DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
CAMP PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMPR-SO 9 July 2013

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Personnel and Tenant Organizations and Training Units

SUBJECT: PRFTA Policy #11, Risk Assessment and Risk Decision Authority

1. REFERENCES.

a. AR 385-10, the Army Safety Program, 27 August 2007/RAR 3 September 2009.

b. USAR 385-2, US Army Reserve (USAR) Safety Program, 1 December 2007.

c. DA-Pam 385-30, Mishap Risk Management, dated 10 October 2007/RAR 1February 2010.

d. FM 5-19, Composite Risk Management, 21 August 2006.

2. PURPOSE. To establish the Risk Assessment requirements and Risk Decision Authority levels for all activities involving Parks RFTA personnel, equipment, facilities, and space, property or land.

3. APPLICABILITY. This policy applies to all Civilians, military personnel, (including contractors, tenant organizations) conducting any operation or activity within Parks RFTA that poses a risk to any Parks RFTA personnel, equipment, facilities, space, property or land.

4. POLICY. As a Soldier, Civilian employee or other member of the Parks RFTA community we each have a moral and legal responsibility to protect all personnel and government assets from accidental injury, damage or loss. To successfully accomplish this, hazards must be identified for each operation, activity, project and event and the written risk assessment completed, reviewed and approved at the appropriate Risk Decision Authority level.

5. The Army provides Composite Risk Management (CRM) tools to assist in best accomplishing this task. One tool under CRM is Mishap Risk Management. Mishap Risk Management enables leaders to identify, evaluate, and manage risks to missions, personnel, and equipment. The Mishap Risk Management process will assist in identifying and assessing hazards; determining their risk; developing, evaluating and selecting controls; making risk decisions; and implementing and managing those decisions to improve operational effectiveness and conserve Army resources. To properly implement Mishap Risk management the following five steps below must be followed:

(1) Identify hazards
(2) Assess hazards to determine risk
(3) Develop possible countermeasures and make risk decisions
(4) Implement controls
(5) Supervise and evaluate

6. Leaders of operations, activities, projects or events will complete a written risk assessment IAW FM 5-19, DA Pam 385-30 and AR 385-10, utilizing the above five steps prior to every operation that poses risk to Parks RFTA personnel, equipment, facilities, space, property or land whether on or off the installation. A copy of the written risk assessment will be provided to the Parks RFTA Safety Office for review prior to conducting the event, project, activity or operation.

7. To ensure that risk-based decisions are made at the proper levels and IAW Department of Army guidance, the following Risk Decision Authority levels are published below and in effect.

EXTREMELY HIGH RISK. Operations/activities determined to be EXTREMELY HIGH RISK on Parks RFTA will not be conducted without a written approval from the first commanding general in both the mission organization's and the garrison's chains of command. All requests will be routed through the Garrison Commander for the recommendation to the Commanding General for approval or disapproval.

HIGH RISK. Operations/activities determined to be HIGH RISK will be approved by both the Garrison Commander and the first O-6 in the mission unit's chain of command or civilian equivalent.

MODERATE RISK. Operations/activities determined to be MODERATE RISK will be approved by the first O-5 in the mission unit's chain of command or civilian equivalent and a copy provided to the Garrison Commander, attention Parks RFTA Safety Office.

LOW RISK. Operations /activities determined to be LOW RISK will be approved by the organization conducting or having control over the operation. LOW RISK decision authority is limited to Company Commander (O-3) level or civilian equivalent.

8. PROPONENT. The proponent for this policy is the Parks RFTA Installation Safety & Occupational Health Office at (925) 875-4681.

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Commanding