



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 1500.6
G-3/5
FEB 07 2014

FORCE ORDER 1500.6

From: Commander
To: Distribution List

Subj: OFF-SITE TRAINING REQUEST

Ref: (a) MARADMIN 472/02
(b) DoD Instruction 1322.28, "Realistic Military Training (RMT) Off Federal Real Property," March 18, 2013
(c) MCO 3570.1C
(d) MCO 3500.27B
(e) National Environmental Policy Act (NEPA) of 1969
(f) ForO 8000.1B

Encl: (1) Sample Format Letter of Instruction
(2) Request for Environmental Impact Review, NAVMC 11601
(3) Marine Forces Reserve Counsel Off-Site Training Worksheet
(4) Sample Operational Risk Management Worksheet

1. Situation. Most Marine Forces Reserve (MARFORRES) units conducting Mission Essential Task (MET) based and/or annual training events do not have the required ranges, training areas or facilities at their Home Training Centers (HTC), nor will they always have access to Department of Defense (DoD) installations in reasonable proximity. This requires them to routinely seek out venues off-site in which to satisfy their training requirements. Many of these off-site, non-DoD training areas are located on federal, public, or private lands. The Department of Navy (DoN), DoD, and/or Service directives provide varying environmental, legal, and/or safety requirements in order to conduct training in these settings. However, observing that DoD and non-DoD training locations exist under both federal and public ownership, application of these varying directives is often complex.

2. Cancellation. COMMARFORRES(UC) 171507Z Feb 11

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FEB 07 2014

3. Mission. To establish policy, assign responsibilities, and provide requesting unit(s) throughout MARFORRES with the process in order to properly plan, coordinate, and execute training away from the HTC while meeting all legal, the environmental, and safety requirements set forth by Federal Government, DoD, DoN, and/or service policies and regulations.

4. Execution

a. Commander's Intent Concept of Operations

(1) Commanders' Intent. The purpose of this Order is to provide distinction as to the specific conditions under which training will be classified as "off-site", to provide clarity as to which environmental, legal, or safety directives apply if different from the Service, to define the information requirements applicable to an Off-Site Training Request (OSTR), and finally to define the staffing process, timelines and accountability mechanisms in order to ensure that solutions to unit training challenges are presented in a timely, consistent, and straight-forward manner.

(2) Concept of Operations. This Order updates policy defining circumstances when an OSTR is required, and streamlines Essential Elements of Information that must be included in an OSTR submission. Significant changes have been applied to reference (a) regarding staffing participants, unit OSTR submission deadlines, process, and MARFORRES staff action/response deadlines.

b. Tasks

(1) MARFORRES General and Special Staff Departments. This Order directs the completion of supporting staff actions to OSTRs with response to the originating Major Subordinate Command (MSC) no later than 60 days prior to training event execution.

(2) MARFORRES MSCs. This Order is applicable to all MSCs and directs them to submit OSTRs via their respective Assistant Chief of Staff (AC/S) G-3. OSTRs shall be endorsed by the appropriate MSC G-3 and submitted to MARFORRES AC/S G-3/5 (Attention: Training and Readiness) no later than 120 days prior to training event execution.

c. Coordinating Instructions

(1) Units will conduct training either aboard a DoD installation or a non-DoD installation. Depending on the

owner/lessor of that real property, a Memorandum of Agreement (MOA) may or may not be required. Submission of an OSTR is the method by which an MOA can be established. Reference (a) levies the requirement for units conducting training off-base to obtain, in writing, a signed agreement between those who own or have jurisdiction over the property and those who are conducting off-site training on the property. However, through this Order, the Commander Marine Forces Reserve (COMMARFORRES) and Special Staff Departments shall be responsible for obtaining and executing these signed agreements. Reference (b) removes the Naval Facilities Engineering Command (NAVFAC) licensing requirement as a method to obtain right-of-entry to public or private lands for the purpose of conducting off-site training. It does not, however, grant reprieve to the requirement for obtaining a written hold-harmless or relief-of-liability agreement. Reference (c) also requires MARFORRES Counsel's review and approval of formal agreements prior to execution of training on non-DoD property. Therefore, a change in OSTR routing and policy is necessary to reflect these changes.

