intervals. |

# BLOCK 8 HOW:

- Here you will say **EXACTLY** how you are going to achieve your mitigation or abatement.

- Again, let's choose HEAT INJURIES.

Supervisors will ensure each worker has a buddy to assist with workload and monitor each other for signs and symptoms of heat injuries. Prior to working the supervisor will go over the signs and symptoms of heat injuries. Work buddies and supervisors will remind their buddies/workforce to drink water and stay hydrated as well as eat something to replace electrolytes. Sports drinks will be used sparingly. Sugary drinks, energy drinks & alcohol will not be drunk.

| 8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT |
| --- |
| How:<br>Supervisors will ensure each worker has a buddy to assist with workload and monitor each other for signs and symptoms of heat injuries. Prior to working the supervisor will go over the signs and symptoms of heat injuries. Work buddies and supervisors will remind their buddies/workforce to drink water and stay hydrated as well as eat something to replace electrolytes. Sports drinks will be used sparingly. Sugary drinks, energy drinks & alcohol will not be drunk. |

# BLOCK 8 WHO:

- Here you will say **EXACTLY** who is doing the HOW to achieve your mitigation or abatement.

- Again, let's choose HEAT INJURIES.

Work buddy, Supervisors and visiting Safety or Emergency Personnel performing an inspection.

Remember, this is on you. You must not rely on outside agency help. MEDDAC, GSO and DES will help if they can, but you and your team are the ones doing the work and are on site the whole time.

| Who: |
| --- |
| Work buddy, Supervisors and visiting Safety or Emergency Personnel performing an inspection. |

# Risk Assessment Time  Round 2

- The first thing you do is figure out the PROBABILITY of the hazards happening. The probability most likely will go down a letter assessment if all controls are implemented.

1. Choose the expected frequency:  Questions to ask yourself:
    1. If I implement the controls from block 7 & 8 will I mitigate or abate the hazard?

2. Select the appropriate level:

Frequent, Likely, Occasional, Seldom, Unlikely

3. Select the corresponding letter

A, B, C, D, E

| **Probability** *(Expected frequency)* | | | | |
|---|---|---|---|---|
| **Frequent:** Continuous, regular, or inevitable occurrences | **Likely:** Several or numerous occurrences | **Occasional:** Sporadic or intermittent occurrences | **Seldom:** Infrequent occurrences | **Unlikely:** Possible occurrences but improbable |
| **A** | **B** | **C** | **D** | **E** |

DA PAM 385-30 Risk Management, Table 3-1

# Risk Assessment Time  Round 2

- The next thing to is figure out is the SEVERITY of the hazards happening.

1. If my controls are implemented AND something still happens, What might the Severity be?  Again, most likely it will go down a Roman Numeral Assessment.

2. Select the appropriate level:

Catastrophic, Critical, Moderate, Negligible

3. Select the corresponding Roman Numeral

I, II, III, IV

| **Severity** *(expected consequence)* | |
|---|---|
| **Catastrophic:** *Mission failure, unit readiness eliminated; death, unacceptable loss or damage* | I |
| **Critical:** *Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage* | II |
| **Moderate:** *Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage* | III |
| **Negligible:** *Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage* | IV |

DA PAM 385-30 Risk Management, Table 3-2

# BLOCK 9 RESIDUAL RISK LEVEL

- This where you decide the first level of risk.

- You take the LETTER and the ROMAN NUMERAL you choose, and you go to the chart on page two of your DD From 2977, and you select the RISK ASSESSMENT CODE where the two meet.

These codes are EH, H, M, L

| | | | | |
|---|---|---|---|---|
| **LEGEND:** | **EH -** Extremely High Risk | **H -** High Risk | **M -** Medium Risk | **L -** Low Risk |

# BLOCK 9 RESIDUAL RISK LEVEL

- If you choose the Probability of D (Seldom) and Severity of IV (Negligible)

- Those two (C & IV) intersect on the Risk Assessment Matrix as a

  **L or Low Risk**.

So, your Residual Risk Level is a L.

| RISK ASSESSMENT MATRIX | | Probability *(Expected frequency)* | | | | |
|---|---|---|---|---|---|---|
| | | **Frequent:** Continuous, regular, or inevitable occurrences | **Likely:** Several or numerous occurrences | **Occasional:** Sporadic or intermittent occurrences | **Seldom:** Infrequent occurrences | **Unlikely:** Possible occurrences but improbable |
| **Severity** *(expected consequence)* | | A | B | C | D | E |
| **Catastrophic:** *Mission failure, unit readiness eliminated; death, unacceptable loss or damage* | I | EH | EH | H | H | M |
| **Critical:** *Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage* | II | EH | H | H | M | L |
| **Moderate:** *Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage* | III | H | M | M | L | L |
| **Negligible:** *Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage* | IV | M | L | L | L | L |
| **LEGEND:** | **EH** - Extremely High Risk | **H** - High Risk | **M** - Medium Risk | **L** - Low Risk | | |

