

Air Combat Command Operational Risk Management (ORM) Worksheet Guide



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TABLE OF CONTENTS

Section A—General Information

Purpose and Authority	1
Applicability	1
Referenced Publications.....	1

Section B—The Core Framework: Deliberate vs. Real-Time RM

Deliberate Risk Management (Formal Worksheets).....	1
Real-Time Risk Management (Tactical Execution)	1

Section C—Aviation-Specific Pre-Flight Worksheet Requirements

Broad Categories and Quantitative Assessment	2
Unit Thresholds and Routing Protocols.....	3
Continuous Real-Time Updates.....	3

Section D—Administration, Review, and Retention

Record Keeping and Retention Periods	4
Periodic Program Reviews.....	4

SECTION A: GENERAL INFORMATION

Purpose and Authority This writing guide establishes standardized procedures for drafting, completing, and routing Operational Risk Management (ORM) worksheets within Air Combat Command (ACC). In accordance with (IAW) DAFI 90-802 and its Air Combat Command Supplement (ACCSUP), this guide assists commanders, functional managers, supervisors, and individuals in systematically identifying safety hazards, mitigating risks, and making informed decisions to maximize warfighting capabilities.

Applicability This guide applies to all Regular Air Force, Air Force Reserve (AFR), and Air National Guard (ANG) military and civilian personnel assigned to or gained by ACC. It governs the preparation of formal deliberate risk assessments, specifically utilizing ORM worksheets.

Referenced Publications. All risk management activities and worksheets must align with:

- DAFPD 90-8 *Environment, Safety, and Occupational Health Management and Risk Management*
- AFI 90-802_ACCSUP, *Risk Management*
- AFI 33-322, *Records Management and Information Governance Program*
- DAFPAM 90-803, *Risk Management (RM) Guidelines and Tools*.

SECTION B: THE CORE FRAMEWORK: DELIBERATE VS. REAL-TIME RM

To draft an effective worksheet, units must understand the distinction between the two primary levels of risk management, which dictate the scope and formality of the writing process.

Deliberate Risk Management (Formal Worksheets)

Definition: Pre-mission or pre-activity planning that involves the full, formal application of the 5-Step RM process.

Worksheet Requirement: Requires writing a detailed, structured, and quantitative assessment (example in ACC SAMPLE ORM WORKSHEET).

Scope: Tailored for complex operations, mission planning, training curricula design, and daily operations where planning time is available (days to weeks).

Real-Time Risk Management (Tactical Execution)

Definition: Immediate, informal risk decisions made during the execution phase

of an operation when time is severely constrained.

Worksheet Requirement: Worksheets are *not* drafted during real-time execution; however, the controls written during the Deliberate phase (Section C) serve as the direct resources and safety "blocks" utilized in Real-Time.

Scope: Short-notice taskings, sudden weather changes, inflight emergencies, and spontaneous off-duty activities.

SECTION C: AVIATION-SPECIFIC PRE-FLIGHT WORKSHEET REQUIREMENTS

In accordance with **AFI 90-802_ACCSUP Paragraph 2.10.2.5**, units conducting flying missions must adhere to strict, quantitative pre-flight worksheet standards.

Broad Categories and Quantitative Assessment

Every aviation ORM worksheet must include quantitative values calculated from a minimum of three mandatory risk categories:

Environmental Impacts: Risk assessments of conditions the aircraft/aircrew will encounter during part of or throughout the mission. Written evaluations should include (at a minimum):

- Night / Night Illumination levels
- Instrument Meteorological Conditions (IMC)
- Runway Surface Conditions (RSC)
- Wind limits and local weather forecasts
- Bird Watch Conditions (BWC)

Mission Impacts: Risk assessments of conditions affecting the accomplishment of tasked training or mission objectives. Written evaluations should include (at a minimum):

- Mission complexity and airspace issues
- Aircraft maintenance status
- Crew Duty Day and Flight Duty Period (FDP) limits
- Large Force Exercises (LFE) or aerial refueling operations

Individual Impacts: Risk assessments of factors directly affecting the individuals on the

flight orders.

- **Drafting Rule:** Every crew member on flight orders must receive a quantitative individual risk assessment.
- **Aggregate Formulation:** For multi-flight or multi-crew aircraft, the individual risk of each crew member must be annotated. Units must apply individual risk assessments into the aggregate risk of the entire crew (e.g., *one moderate individual assessment coupled with low crew members should not be weighted the same as a full crew of moderate individuals*).

Unit Thresholds & Routing Protocols

Units must establish strict threshold criteria that categorize the overall calculated risk into four distinct tiers (Low, Medium, High and Extreme). These tiers determine the mandatory routing and approval authority required prior to execution.

Mandatory Supervisor Briefing (AFI 90-802_ACCSUP 2.10.2.3.2): For any flight assessed at an elevated risk level (Moderate, High, or Extreme), the aircraft commander/flight lead **must** brief a supervisory authority (other than themselves) to ensure that the supervisor:

- Fully understands and concurs with the exact level or risk being accepted.
- Agrees that known risks are adequately mitigated on the worksheet.
- Formally signs off, granting approval to execute the mission with elevated risk.

Continuous Real-Time Updates

Worksheets are not static documents. Aircrew must continuously assess and write updates to their risk decisions on the worksheet to account for dynamic, real-time developments, including (at a minimum):

- Maintenance delays or tail swaps.
- Real-world tasking changes.
- Flight profile or weather deviations.

SECTION D: ADMINISTRATION, REVIEW, AND RETENTION

Record Keeping and Retention Periods

ORM worksheets are official records and must be preserved to support mishap prevention, safety investigations, and maintenance look-back analysis:

- **Standard Worksheets:** Must be kept on file (hardcopy or digital) for a minimum of **one (1) month**.
- **TDY / Deployment Worksheets:** Must be reviewed and updated for each TDY/deployment and retained on file for a minimum of **one (1) year**.

Periodic Program Reviews

To prevent worksheets from becoming "cookie-cutter" exercises, units should establish a continuous evaluation program:

- **Annual Review:** Perform a formal review of their Aviation Risk Management Program and associated worksheets at least **once a year** (a quarterly review is highly recommended).
- **Participants:** Reviews must be conducted by both the Operations and Safety Officers.
- **Objective:** Ensure emerging hazards are addressed, trend analysis is integrated (using scores, mission elements, and threshold reviews), and risk acceptance thresholds still align with commander requirements.