

DCMA-AO WAIVER REQUEST

SECTION I TO BE COMPLETED BY REQUESTING ORGANIZATION

SUBJECT	INSTRUCTION/REGULATION/STANDARD	PARAGRAPH	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
FROM: OFFICE	TO: WAIVER AUTHORITY POC	LAST AOI DATE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
ACTION OFFICER	PHONE	EMAIL	AOI RISK RATING
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NARRATIVE (What is requested - state if this is a renewal waiver request - continue on next page if required)

<input type="text"/>

JUSTIFICATION (Discuss alternatives, impact if not approved, etc. - continue on next page if required)

<input type="text"/>

NAME / RANK OF CMO COMMANDER	Signature	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION II TO BE COMPLETED BY DCMA-AO

WAIVER # <input type="text"/>	EXPIRATION <input type="text"/>	APPROVAL AUTHORITY <input type="text"/>			
AO STAFFING	<input type="checkbox"/> SAFETY	<input type="checkbox"/> POLICY	<input type="checkbox"/> TRAINING	<input type="checkbox"/> OPERATIONS	<input type="checkbox"/> DIRECTORATE

COMMENTS / RESTRICTIONS

<input type="text"/>

NAME / RANK / TITLE	Signature	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION III TO BE COMPLETED BY DCMA-AO EXECUTIVE DIRECTOR

DCMA-AO ACTION <input type="text"/>	FORWARDED TO <input type="text"/>
-------------------------------------	-----------------------------------

COMMENTS / RESTRICTIONS

<input type="text"/>

NAME / RANK / TITLE	Signature	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

DCMA-AO WAIVER REQUEST (CONTINUED)

ADDITIONAL INFORMATION

Empty rectangular box for providing additional information.

DCMA-AO RISK MANAGEMENT WORKSHEET

1. FROM <input style="width: 95%; height: 20px;" type="text"/>	2. MISSION / TASK <input style="width: 95%; height: 20px;" type="text"/>	3. DATE BEGIN <input style="width: 95%; height: 20px;" type="text"/>	4. TIME <input style="width: 95%; height: 20px;" type="text"/>	3. DATE PREPARED <input style="width: 95%; height: 20px;" type="text"/>
---	---	---	---	--

6. ACTION OFFICER / PHONE <input style="width: 95%; height: 20px;" type="text"/>	7. RISK DECISION AUTHORITY <input style="width: 95%; height: 20px;" type="text"/>	8. OVERALL RISK BEFORE CONTROLS IMPLEMENTED <input style="width: 95%; height: 20px;" type="text"/>
---	--	---

9. HAZARDS	10. RISK LEVEL	11. CONTROLS	12. HOW TO IMPLEMENT	13. HOW TO SUPERVISE	14. RESIDUAL RISK LEVEL
<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

15. OVERALL RISK AFTER CONTROLS IMPLEMENTED <input style="width: 95%; height: 20px;" type="text"/>	NAME / RANK / TITLE <input style="width: 95%; height: 20px;" type="text"/>	SIGNATURE <input style="width: 95%; height: 20px;" type="text"/>	DATE <input style="width: 95%; height: 20px;" type="text"/>
--	---	---	--

SECTION II TO BE COMPLETED BY DCMA-AO (ADDITIONAL HAZARDS)

HAZARDS	RISK LEVEL	CONTROL(S)	HOW TO IMPLEMENT	HOW TO SUPERVISE	RESIDUAL RISK LEVEL
<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 95%; height: 75px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

DCMA-AO RISK MANAGEMENT INSTRUCTIONS

BLOCK:

- 1-6. Self Explanatory
7. Make Risk Decision: Decide to accept or not accept the residual risk for this mission/task. Unit commander will determine authority and level for risk acceptance. Decisions for high and extremely high risk levels should be elevated up the chain of command.
8. Determine Mission/Task Risk: Identify hazard with highest risk. This is the overall risk for the mission/task without any risk mitigation
9. Identify Hazard: Objective is to ID those things most likely to have a negative impact on the mission/task.
10. Assess Risk: Determine risk of each hazard using the Risk Assessment Matrix. In Block 10, enter the risk level associated with each hazard that exists prior to the application of the proposed risk control(s), e.g., L=Low, M=Moderate, H=High, EH=Extremely High.
11. Develop Controls: Develop one or more controls for each hazard to reduce its risk. As needed, specify who, what, where, when, and how for each control.
12. Implement Controls: Decide how each control will be put into effect/communicated to the personnel who will make it happen (written instructions, operating instructions, checklists, dry-runs).
13. Supervise: Show how each control will be monitored to ensure proper implementation (i.e., continuous supervision, spot checks, etc.).
14. Residual Risk Level: Hazard risk level after controls are implemented.
15. Overall Residual Risk Level: Identify hazard with highest residual risk. This is the overall risk for the mission/task.