# BLOCK 10 OVERALL RESIDUAL RISK LEVELS

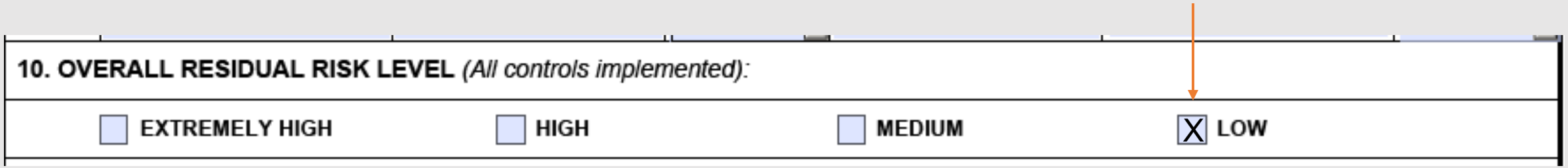
- After you have completed blocks 4-9 you now need to go back and look at block 9 for **EACH** hazard you have identified.

- You are looking to see what letter was listed for each of the Residual Risk Levels. L, M, H, EH
- You will take the HIGHEST letter remaining and apply it to Block 10

- Using the Heat Injuries example we did, your Block 9 Residual Risk Level is L (Low Risk).

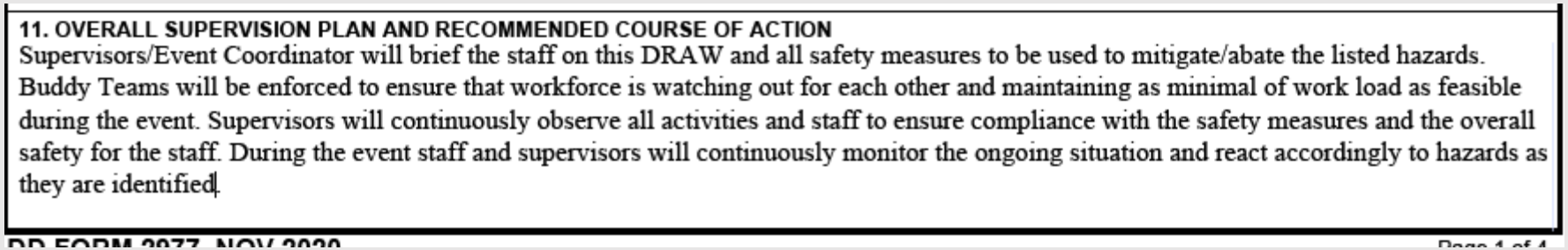
# BLOCK 10 OVERALL RESIDUAL RISK LEVELS

- Go to Block 10 and click on the box next to the word LOW.
- That is your Overall Residual Risk Level for this example.
- If during your DRAW preparation the Block 9 Residual Risk Level is listed as a higher category (M, H, EH) you will choose the appropriate box and select it.



# BLOCK 11 Overall Supervision Plan and Recommended Course of Action

- This is where you will give a brief synopsis of your Hazard Abatement Plan and list any Internal Progress Reviews (IPRs) you are doing to inform the event staff, chain of command and any outside agencies assisting in your event of the plan. You can also state here what outside agencies will be coming to inspect your event and what they can do if a situation arises. This will ensure everyone understands the hierarchy or responsibility.
- Again, do not rely on external support here. All your personnel should understand they can identify a hazard and feel free to mitigate/abate it within reason or at least advise the event coordinator/staff/supervisor so they can mitigate/abate the hazard.



**11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION**

Supervisors/Event Coordinator will brief the staff on this DRAW and all safety measures to be used to mitigate/abate the listed hazards. Buddy Teams will be enforced to ensure that workforce is watching out for each other and maintaining as minimal of work load as feasible during the event. Supervisors will continuously observe all activities and staff to ensure compliance with the safety measures and the overall safety for the staff. During the event staff and supervisors will continuously monitor the ongoing situation and react accordingly to hazards as they are identified.

DD FORM 2977, NOV 2020 Page 1 of 4

# BLOCK 12 APPROVAL or DISAPPROVAL of MISSION or TASK

- You have identified the event, identified hazards, submitted controls (how and who) and determined the events final risk level.

- Now you can select the appropriate level of signatory who can accept risk for the remaining residual risk levels.

- The next slide will show you Military grade for assumption of risk.