(2) Upon implementation of this Order, OSTR will no longer be routed to Headquarters, U.S. Marine Corps (HQMC) with onward routing to NAVFAC for the purpose of obtaining a single- or multi-year license. Instead, OSTRs will be staffed internal to COMMARFORRES and Special Staff Departments and applicable MOAs drafted under the authority of COMMARFORRES.

d. Training Locations

(1) DoD Installations. This includes property owned or leased by United States Marine Corps (USMC) and sister-Services. Training aboard sister-Service installations may require an OSTR. Amplifying details are contained within the body of this Order

(a) Marine Corps Bases and Installations. Any unit conducting training aboard a USMC base or installation is bound by references (d), (e), and any other applicable base or installation range safety and environmental orders and directives. Units training in these settings are not required to submit OSTRs.

(b) Other Service Bases and Installations. When a unit conducts training aboard a sister-Service base or installation, they should first determine if the range or training area is visible within Range Facility Management Support System (RFMSS). Ranges and training areas reflected in this system have met service safety and environmental standards.

FEB 07 2014

Therefore, units conducting training in areas that may be scheduled through RFMSS are still subject to references (c) and (d), as well as any other applicable base or installation policies. Units training in these settings are not required to submit OSTRs.

(c) CAVEAT. Units conducting non-standard training, conducting training other than for which the range or training area is originally certified, or conducting additional training in areas not reflected in the RFMSS are required to submit OSTRs detailing only that training. Example: If a unit is conducting small-arms training aboard a sister-Service installation with firing lines certified to 300-meters, and the unit obtains permission to fire from distances beyond that (500m or further), an OSTR is required because the installation's environmental review process may not have included the Marine Corps in their categorical exclusions.

(2) Non-DoD Installations. This is generally categorized as public and private lands. Public lands include State and Federal property. Examples include National Guard installations, state/municipal/local law enforcement facilities, public pools, National Parks and property owned or leased by other Federal agencies. Private lands include those owned by individual citizens or business entities.

(a) Public Lands. There are frequent cases within public lands where Federal and State jurisdictions overlap, and thus DoD and non-DoD installation policies can become confusing. Examples include instances where States lease lands from non-DoD Federal agencies and vice versa, instances where DoD agencies lease land from State and Federal agencies, and further instances where ownership has transferred from Federal to State jurisdiction (very common with Army National Guard locations). Despite the jurisdiction complexities, the same RFMSS exclusions apply in these locations.

(b) CAVEAT. The same non-standard training caveats apply. Example: If a unit is conducting live-fire training aboard a National Guard installation, and that range can be scheduled in RFMSS, but the unit is bivouacking across the road in a state park, then an OSTR is required detailing only that training or use of land occurring in a location not resident in RFMSS.

(c) Private Lands. When a unit conducts any training aboard privately held land, an MOA is required prior to commencement of training.

FEB 07 2014

(d) CAVEAT. Property owners may refuse to enter into an MOA. In these instances, MARFORRES Counsel and AC/S G-3/5 may recommend non-concurrence with the OSTR. Each case will be handled individually.

e. Range Facility Management Support System (RFMSS). The RFMSS Training Visibility System (RTVS) provides users visibility to available certified ranges aboard all DoD, National Guard and Air National Guard installations. There is a RTVS link on all of the installation RFMSS login pages and can be accessed directly at <https://rfmss.belvoir.army.mil>. This is a Controlled Access Card (CAC) enabled website.

f. OSTR Information Requirements. Enclosure (1) is a sample Letter of Instruction (LOI). Enclosure (2) is the Request for Environmental Impact Review (REIR) Form, NAVMC 11601. Enclosure (3) is the MARFORRES Counsel Off-Site Training Worksheet. Submissions must include a minimum of enclosures (1), (2), and (3) in order for proper staff actions to occur that would support the authoring of an MOA.

