DEPARTMENT OF THE NAVY
COMMANDING OFFICER
U.S. NAVAL STATION GUANTANAMO BAY CUBA
PSC 1005 BOX 25 FPO AA 34009-0100

NSGBINST 3500.1B CH-1
N31
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NSGB INSTRUCTION 3500.1B CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: NAVY DIVING OPERATIONAL RISK MANAGEMENT

Ref: (a) OPNAVINST 3500.39 (Series)
(b) NSGBINST 3120.3 (Series)

Encl: (1) General Planning and Operational Risk Management Process

1. Purpose. To establish Operational Risk Management (ORM) as an integral part of the decision-making process for U.S. Naval Station, Guantanamo Bay, Cuba (NSGB) per references (a) and (b).

2. Cancellation. NSGBINST 3500.1B

3. Action. NSGB Dive Locker personnel will follow all ORM guidance per reference (a) and use enclosure (1) for all high risk evolutions. Risk assessment forms will be signed by the evolution supervisor, however, a residual risk assessment code (RAC) resulting in a one or two requires the Commanding Officer's approval prior to commencing the operation. A risk assessment form must be completed for every mission (For missions that exceed seven days, a new ORM assessment must be completed every seven days) and the RAC will be included in the supervisors daily brief or whenever there is a change to any of the following:

a. Identified or Potential Hazards

b. Probability of an incident

c. Severity of an incident

d. Risk mitigation techniques or tactics

NOTE: All ORM Risk Assessment Forms must be kept on file in a divisional ORM binder and will be audited annually by the Command ORM Manager.

3. Review Responsibility. The Diving Officer is responsible for the annual review of this instruction.

4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAVINST 5210.8 of September 2019.

4. Review and Effective Date. Per OPNAVINST 5215.17A, the Diving Officer will review this instruction annually around the anniversary of its issuance date to ensure applicablility, currency, and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and Statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10 year anniversary date, or an extension has been granted.

M. R. STEPHEN

Releasability and distribution:
This instruction is cleared for public release and is available electronic via NSGB Public Sharedrive.

GENERAL PLANNING AND ORM PROCESS

A successful diving mission is the direct outcome of careful, thorough planning. The nature of each operation determines the scope of the planning effort, but certain general considerations apply to every operation.

Bottom Time. Bottom time is always at a premium. Developing measures to conserve bottom time or increase diver effectiveness is critical for success.

Preplanning. An operation that is delayed due to unanticipated problems may fail. Preplanning the use of the time available to accomplish specific objectives is a prerequisite to success.

Equipment. Selecting the correct equipment for the job is critical to success.

Environmental Conditions. Diving operational planners must plan for safely mitigating extreme environmental conditions. Personnel and support facility safety must be given the highest priority.

Diver Protection. It is critical to protect divers from shipping hazards, temperature extremes, and dangerous pollution during all operations.

Emergency Assistance. It is critical to coordinate emergency assistance from outside sources before the operation begins.

Weather. Because diving operations are weather dependent, dive planning must allow for worst-case scenarios.

Concept of ORM:

ORM is a decision making tool used by people at all levels to: Increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of successful mission, increase our ability to make informed decisions by providing the best baseline of knowledge and experience available, and minimize risks to acceptable levels commensurate with mission accomplishment. The amount of risk we will take in war is much greater than that we should be willing to take in peace, but the process is the same. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources.

Risk Management Terms:

Hazard: A condition with potential to cause personal injury or death, property damage or mission degradation.

Risk: An expression of possible loss in terms of severity and probability.

Risk Assessment: The process of detecting hazards and assessing associated risks.

