

# THE RMI SPECIAL EDITION

NAVAL SAFETY CENTER - 2020



The Risk Management Information (RMI) program is a Department of the Navy (DON) strategy, endorsed by the Assistant Secretary of the Navy for Energy, Installations, and Environment (ASNEI & E), for a single program of record to improve Navy and Marine Corps safety management. The RMI program supports the Naval Safety Center (NAVSAFECEN) missions and the Marine Corps Safety Division (CMC SD) dedicated to preserving combat readiness and saving lives.

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## WHAT IS RMI?

WHY IS IT IMPORTANT? ARE THERE ANY BENEFITS?

The Risk Management Information (RMI) program is a Department of the Navy (DON) strategy, endorsed by the Assistant Secretary of the Navy for Energy, Installations, and Environment (ASNEI & E), for a single program of record to improve Navy and Marine Corps safety management. The RMI program supports the Naval Safety Center (NAVSAFECEN) missions and the Marine Corps Safety Division (CMC SD) dedicated to preserving combat readiness and saving lives.

The RMI initiative promulgates a safer environment for Navy and Marine Corps personnel by capturing and analyzing safety incident reporting data. RMI will synthesize incident reporting data into useful products for improving risk and safety conditions by consolidating existing legacy and core safety programs and risk management systems, applications, and data.

**SAFETY AND RISK DATA COLLECTION IS INHIBITED BY THE LACK OF CONNECTIVITY BETWEEN TRAINING, PERSONNEL, SCHEDULING, AND SAFETY SYSTEMS. REPORTS**

## WHY IS THIS MOVE IMPORTANT?

Currently, DON is unable to assess its effectiveness fully in reducing injuries and incidents, accurately and completely determine the total cost and impact of safety-related incidents across the enterprise. The current mishap reporting system, WESS, has aging software, hardware, and updated security requirements. Additionally, there is inconsistent and duplicate reporting of mishaps and hazards, and there are a number of competing legacy reporting systems.

**AND OBSERVATIONS ARE REPORTED NUMEROUS TIMES MANUALLY, WHILE MANY MISHAPS OFTEN GO UNREPORTED.**

Safety and risk data collection is inhibited by the lack of connectivity between training, personnel, scheduling, and safety systems. Reports and observations are reported numerous times manually, while many mishaps often go unreported.

# "We are YOUR safety advocate



To preserve warfighting capability and combat lethality by  
identifying hazards and reducing risk to people and resources.

[www.NavalSafetyCenter.Navy.mil](http://www.NavalSafetyCenter.Navy.mil)

**MISSION**





## Commander's Message

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*RDML "Lucky" Luchtman*

I am pleased to share this special edition on the Risk Management Information (RMI) initiative before its scheduled launch at the end of this summer.

The RMI program is an innovative hazard and mishap reporting and data collection system that will allow us to make data-driven, risk-based decisions across the entire enterprise. This tool will significantly help us manage safety and support Naval Safety Center's mandate to preserve combat readiness and save lives.

The RMI effort provides a single point of data entry for Navy and Marine Corps safety professionals. Users will find easier and quicker data input and reduced chance for errors. RMI's Streamlined Incident Reporting (SIR) capability will capture all required safety data for consolidation, management and compliance with higher directives. Users will also be able to conduct enterprise-wide ad hoc queries and analysis of safety data.

This initiative is a collection of efforts coordinated between NAVSAFECEN and other key stakeholders to deliver improved safety capabilities to the fleet.

Notably, RMI will improve the availability of safety lessons learned to the fleet and free up time to focus on mishap prevention by reducing duplicate data entry, providing an integrated safety data repository and tracking recommendations.

Let this publication serve as a guide as you familiarize yourself with RMI and its capabilities. While this guide is not all inclusive, the intent is to allow safety professionals at all levels to get started with this innovative tool and continue to reinforce a culture of safety throughout the fleet. We have established an RMI link on our website at [www.navalsafetycenter.navy.mil](http://www.navalsafetycenter.navy.mil) to help users learn more about this innovative tool and to sign up for training.

