



**DEPARTMENT OF THE ARMY**  
**ARMY FORCE MANAGEMENT SCHOOL**  
**5500 21ST STREET, BUILDING 247, SUITE 1400**  
**FORT BELVOIR, VIRGINIA 22060-5923**

DAMO-FMS

**JUN 09 2025**

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 and Occupational Health Program Procedures.

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

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 Dean of Administration and Technology (DOAT) 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.

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.

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b. The DOAT 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. Point of contact for this memorandum is MAJ Victoria A. Brown at (703) 805-4488 or email victoria.a.brown92.mil@army.mil.

Encl

  
DARRELL D. GREEN  
COL, 50A  
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
Severity ( <i>expected consequence</i> )		A	B	C	D	E
Catastrophic: <i>Mission failure, unit readiness eliminated; death, unacceptable loss or damage</i>	I	EH	EH	H	H	M
Critical: <i>Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage</i>	II	EH	H	H	M	L
Moderate: <i>Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage</i>	III	H	M	M	L	L
Negligible: <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						