(1) Letter of Instruction (LOI). LOIs will be written in standard five paragraph format and will include justification for conducting the training off-site, identify and provide contact information for the land/facility owner. Other essential elements of information include, but are not limited to, Movement Plan, Emergency Evacuation Plan, Hazardous Waste Storage/Hazardous Waste Disposal Plan (reference (e)), Weapons Security Plan (reference (f)), any Statements of Work, maps, etc.

(2) Risk Management. Enclosure (4) is a sample of the Operational Risk Management (ORM) worksheet. In accordance with reference (b), however, ORM worksheet submissions are only required for submission to COMMARFORRES in circumstances where training reflects extremely high and high mitigated risk factors. An electronic version of enclosure (4) may be accessed at <https://www.trngcmd.usmc.mil/safety/pages/ORM.aspx>. In all circumstances of moderate, minor, and negligible risk, references (b) and (d) direct O-6 and O-7 review and approval authorities. In these cases, ORM worksheets are not required for inclusion in enclosure (1).

(3) Request for Environmental Impact Review (REIR) Worksheet. Enclosure (2) is the standard format.

FEB 07 2014

g. MARFORRES Counsel Off-Site Training Worksheet. In order for MARFORRES Counsel to properly analyze possible conflicts of interest, limits of liability, and potential improper support to non-federal entities, all OSTRs will include the MARFORRES Counsel Off-Site Training worksheet found in enclosure (3).

h. OSTR Submission Process; Staff Action Timelines

(1) Training Event - 120 days. MSC AC/S G-3 shall submit endorsed and approved OSTRs to MARFORRES AC/S G-3/5 (Attention: Training and readiness) no later than E-120.

(2) Training Event - 105 days. No later than E-105, MARFORRES G-3 Training forwards OSTR to MARFORRES Facilities, Counsel and Safety, if required. All information discrepancies or any Request for Information (RFI) will be satisfied by the MSCs within this two-week staff-review period.

(3) Training Event - 90 days. No later than E-90 MARFORRES Facilities (inclusive of Real Property and Environmental), MARFORRES Counsel, and MARFORRES Safety will conduct their staff estimates and commence development of requisite MOA and/or environmental compliance products. Within this two-week period any conflicts or potential for non-concurrence will be identified and presented to MARFORRES G-3/5 with substantiating records/references for further action. Initial processes for developing MOAs, contact with land owner, etc., will commence.

(4) Training event - 75 days. No later than E-75, MARFORRES Counsel and MARFORRES Facilities will finalize MOA and/or environmental compliance requirements and provide copies of such to MARFORRES G-3 Training.

(5) Training Event - 60 days. OSTR with supporting MOA documentation that confers legal authorities returned to originating MSC.

i. Authorities

(1) Adjudication Window E-75 to E-60. In the event a non-concur or non-supportable situation is realized, or the MOA and/or environmental clearance cannot be obtained due to private owner preference, MARFORRES AC/S G-3/5 shall adjudicate in collaboration with the MSC AC/S G-3 and MSC Chiefs of Staff, as required. In instances of impasse, final adjudication authority is retained by COMMARFORRES, MARFORRES Chief of Staff and MARFORRES Executive Director.

FEB 07 2014

(2) Memorandum of Agreement/Understanding (MOA/U). Unit commanders are not authorized to execute any MOA/U, hold harmless agreements, waivers of liability, or contracts for OSTR services without prior review and concurrence from MARFORRES Counsel and MARFORRES Facilities Real Property. In nearly all cases, these documents will be executed by the MARFORRES Facilities Real Property staff and not by the unit commanders.

j. Public Affairs. In accordance with reference (b), unit commanders are responsible for assigning a Public Affairs (PA) representative for all training events off-site. Category I, II, and III events are defined with PA guidance provided in each instance.

k. Exclusions

(1) Requests are not required when training aboard Marine Corps installations, regardless of training unit's point of origin.

(2) Requests are not required when training aboard other DoD installations if such ranges or training areas can be scheduled through RFMSS.

(3) Requests are not required when training aboard National Guard installations if such ranges or training areas can be scheduled through RFMSS.