- Look at your Mission/Task. Is it recurring. That makes a difference.

| 12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK | ☒ APPROVE | ☐ DISAPPROVE | |
|---|---|---|---|
| a. NAME *(Last, First, Middle Initial)* | b. RANK/GRADE | c. DUTY TITLE/POSITION | d. SIGNATURE OF APPROVAL AUTHORITY |
| Authority, Approval | CIV | Head Person In Charge | |

# BLOCK 12 APPROVAL or DISAPPROVAL of MISSION or TASK

Table 4–1.
Risk acceptance authority for safety standards deviation

| Risk acceptance matrix[2, 3, 4, 5] | | | | |
|---|---|---|---|---|
| | Duration of risk | | | |
| | Event waiver | Waiver | | Exemption |
| Category of risk | 1 month or less | 1 month to 1 year | 1 year to 5 years | Permanent or greater than 5 years |
| Extremely high risk | General officer (GO) | Army Headquarters Commanding General (CG) | Army Headquarters CG | Army Headquarters CG |
| High risk | Brigade commanding officer (CO) or responsible O–6 | GO | GO | GO |
| Medium risk | Battalion CO[1] or responsible O–5 | Brigade CO[1] or responsible O–6 | GO[1] | GO[1] |
| Low risk | Company CO or responsible O–3 | Battalion CO[1] or responsible O–5 | Brigade CO[1] or responsible O–6 | Brigade CO[1] or responsible O–6 |

Legend for Table 4-1.:
In organizations led by Army civilian leaders, equivalent civilian grades may be substituted for military ranks (see table 4–2).
The term "Army Headquarters CG" used in the table refers to Army commands (ACOMs), Army service component command (ASCCs) (including Joint Forces Land Component Commands (JFLCC) and GO level Joint Task Forces (JTFs)), direct reporting units (DRUs), and the Director, Army National Guard.

Notes:
[1] May delegate in writing authority to accept at the next lower command level.
[2] For deviations involving violations of AE or chemical agent safety standards during Joint operations planning, training, and execution, refer to CJCSI 4360.01 and Service risk acceptance guidance. See also paragraph 4–6*i*.
[3] H risk (beyond 1 month) or EH risk will always be accepted by a GO or flag officer.
[4] For hazards discovered in fielded acquisition programs, risk will be accepted per DA Pam 385–16.
[5] Deviations from range standards and procedures are addressed in AR 385–63.

Civilian equivalency is on the next slide.

# BLOCK 12 APPROVAL or DISAPPROVAL of MISSION or TASK

**Table 4–2.**
**Military–Army civilian equivalent grades**

| Military rank | O–7 though O–10 | O–6 | O–5 | O–4 | O–3 |
|---|---|---|---|---|---|
| Army civilian grade | Senior executive service (SES)–1 through SES–6 | General schedule (GS)–15 or equivalent | GS–13 and GS–14 or equivalent | GS–12 or equiv-alent | GS–10 and GS–11 or equivalent |

Remember the duration od your Mission/Task. It makes a difference. It could keep your from making DRAWs for the same Mission/Task over a period of time.

| Duration of risk | | | |
|---|---|---|---|
| Event waiver | Waiver | | Exemption |
| 1 month or less | 1 month to 1 year | 1 year to 5 years | Permanent or greater than 5 years |

# BLOCK 12e ADDITIONAL GUIDANCE

This block is for any additional guidance the approval authority deems needed. This block is also used to explain why they DISAPPROVED the DRAW.

| |
|---|
| **e. ADDITIONAL GUIDANCE:**<br>Supervisors/Event Coordinator will monitor the weather and will contact Range Control Fire Desk @ 123-456-0987 at the top of every hour to receive updated heat conditions. Will implement the appropriate heat injury mitigation standards as outlined in command guidance. |

# BLOCK 13 RISK ASSESMENT REVIEW

**13. RISK ASSESSMENT REVIEW** *(Required when assessment applies to ongoing operations or activities)*

| a. DATE | b. LAST NAME | c. RANK/GRADE | d. DUTY TITLE/POSITION | e. SIGNATURE OF REVIEWER |
|---|---|---|---|---|
| 15 Sept 2130 | Topdog, Safety | CIV | Safety Specialist | |
| 16 Sept 2130 | Headman, Range C. | CIV | Range Control Operations | |
| | | | | |

If your DRAW needs to be viewed by outside agencies, (GSO qualifies) this is where the review signs.

This review may not agree with DRAW. If they do not agree they should provide feedback as to why in Block 15 and in a separate email. This reviewer information is taken under advice by the Approving Authority.

# BLOCK 14 FEEDBACK AND LESSONS LEARNED

Here is where you will input lessons learned and any hazards you encountered POST mission/task. You will keep the DRAW on file for future reference if you have a need to do a similar mission/task in the future. It will help you to not recreate the wheel from scratch AND help you prepare a better DRAW the next time around.