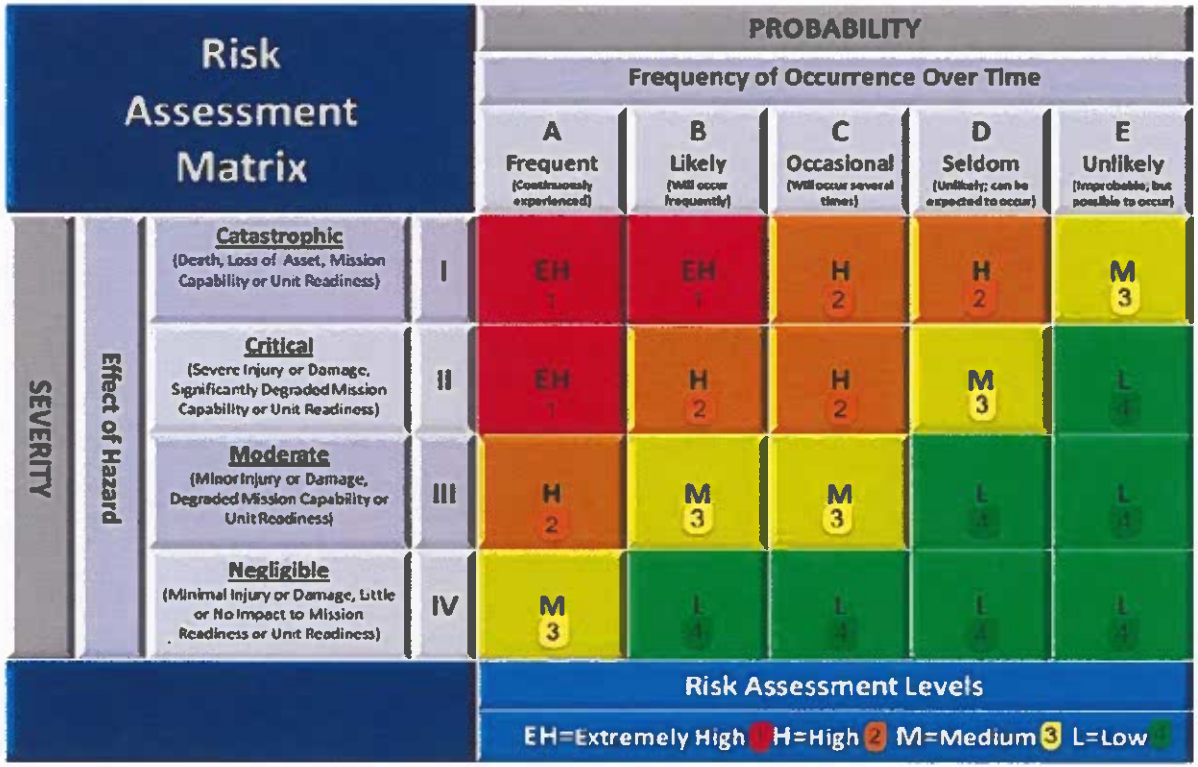
ORM: The process of dealing with risk associated within military operations, which includes risk assessment, risk decision-making and implementation of effective risk controls.

Category	Description
Catastrophic I	Loss of the ability to accomplish the mission. Death or permanent total disability. Loss of a mission-critical system or equipment. Major facility damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.
Critical II	Significantly degraded mission capability or unit readiness. Permanent partial disability or severe injury or illness. Extensive damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.
Moderate III	Degraded mission capability or unit readiness. Minor damage to equipment. systems. property. or the environment. Minor injury or illness.
Negligible IV	Little or no adverse impact on mission capability or unit readiness. Minimal threat to personnel. safety. or health. Slight equipment or systems damage. but fully functional and serviceable. Little or no property or environmental damage.

Table 1-1: Severity Categories

Category	Description
A	Frequent to occur. Continuously experienced to an individual item or person: or continuously over a service life for an inventory of items or group.
B	Likely to occur. immediately or within a short period of time. Expected to occur frequently to an individual item or person: or continuously over a service life for an inventory of items or group.
C	Occasionally will occur in time. Expected to occur several times to an individual item or person: or frequently over a service life for an inventory of items or group.
D	Seldom may occur in time. Can reasonably be expected to occur sometime to an individual item or person: or several times over a service life for an inventory of items. or group.
E	Unlikely it will occur in time. Unlikely to occur. but possible in the service life for an inventory of items. or group.