(4) Requests are not required when units are conducting Community Relations (COMREL) programs such as Toys for Tots, parades, color guards, band performances, funeral honors, and static displays.

(5) Requests are not required when unit training is in direct support of an Innovative Readiness Training (IRT) event, and such training is within the IRT's HQMC-approved Scope of Work.

(6) Requests are not required for physical fitness training (PFT, CFT, unit runs, hikes, swimming) in areas where every individual has free and open access. These areas can include public roadways, city parks, designated hike/bike/jogging trails, and unrestricted public beaches or lakefronts.

5. Administration and Logistics. This Order and applicable references should be read in its entirety to ensure a complete understanding of the revised policies and procedures.

6. Command and Signal

a. Command. This Order is applicable to all MARFORRES commands, organizations, units, and activities.

b. Signal. This Order is effective the date signed.



S. A. WENRICH
Chief of Staff

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Sample Format Letter of Instruction
(Unit Letter head)

IN REPLY REFER TO:
1500
Trng
Date

LETTER OF INSTRUCTION X-XX

From: Requesting Unit
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR (TYPE OF TRAINING, LOCATION OF TRAINING, DATES TRAINING WILL BE CONDUCTED)

Ref: (a) ForO 1500.6

Encl: (1) Movement Plan w/ maps
(2) Statement(s) of Work
(3) Request for Environmental Impact Review (REIR)
(4) ORM assessment worksheet

1. Orientation. This paragraph contains the information as to why you are requesting to train off-site. It is broken into three subparagraphs.

a. Explain why the proposed training cannot be conducted on a DoD facility.

b. Explain the benefit derived from the proposed Off-site Training Request (OSTR).

c. Explain how Mission Essential Tasks are to be accomplished.

2. Purpose

3. Situation

a. Enemy Forces. Omitted.

b. Friendly Forces

(1) Service(s), Unit(s), Agency(ies) also conducting training.

(2) Name and address of site where training will be conducted.

Enclosure (1)

LETTER OF INSTRUCTION X-XX

(3) Name of primary POC and alternate POCs to include phone numbers and email addresses at the training site.

c. Attachments and Detachments. Are there attachments? From what unit(s) and how many?

4. Mission. Provide a clear and concise statement of what the unit must accomplish (5W's,).

5. Execution

a. Commanders Intent

(1) Purpose

(2) Method

(3) End State

b. Concept of Operations. This is a general explanation of the training plan. It includes the Commander's intent and a brief scheme of maneuver from start to finish.

c. Scheme of Maneuver. This is a detailed explanation of the training to be conducted. This must start from the muster time and continue to the completion of the drill.

d. Tasks. The specific mission to be accomplished by each subordinate element of the unit will be listed in a separate numbered subparagraph.

(1) Operations Chief

(2) Training Chief

(3) Supply Chief

(4) Motor Transport

(5) Medical

(6) Range Officer in Charge

(7) Range Safety Officer

(8) Platoon Commanders/ Platoon Sergeants

(9) Public Affairs Representative

LETTER OF INSTRUCTION X-XX

6. Administration and Logistics. This paragraph contains information or instructions pertaining to rations and ammunition, location of the ammo distribution point, corpsman location and other medical considerations, aid station, hazardous waste storage/disposal plan, weapons security plan, movement plan, casualty evacuation plan, severe weather plan, and/or other administrative and supply matters.

7. Command and Signal. This paragraph contains instructions and information relating to command and communication functions. It contains two subparagraphs.

a. Signal. This paragraph gives the signal instructions for the operation such as frequencies, call signs, pyrotechnics, emergency signals, radio procedures, and brevity codes.

b. Command. Identifies the chain of command for the conduct of training.