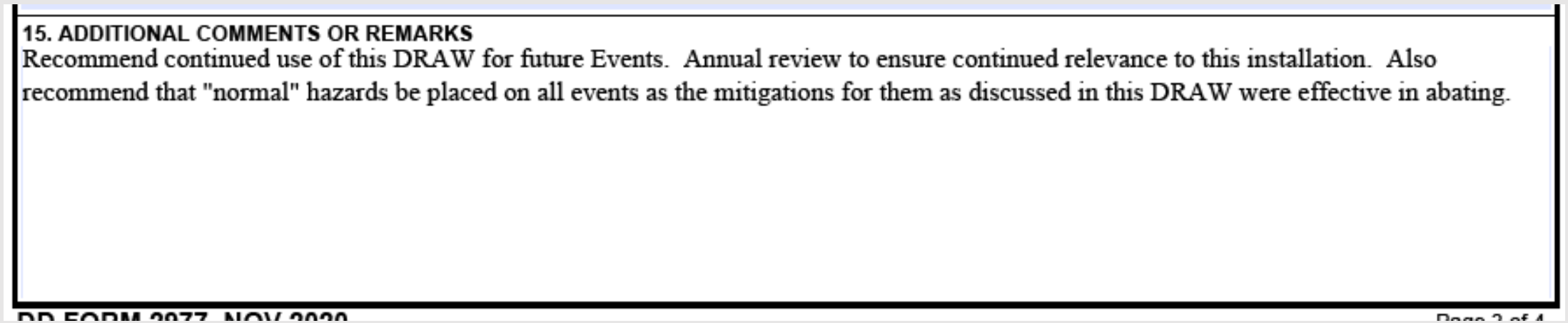
**14. FEEDBACK AND LESSONS LEARNED**

Event went without incidents. DRAW was followed and no new hazards were identified

# BLOCK 15 ADDIATIONAL COMMENTS OR REMARKS

Self explanatory

Used for any additional information that is needed to pass on instructions for the current mission/task or for future similar events.

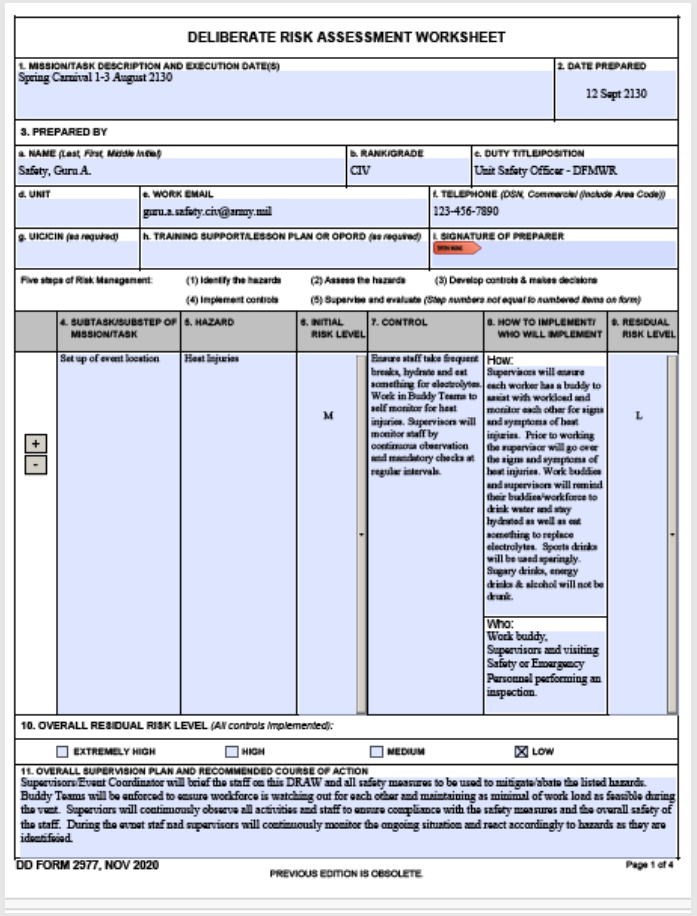


**15. ADDITIONAL COMMENTS OR REMARKS**

Recommend continued use of this DRAW for future Events. Annual review to ensure continued relevance to this installation. Also recommend that "normal" hazards be placed on all events as the mitigations for them as discussed in this DRAW were effective in abating.

DD FORM 2977, NOV 2020 Page 2 of 4

# Example DRAW



**DELIBERATE RISK ASSESSMENT WORKSHEET**

1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S): Spring Carnival 1-3 August 2130
2. DATE PREPARED: 12 Sept 2130

3. PREPARED BY

| a. NAME (Last, First, Middle Initial) | b. RANK/GRADE | c. DUTY TITLE/POSITION |
|---|---|---|
| Safety, Guru A. | CIV | Unit Safety Officer - DFMWR |

| d. UNIT | e. WORK EMAIL | f. TELEPHONE (DSN, Commercial (Include Area Code)) |
|---|---|---|
| | guru.a.safety.civ@army.mil | 123-456-7890 |

| g. UICICIN (as required) | h. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required) | i. SIGNATURE OF PREPARER |
|---|---|---|
| | | SIGN HERE |

Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & makes decisions (4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)

