

DELIBERATE RISK ASSESSMENT WORKSHEET

1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S)

2. DATE PREPARED

3. PREPARED BY

a. NAME (Last, First, Middle Initial)

b. RANK/GRADE

c. DUTY TITLE/POSITION

d. UNIT

e. WORK EMAIL

f. TELEPHONE (DSN, Commercial (Include Area Code))

g. UIC/CIN (as required)

h. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required)

i. SIGNATURE OF PREPARER

Five steps of Risk Management:

(1) Identify the hazards

(2) Assess the hazards

(3) Develop controls & makes decisions

(4) Implement controls

(5) Supervise and evaluate (Step numbers not equal to numbered items on form)

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<div style="border: 1px solid black; padding: 2px; text-align: center;">+</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">-</div>					How:	
					Who:	

10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):

☐ EXTREMELY HIGH

☐ HIGH

☐ MEDIUM

☐ LOW

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION

12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK

☐ APPROVE

☐ DISAPPROVE

a. NAME (Last, First, Middle Initial)

b. RANK/GRADE

c. DUTY TITLE/POSITION

d. SIGNATURE OF APPROVAL AUTHORITY

e. ADDITIONAL GUIDANCE:

RISK ASSESSMENT MATRIX		Probability (Expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Mission failure, unit readiness eliminated; death, unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage	II	EH	H	H	M	L
Moderate: Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage	III	H	M	M	L	L
Negligible: Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage	IV	M	L	L	L	L
LEGEND: EH - Extremely High Risk H - High Risk M - Medium Risk L - Low Risk						
13. RISK ASSESSMENT REVIEW (Required when assessment applies to ongoing operations or activities)						
a. DATE	b. LAST NAME	c. RANK/GRADE	d. DUTY TITLE/POSITION	e. SIGNATURE OF REVIEWER		
14. FEEDBACK AND LESSONS LEARNED						
15. ADDITIONAL COMMENTS OR REMARKS						

Instructions for Completing DD Form 2977, "Deliberate Risk Assessment Worksheet"

1. Mission/Task Description and Execution

Date(s): Briefly describe the overall Mission or Task and execution date(s) for which the deliberate risk assessment is being conducted.

2. Date Prepared: Enter date form was prepared.

3. Prepared By: Information provided by the individual conducting the deliberate risk assessment for the operation or training.

Legend: **UIC** = Unit Identification Code; **CIN** = Course ID Number; **OPORD** = operation order; **DSN** = defense switched network; **COMM** = commercial

4. Subtask/SubStep of Mission/Task: Briefly describe all subtasks or substeps that warrant risk management.

5. Hazard: Specify hazards related to the subtask in block 4.

6. Initial Risk Level: Determine initial risk level. Using the risk assessment matrix (preceding block 13), determine level of risk for each hazard specified. Use probability and severity to determine risk level; enter risk level into column.

7. Control: Enter risk mitigation resources/controls identified to abate or reduce risk relevant to the hazard identified in block 5.

8. How to Implement / Who Will Implement: Briefly describe the means of employment for each control (i.e., OPOrd, briefing, rehearsal) and the name of the individual unit or office that has primary responsibility for control implementation.

9. Residual Risk Level: After controls are implemented, determine resulting probability, severity, and residual risk level.

10. Overall Risk After Controls are Implemented: Assign an overall residual risk level. This is equal to or greater than the highest residual risk level (from block 9).

11. Supervision Plan and Recommended Course of Action: Completed by preparer. Identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommend course of action for approval or disapproval based upon the overall risk assessment.

12. Approval/Disapproval of Mission/Task: Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan.

13. Risk Assessment Review: Should be conducted on a regular basis. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.

14. Feedback and Lessons Learned: Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to persons affected.

15. Additional Comments or Remarks: Preparer or approval authority provides any additional comments, remarks, or information to support the integration of risk management.

Additional Guidance: Blocks 4-9 may be reproduced as necessary for processing of all subtasks/ substeps of the mission/task. The addition and subtraction buttons are designed to enable users to accomplish this task.