8. The point of contact for this matter is (Rank) (Full name) at (phone number) and (email address).

I. M. Marine

REQUEST FOR ENVIRONMENTAL IMPACT REVIEW			Report Control Number RCN:				
INSTRUCTIONS: Section 1 to be completed by Proponent. Sections II and III to be completed by Environmental Planning Function. Continue on separate sheets as necessary. Reference appropriate item number(s).							
SECTION I - PROPONENT INFORMATION							
1. TO (Environmental Planning Function) Mr. Chauncey D. Elston, NEPA Coordinator Marine Forces Reserve 504-697-9835		2. FROM (Proponent organization and functional address symbol)			2a. TELEPHONE NO.		
3. TITLE OF PROPOSED ACTION (Example) Removal of Adkison Bridge							
4. PURPOSE AND NEED FOR ACTION (Identify decision to be made and need date) See page 2							
5. DESCRIPTION OF PROPOSED ACTION AND ALTERNATIVES (DOPAA) (Provide sufficient details for evaluation of the total action.) See page 2							
6. PROPONENT APPROVAL (Name and Grade)		6a. SIGNATURE			6b. DATE		
SECTION II - PRELIMINARY ENVIRONMENTAL SURVEY. (Check appropriate box and describe potential environmental effects including cumulative effects.) (+ = positive effect; O = no effect; - = adverse effect; U = unknown effect)				+	O	-	U
7. AIR INSTALLATION COMPATIBLE USE ZONE/LAND USE (Noise, accident potential, encroachment, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. AIR QUALITY (Emissions, attainment status, state implementation plan, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. WATER RESOURCES (Quality, quantity, source, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. SAFETY AND OCCUPATIONAL HEALTH (Asbestos/radiation/chemical exposure, explosives safety quantity-distance, bird/wildlife aircraft hazard, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. HAZARDOUS MATERIALS/WASTE (Use/storage/generation, solid waste, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. BIOLOGICAL RESOURCES (Wetlands/floodplains, threatened or endangered species, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. CULTURAL RESOURCES (Native American burial sites, archaeological, historical, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. GEOLOGY AND SOILS (Topography, minerals, geothermal, Installation Restoration Program, seismicity, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. SOCIOECONOMIC (Employment/population projections, school and local fiscal impacts, etc.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. OTHER (Potential impacts not addressed above.)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SECTION III - ENVIRONMENTAL ANALYSIS DETERMINATION							
17. <input type="radio"/> PROPOSED ACTION QUALIFIES FOR CATEGORICAL EXCLUSION (CATEX) -- Decision Memorandum (DM) # _____; OR <input type="radio"/> PROPOSED ACTION DOES NOT QUALIFY FOR A CATEX; FURTHER ENVIRONMENTAL ANALYSIS IS REQUIRED.							
18. REMARKS							
19. ENVIRONMENTAL PLANNING FUNCTION CERTIFICATION (Name and Grade)		19a. SIGNATURE			19b. DATE		
20. PROPONENT APPROVAL (Name and Grade) OF SECTION III		20a. SIGNATURE			20b. DATE		



REQUEST FOR ENVIRONMENTAL REVIEW IMPACT CONTINUATION SHEET

4. PURPOSE AND NEED FOR ACTION (Identify decision to be made and need date) (continued)

Mount Pisgah Arboretum is a community supported non-profit organization (tax id#23-7345974) whose mission is to perpetuate trees and Pacific Northwest plant communities, to offer environmental education programs for all ages, and to provide facilities for the public enjoyment of our carefully restored and maintained site. We receive no significant government funding and are largely supported through individual memberships and donations, and fundraising events.

Back in 1983 a locally based Marine Corps Reserve unit under the command of a Captain Holmquist, installed a 94-foot long footbridge over the pond in our Water Garden. For 26 years that bridge, named after local environmental leader Vern Adkison, provided a critical link in our popular Water Garden trail network. It also served as a gathering place for visitors exploring this unique habitat, including the more than three thousand school children who take part each year in the Arboretum's guided field trips. The bridge is an ideal location to observe western pond turtles, waterfowl, and the vibrant plants that comprise this wetland ecosystem.

However, years of exposure to weather and insects have taken their toll. In 2009 the bridge was condemned by Lane County and closed to all visitors. Replacing the Adkison Bridge is crucial to reestablishing access to the Water Garden's many trails and other features. School groups in particular have been impacted by the bridge's closure as they must now spend more time circumnavigating the Water Garden to reach important sites on their tours.