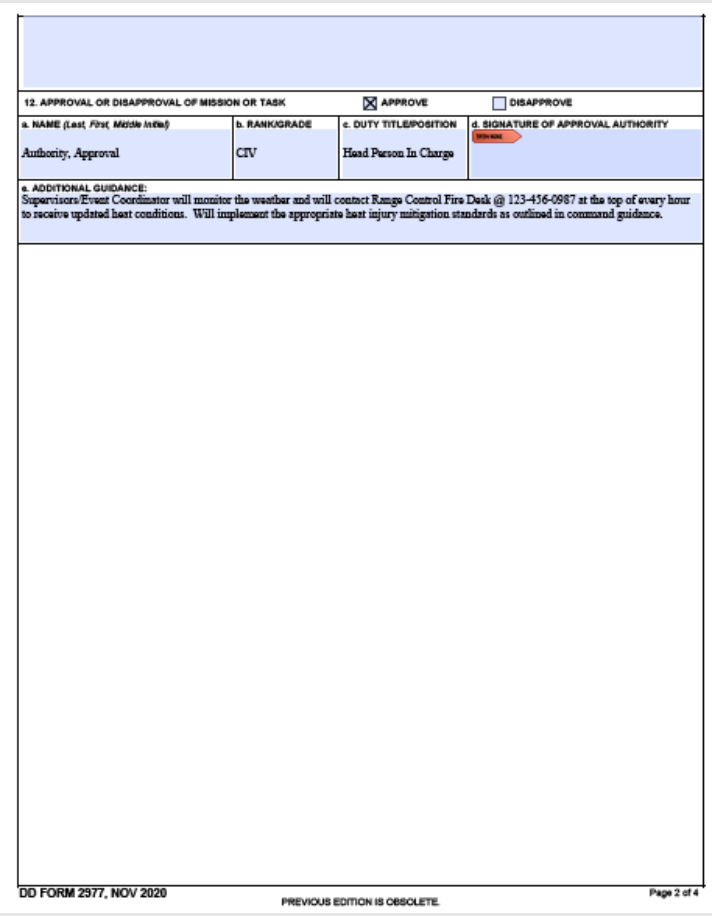
| | 4. SUBTASK/SUBSTEP OF MISSION/TASK | 5. HAZARD | 6. INITIAL RISK LEVEL | 7. CONTROL | 8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT | 9. RESIDUAL RISK LEVEL |
|---|---|---|---|---|---|---|
| + - | Set up of event location | Heat Injuries | M | Ensure staff take frequent breaks, hydrate and eat something for electrolytes. Work in Buddy Teams to self monitor for heat injuries. Supervisors will monitor staff by continuous observation and mandatory checks at regular intervals. | How: Supervisors will ensure each worker has a buddy to assist with workload and monitor each other for signs and symptoms of heat injuries. Prior to working the supervisor will go over the signs and symptoms of heat injuries. Work buddies and supervisors will remind their buddies/workforce to drink water and stay hydrated as well as eat something to replace electrolytes. Sports drinks will be used sparingly. Sugary drinks, energy drinks & alcohol will not be drunk.<br>Who: Work buddy, Supervisors and visiting Safety or Emergency Personnel performing an inspection. | L |

10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):

☐ EXTREMELY HIGH ☐ HIGH ☐ MEDIUM ☒ LOW

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION
Supervisors/Event Coordinator will brief the staff on this DRAW and all safety measures to be used to mitigate/abate the listed hazards. Buddy Teams will be enforced to ensure workforce is watching out for each other and maintaining as minimal of work load as feasible during the vent. Supervisors will continuously observe all activities and staff to ensure compliance with the safety measures and the overall safety of the staff. During the event staf nad supervisors will continuously monitor the ongoing situation and react accordingly to hazards as they are identifeied.