Table 1-2: Probability Categories



Operational Risk Management (ORM) Risk Assessment Worksheet

Open water diving using Open Circuit SCUBA							
Identify Hazards			Assess Hazards	Make Risk Decisions		Implement controls	Supervise
Operation Phases	Hazards	Causes	Initial RAC	Develop Controls	Residual RAC	How To Implement	How to Supervise
Pre-Dive	Worn/damaged equipment	Improper PMS	2	Ensure pre and postdive PMS has been accomplished	3	Pre and Post dive sheets	XO Weekly report
Dive	Temperature	Weather	3	Sunscreen, water, appropriate attire	4	Pre underway checks	Diving supervisor verify conditions
Dive	Sea State	Weather	2	Monitor local reports and reschedule work to a time when an acceptable sea state exist	3	Diving Supervisor checks diving day sea state reports on Internet or visually	Diving Supervisor reports diving day conditions to Diving Officer
Dive	Biologic	Fish, urchin, living organism	3	Brief biologic hazard and have divers wear appropriate PPE as required	4	Dive Sup briefs biologic hazard and have divers wear appropriate PPE as required	Dive Sup verifies appropriate PPE
Dive	Debris	Trash, wreck, anything submerged or sunk	3	Appropriate diving apparatus, appropriate PPE, Dive Sup brief	4	Dive Sup briefs hazards and have divers wear appropriate PPE as required	Dive Sup verifies appropriate PPE and divers acknowledge hazards during brief
Dive	DCS/AGE	Various	2	Implement safe diving practices IAW USN Dive Manual	3	Brief all dives IAW USN Dive Man	Brief all dives IAW USN Dive Man
Dive	Lost Diver	Detached trailing line and/or lost dive buddy	4	Use of trailing lines, implement safe diving practices, buddy lines	4	Dive sup briefs emergency procedures and/or uses trailing lines/buddy lines	Brief all dives IAW USN Dive Manual, trail divers, ensure divers wear buddy lines
Post Dive	Slip, trip, fall	Various	2	Diving under	3	Diving under will assist diver onto platform and assist with the removal and stowage of equipment	Dive Sup monitor surfacing and endrowing of divers.
Lessons Learned:				Accept Risk:		Prepared By: Date:	

Operational Risk Management (ORM) Risk Assessment Worksheet

Chamber Operations							
Identify Hazards			Assess Hazards	Make Risk Decisions		Implement controls	Supervise
Operation Phases	Hazards	Causes	Initial RAC	Develop Controls	Residual RAC	How To Implement	How to Supervise
Pre-Dive	Worn/damaged equipment	Improper PMS	3	Ensure pre and post dive PMS has been accomplished IAW MRC or manufacture guidance	4	Pre and Post dive sheets	3M Weekly report
Dive	Temperature	Failure of ECS, AC, Emergency Generator	3	Implement safe diving practices IAW USN Dive Manual	4	Maintain ventilation rates and follow temperature time limitations IAW USN Dive Manual	Dive Sup monitor.
Dive	DCS/AGE	Various	2	Implement safe diving practices IAW USN Dive Manual	3	Brief all dives IAW USN Dive Man	Brief all dives IAW USN Dive Man
Dive	Barotrauma	Individual susceptibility	4	Brief tenders and patients. Tenders monitor patient during travel. Adjust travel rate to patient's comfort.	4	Conduct Chamber Dive Brief. Ensure tenders are trained. Adjust travel rate during operations.	Ensure patient is monitored throughout the recompression operation.
Dive	Oxygen Toxicity	Various	3	Ensure treatment depth is maintained. Tenders monitor patient for signs/symptoms. Follow treatment tables	4	Ensure treatment depth is maintained. Monitor patients. Follow Treatment Tables	Monitor Chamber environmentals and patients
Dive	Fire	Improper clothing/materials in chamber	3	Ensure occupants' pockets are free of unauthorized material and proper cloth is worn. Monitor. Fire Extinguisher	3	Ensure occupants' pockets are free of unauthorized material and proper cloth is worn. Monitor. Fire Extinguisher	Check pockets prior to entry into chamber. Ensure fire extinguishing system is online.
Post Dive	Slip, trip, fall	Various	2	Diving tender	3	Diving tender will assist diver and assist with the removal and stowage of any equipment	Dive Sup monitor.
Lessons Learned:				Accept Risk:		Prepared By: Date:	

Operational Risk Management (ORM) Risk Assessment Worksheet

General Operations							
Identify Hazards			Assess Hazards	Make Risk Decisions		Implement controls	Supervise
Operation Phases	Hazards	Causes	Initial RAC	Develop Controls	Residual RAC	How To Implement	How to Supervise
Lessons Learned:				Accept Risk: _____		Prepared By: Date:	