Mount Pisgah Arboretum is once again seeking assistance from the Marine Corps. We have a plan prepared for building a new bridge at this same site. However, we lack the financial resources, equipment, and know how to remove the two large glu-lam timbers that have supported the old bridge for all these years. County and State regulations limit the work that can be done over waterways during certain times of the year. The Arboretum's permit is good through 2011, but all work over the water must be done between June 15 and September 15. Because time will be needed to construct the new bridge, our deadline for removing the old one is August 1, 2011. Mount Pisgah Arboretum requests a commitment from the Marine Corps Reserve to remove the two large glu-lams that comprise the Adkison Bridge on or before August 1, 2011.

5. DESCRIPTION OF PROPOSED ACTION AND ALTERNATIVES (DOPAA) (Provide sufficient details for evaluation of the total action.) (continued)

Using whatever equipment and personnel the Marine Corps deems necessary, remove two 94'x6'x10" arched wooden glu-lams estimated to weigh 22,000 lbs each that currently span a small pond in Mount Pisgah Arboretum's Water Garden. The area around the bridge is wooded and the pond itself is home to locally important wildlife. Marine Corps Reserve personnel from the area have evaluated the site and identified a spot where a large crane could be positioned near the bridge. Arboretum personnel have cleared a path to this location and have already disassembled much of the bridge leaving just the large glu-lams and some bracing. Once removed from the pond, the glu-lams could be placed on the ground nearby to be cut into smaller pieces and hauled away for processing. The process of cutting up and removing the glu-lams could be conducted by the Marine Corps, by Arboretum personnel, or as a collaborative effort.

The only known alternative to this proposal would be for Mount Pisgah Arboretum to raise an estimated \$5,000 to \$10,000 in order to hire a commercial contractor to remove the bridge. Efforts to do this in the summer of 2010 were unsuccessful because of inadequate funding and because local crane operators have been too busy during summer months to bid on the project.



Marine Forces Reserve Counsel Off-Site Training Worksheet

Unit Name: _____

Type of Training _____

Location of Training _____

Unit Action Officer: _____

Training Dates: _____

Equipment			
List all Department of Defense equipment that will be provided during the Off-Site Training:	[Replace this text with the equipment being provided]		
Personnel			
	Yes	No	Comments
Are Marines being supplied to operate any Department of Defense equipment?	<input type="checkbox"/>	<input type="checkbox"/>	[Replace this text with a list of the equipment that will be operated by Marines.]
Supported Organization			
	Yes	No	Comments
Is any Non-Federal Entity receiving a benefit as a result of the Off-Site Training?	<input type="checkbox"/>	<input type="checkbox"/>	[If yes, continue with this section; if no, proceed to Agreements]
What is the name of the organization?	[Replace this text with the organization's name.]		
Who is the organization's POC and what is their contact information?	[Replace this text with the name of the POC and provide address, phone number, e-mail address, etc.]		
Can any commercial entity provide the benefit that the organization is receiving as a result of the Off-Site Training? List them.	<input type="checkbox"/>	<input type="checkbox"/>	[Replace this text with a list of the commercial entities in the local area that could provide the benefit being received by the organization.]

Have all commercial entities that could provide the benefit agreed in writing to the Marines providing the benefit?	<input type="checkbox"/>	<input type="checkbox"/>	[If yes, attach the written agreements; If no, explain why.]
Agreements			
	Yes	No	Comments
Has the unit entered into any Memoranda of Agreement/Understanding, hold harmless agreements, liability waivers or contracts in support of this Off-Site Training? List them in the comments section and attach them to this worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	[Replace this text with a list of the agreements that have been entered into by the unit in support of this Off-Site Training.]
Has the unit entered into any Memoranda of Agreement/Understanding, hold harmless agreements, liability waivers or contracts in support of this Off-Site Training? List them in the comments section and attach them to this worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	[Replace this text with a list of the draft agreements being considered to support this Off-Site Training.]
Innovative Readiness Training Approval (IRT)			
	Yes	No	Comments
Is this Off-Site Training in support of an approved Innovative Readiness Training project?	<input type="checkbox"/>	<input type="checkbox"/>	[If yes, replace this text with the IRT project number.]
Has the IRT project been approved by the MARFORRES G-3/5?	<input type="checkbox"/>	<input type="checkbox"/>	[If yes, replace this text with the MARFORRES approving official.]
Has the IRT project been approved by Headquarters Marine Corps (HQMC)?	<input type="checkbox"/>	<input type="checkbox"/>	[If yes, replace this text with the HQMC approving official.]