DD FORM 2977, NOV 2020 PREVIOUS EDITION IS OBSOLETE. Page 1 of 4

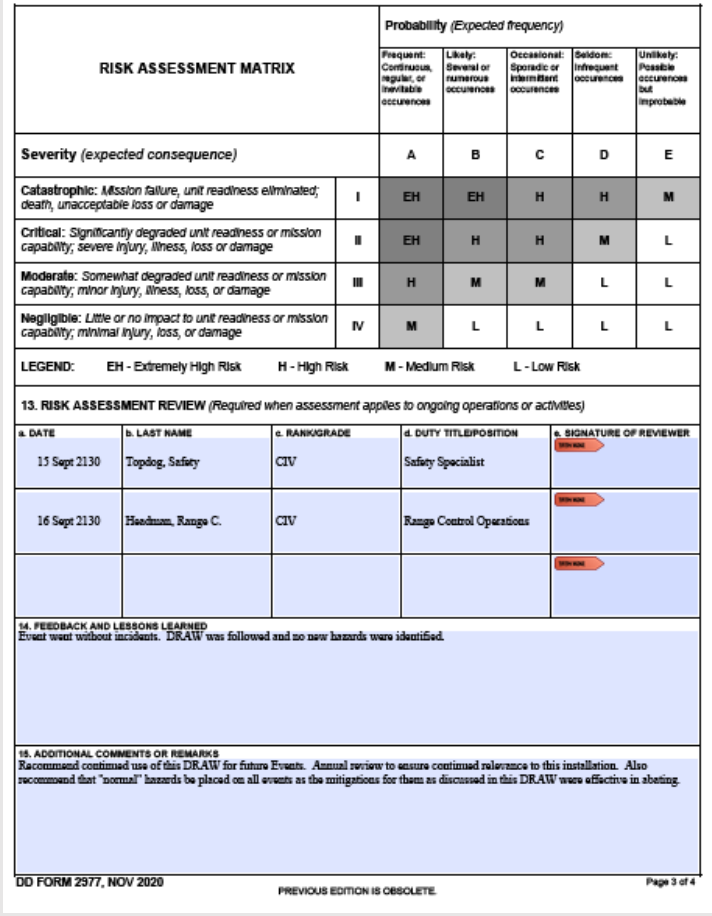


12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK ☒ APPROVE ☐ DISAPPROVE

| a. NAME (Last, First, Middle Initial) | b. RANK/GRADE | c. DUTY TITLE/POSITION | d. SIGNATURE OF APPROVAL AUTHORITY |
|---|---|---|---|
| Authority, Approval | CIV | Head Person In Charge | SIGN HERE |

e. ADDITIONAL GUIDANCE:
Supervisors/Event Coordinator will monitor the weather and will contact Range Control Fire Desk @ 123-456-0987 at the top of every hour to receive updated heat conditions. Will implement the appropriate heat injury mitigation standards as outlined in command guidance.

DD FORM 2977, NOV 2020 PREVIOUS EDITION IS OBSOLETE. Page 2 of 4



**RISK ASSESSMENT MATRIX**

| Severity (expected consequence) | | Probability (Expected frequency) A: Frequent: Continuous, regular, or inevitable occurences | B: Likely: Several or numerous occurences | C: Occasional: Sporadic or intermittent occurences | D: Seldom: Infrequent occurences | E: Unlikely: Possible occurences but improbable |
|---|---|---|---|---|---|---|
| Catastrophic: Mission failure, unit readiness eliminated; death, unacceptable loss or damage | I | EH | EH | H | H | M |
| Critical: Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage | II | EH | H | H | M | L |
| Moderate: Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage | III | H | M | M | L | L |
| Negligible: Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage | IV | M | L | L | L | L |

LEGEND: EH - Extremely High Risk H - High Risk M - Medium Risk L - Low Risk

13. RISK ASSESSMENT REVIEW (Required when assessment applies to ongoing operations or activities)

| a. DATE | b. LAST NAME | c. RANK/GRADE | d. DUTY TITLE/POSITION | e. SIGNATURE OF REVIEWER |
|---|---|---|---|---|
| 15 Sept 2130 | Topdog, Safety | CIV | Safety Specialist | SIGN HERE |
| 16 Sept 2130 | Headman, Range C. | CIV | Range Control Operations | SIGN HERE |
| | | | | SIGN HERE |

