



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL  
5500 21<sup>ST</sup> STREET, BUILDING 247, SUITE 1400  
FORT BELVOIR, VIRGINIA 22060-5923

MAY 14 2020

DAMO-FMS

MEMORANDUM FOR Staff, Faculty and Students of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #13 - Risk Decision Authority

1. References.

a. DA Pamphlet 385-10 Army Safety Program, 19 January 2010.

b. AFMS Safety and Environment Standard Operating Procedures (SOP), May 2020.

2. Risk Decision Authority Policy. The risk decision authority to enable safe operations at AFMS is as follows:

a. Extremely High Risk activities - The Commandant of the AFMS in consultation with the Director of Force Management will exercise risk decision authority for any activities found to be extremely high risk within AFMS.

b. High Risk activities - The Commandant of the AFMS will exercise risk decision authority for any activities found to be high risk within AFMS.

c. Moderate Risk activities - The Safety Officer of the AFMS will exercise risk decision authority for any activities found to be moderate risk within AFMS.

d. Low Risk activities - The Director of Administration in consultation with the Safety Officer will exercise risk decision authority for any activities found to be low risk within AFMS.

3. Risk Assessment Matrix. The AFMS staff will use the Risk Assessment Matrix contained in Enclosure 1 to assess risk in AFMS activities.

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4. Commandant's Policy Guidance.

a. All AFMS personnel (Military, Civilian and Contractor) will assess risk based on the frequency and expected consequence of activities within the premises of the school or outside the premises of the school using the risk assessment matrix identified in Enclosure 1.

b. The Director of Administration in consultation with the Safety Officer will ensure that risk assessments are completed and forwarded to the appropriate risk decision authority based on policy identified in paragraph 2 of this policy.

c. The appropriate risk decision authority will examine the risk assessment without downgrading it and issue guidance to mitigate, or eliminate hazards identified. Training and education activities may cease when High Risk or Extremely High Risk assessments are approved.

d. Coordination with Fort Belvoir's respective staff agency will be required when AFMS activities are assessed as High Risk or Extremely High Risk.

5. My point of contact for this guidance memorandum is Mr. Robert Lebron, Safety Officer, at comm: (703) 805-2878 or DSN 655-2878.

Encl



GEORGE LEWIS  
Colonel, U.S. Army  
Commandant

### Enclosure 1 - Risk Assessment Matrix

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