Comments

[Replace this text with comments.]

Unit Action Officer: _____

Date: ___/___/___

Approval

Date: ___/___/___

MARFORRES Counsel:

MARFORRES Deputy Counsel:

SAMPLE OPERATIONAL RISK MANAGEMENT WORKSHEET

UNIT NAME:

Mission/Task:

DTG Begin: _____ DTG End: _____
 Date Prepared: _____ Prepared By: _____
 Position: _____

Phase of Mission or Task:

Step 1: Identify Hazards	Step 2: Assess Hazards (Initial RAC)	Step 3: Develop Controls	Step 3B: Residual Risk (Residual RAC)	Step 4: How to Implement	Step 5: Supervise	Step 5B: Evaluate
Overall Risk Level After Control(s) Implemented: (Circle One) LOW MODERATE HIGH EXTREMELY HIGH						
Accept Risks: YES NO Comm w/Higher: YES NO				Risk Decision Authority: Sign/Rank/Last Name/Position		

SAMPLE OPERATIONAL RISK MANAGEMENT WORKSHEET

STEP 1: IDENTIFY HAZARDS

- (A) Conduct an Operational Analysis.
 - List major steps/phases of the operation.
- (B) Conduct a Preliminary Hazard Analysis.
 - List the hazard(s) associated with the step/phase.
 - List the possible cause(s) of the hazard(s).

STEP 2: ASSESS HAZARDS

- (A) Determine the degree of risk for each hazard in terms of severity and probability. Use of a matrix provides a consistent framework for the evaluation and shows the relative perceived risk between hazards and prioritizes which hazard to control first.

HAZARD SEVERITY	MISHAP PROBABILITY				
	LIKELY	PROBABLE	SELDOM/ MAYBE	UNLIKELY	
	A	B	C	D	
CRITICAL	I	1	2	3	
SERIOUS	II	2	3	4	
MODERATE	III	3	4	5	
MINOR	IV	4	5	5	

HAZARD SEVERITY

- Critical: May cause death, loss of facility/asset, or grave damage to national interests.
- Serious: May cause severe injury, illness, property damage, or damage to national or service interests.
- Moderate: May cause minor injury, illness, property damage, or damage to national, service, or command interests.
- Minor: Minimal threat.

MISHAP PROBABILITY

- Likely: Likely to occur immediately or in short period of time. Expected to occur several times to an individual item or person, or continuously to a group.
- Probable: Probably will occur in time. Reasonably expected to occur sometime to an individual item, or person, or continuously to a group.
- Maybe: May occur in time. Reasonably expected to occur sometime to an individual item or person, or several times to a group.
- Unlikely: Unlikely to occur.

STEP 3: DEVELOP CONTROLS/RESIDUAL RISK: Develop controls for each hazard to eliminate the hazard or reduce the risk until the BENEFIT is greater than the risk. Determine residual risk (assess each hazard's risk again from STEP 2 with controls in place to determine residual risk). Communicate with higher authority if risk is greater than the benefit, the risk exceeds the commander's stated intent, or help is needed to implement controls.

STEP 4: HOW TO IMPLEMENT: Incorporate selected controls into SOPs, LOIs, Orders, Briefs, Training, and Rehearsals. Communicate selected controls to the lowest level (who will do what by when).

STEP 5: SUPERVISE/EVALUATE: Enforce standards and controls (ensure personnel are performing tasks to standard. Ensure controls are in place and having the desired effect). Remain alert for changes and unexpected developments that require time critical or deliberate ORM. Take corrective action when necessary. Solicit for feedback on improvement of event.