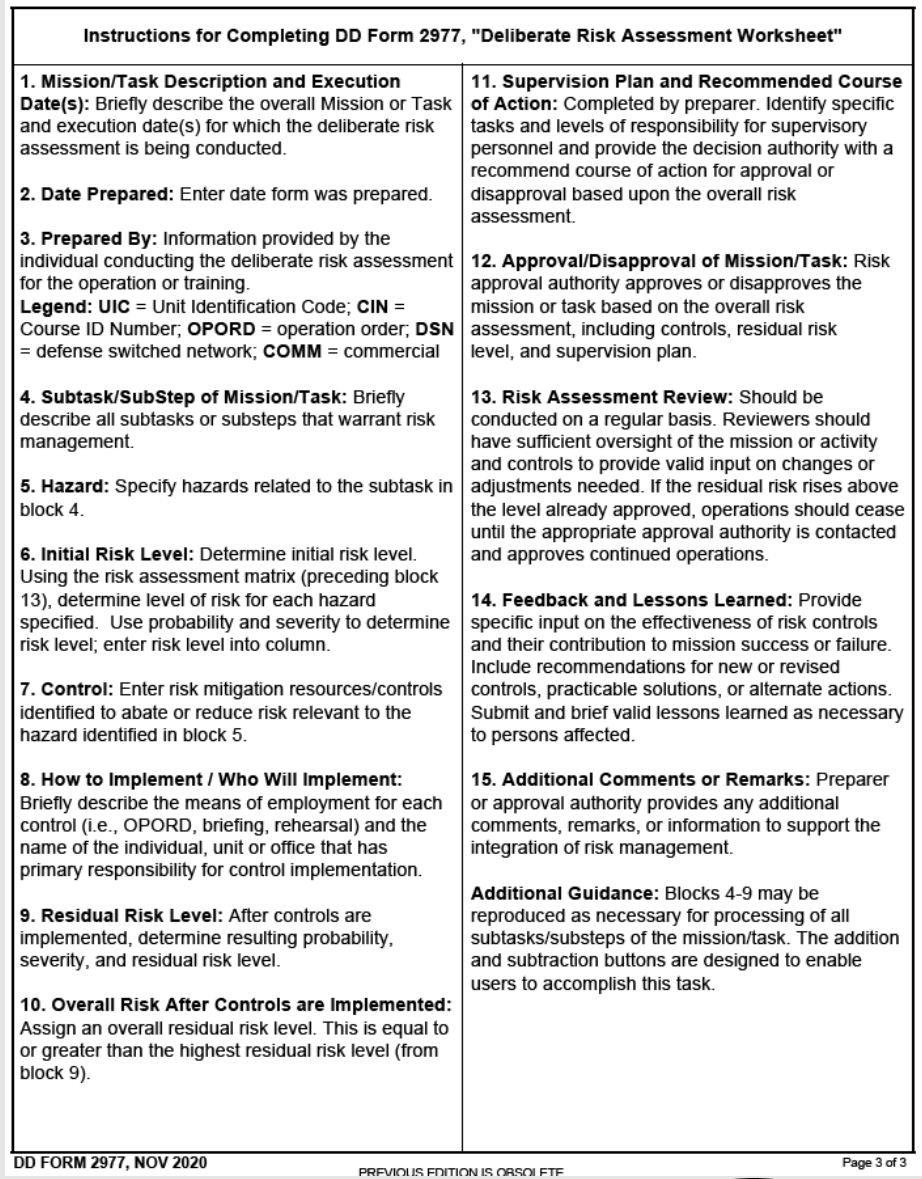
14. FEEDBACK AND LESSONS LEARNED
Event went without incidents. DRAW was followed and no new hazards were identified.

15. ADDITIONAL COMMENTS OR REMARKS
Recommend continued use of this DRAW for future Events. Annual review to ensure continued relevance to this installation. Also recommend that "normal" hazards be placed on all events as the mitigations for them as discussed in this DRAW were effective in abeting.

DD FORM 2977, NOV 2020 PREVIOUS EDITION IS OBSOLETE. Page 3 of 4

# Additional References

Incidentally, page 3 of the DD Form 2977 DRAW, prior to you filling out, has the instructions for each block.



**Instructions for Completing DD Form 2977, "Deliberate Risk Assessment Worksheet"**

**1. Mission/Task Description and Execution Date(s):** Briefly describe the overall Mission or Task and execution date(s) for which the deliberate risk assessment is being conducted.

**2. Date Prepared:** Enter date form was prepared.

**3. Prepared By:** Information provided by the individual conducting the deliberate risk assessment for the operation or training.
**Legend: UIC** = Unit Identification Code; **CIN** = Course ID Number; **OPORD** = operation order; **DSN** = defense switched network; **COMM** = commercial

**4. Subtask/SubStep of Mission/Task:** Briefly describe all subtasks or substeps that warrant risk management.

**5. Hazard:** Specify hazards related to the subtask in block 4.

**6. Initial Risk Level:** Determine initial risk level. Using the risk assessment matrix (preceding block 13), determine level of risk for each hazard specified. Use probability and severity to determine risk level; enter risk level into column.

**7. Control:** Enter risk mitigation resources/controls identified to abate or reduce risk relevant to the hazard identified in block 5.

**8. How to Implement / Who Will Implement:** Briefly describe the means of employment for each control (i.e., OPORD, briefing, rehearsal) and the name of the individual, unit or office that has primary responsibility for control implementation.

**9. Residual Risk Level:** After controls are implemented, determine resulting probability, severity, and residual risk level.

**10. Overall Risk After Controls are Implemented:** Assign an overall residual risk level. This is equal to or greater than the highest residual risk level (from block 9).

**11. Supervision Plan and Recommended Course of Action:** Completed by preparer. Identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommend course of action for approval or disapproval based upon the overall risk assessment.

**12. Approval/Disapproval of Mission/Task:** Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan.

**13. Risk Assessment Review:** Should be conducted on a regular basis. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.

**14. Feedback and Lessons Learned:** Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to persons affected.

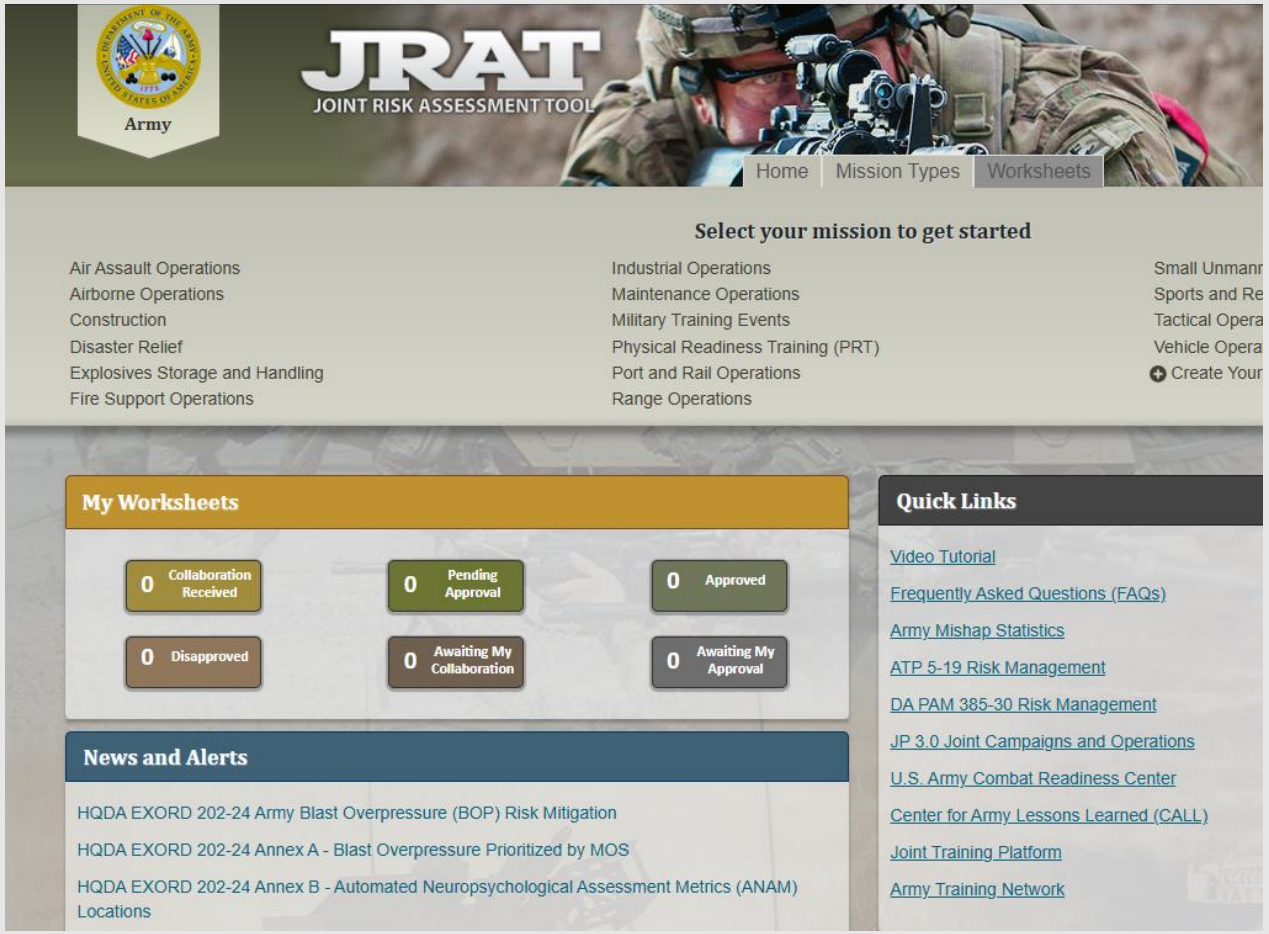
**15. Additional Comments or Remarks:** Preparer or approval authority provides any additional comments, remarks, or information to support the integration of risk management.

**Additional Guidance:** Blocks 4-9 may be reproduced as necessary for processing of all subtasks/substeps of the mission/task. The addition and subtraction buttons are designed to enable users to accomplish this task.

DD FORM 2977, NOV 2020 PREVIOUS EDITION IS OBSOLETE Page 3 of 3

# Additional References

You can also go to https://jrat.safety.army.mil/ and do your DRAW. But you will have to download the product.



# Joint Risk Assessment Tool (JRAT

- This Job tool will assist you in navigating the Joint Risk Assessment Tool 2.0. The JRAT replaces the need to complete a DD 2977 Deliberate Risk Assessment (DRAW) and digitally complete a collaborated effort in developing a safe event.

- The JRAT will reduce the planning process using this digital platform and allow each directorate involved a voice to ensure all personnel are conducting operations safely during any type of operation.

- You can have up to 3 collaborators for your DRAW and they can have real-time input.

# FINAL COMMENT

All DRAWs will be forwarded through the Garrison Safety Office for review.

Per Command Guidance: all Residual Risk Levels of MODERATE (M) or higher are the sole approval authority or the Garrison Commander, or the approved delegate.

# QUESTIONS

For further guidance or assistance in filling out the
DD Form 2977 DRAW, contact the Garrison Safety Office.