Our naval services operate in a sophisticated, rapidly evolving environment. We must continue to operate with a sense of urgency and deliberate emphasis on procedural compliance, risk management, saving lives and preserving readiness. NAVSAFECEN continues to be your safety advocate and we look forward to hearing your feedback on the RMI program in the fleet.

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**Report a Mishap**, (757) 444-2929 (DSN 564)

Mishaps cost time and resources. They take our Sailors, Marines and civilian employees away from their units and workplaces, cause injuries and ruin equipment and weapons. Mishaps diminish our readiness.

The goal of this magazine is to help make sure that personnel can devote their time and energy to the mission. We believe there is only one way to do any task: the way that follows the rules and takes precautions against hazards.

Photos and artwork are representative and do not necessarily show the people or equipment discussed. We reserve the right to edit all manuscripts. Reference to commercial products does not imply Navy endorsement.

**Front and back covers** and all other illustrations by Catalina Magee

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U.S. Marine Corps photo by Cpl. Hernan Vidana



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# INTRODUCTION TO RMI

RISK MANAGEMENT INFORMATION

## WHAT IS RMI?

The Risk Management Information (RMI) initiative is a mission-essential capability to improve the readiness of the Department of the Navy (DON) by way of:

- Safety data capture
- Data management
- Data analysis
- Dissemination of the leading indicators of safety risk to our Sailors and Marines



RMI is a single program of record to improve Navy and Marine Corps safety management. It is a DON strategy, endorsed by the Assistant Secretary of the Navy for Energy, Installations and Environment (ASN EI & E). The RMI program supports the Naval Safety Center (NAVSAFECEN) and Commandant, Marine Corps Safety Division (CMC SD) missions dedicated to preserving combat readiness and saving lives.

The RMI initiative promulgates a safer environment for Navy and Marine Corps personnel by capturing and analyzing safety incident reporting data. RMI will synthesize incident reporting data into useful products for improving risk and safety conditions by consolidating existing legacy and core safety programs, risk management systems, applications and data.

RMI's streamlined incident reporting (SIR) provides a baseline of Class C and Class D mishap severity classified incidents, hazard reports (HAZREPS) and near misses, and will provide the basis for analysis and trending for all classes and types of incidents to improve safety and risk management. RMI will also enable increased safety reporting efficiency by reducing the amount of time DON users spend entering or reentering safety data into the system.

NAVSAFECEN serves as the functional sponsor for RMI within the DON. As such, NAVSAFECEN is responsible through the Board of Governance to help prepare the Navy, Marine Corps and civilian users of the program.



Currently, the naval services employ several mishap reporting systems: Web Enabled Safety System (WESS); Enterprise Safety Application Management System (ESAMS); ESAMS' Injury Illness Tracker (INJTRACK); Medical, Mishap and Compensation (MMAC); and Portsmouth Naval Shipyard's Occupational Accident and Injury Report Systems (POAIRS). RMI Streamlined Incident Reporting (SIR) replaces these legacy systems effective Aug. 31, 2020.

Top image: U.S. Navy photo  
Bottom image: U.S. Navy photo by Mass Communication Specialist 3rd Class James Hong

## WHERE WE ARE NOW

The Department of the Navy is currently challenged in its ability to fully assess its effectiveness in reducing injuries and incidents, and to accurately and completely determine the total cost and impact of safety-related incidents across the enterprise.

The current mishap reporting system, Web-Enabled Safety System (WESS), has aging software and hardware.

Additionally, there is inconsistent and duplicate reporting of mishaps and hazards and there are several competing legacy reporting systems.

Safety and risk data collection is inhibited by the lack of connectivity between training and safety systems. Reports and observations are reported numerous times manually, while many mishaps often go unreported.



RISK MANAGEMENT  
INFORMATION

RMI consists of four capability areas, or pillars:

- Streamlined Incident Reporting (SIR) – will provide enterprise enhancements to include streamlined reporting processes; improved unit reporting access and capabilities; and enterprise and unit level tracking and verification of reportable medical injuries.
- Safety Program Management (SPM) – will provide users with capabilities needed for planning, preparing and executing a safety and occupational health program. Specific capabilities include: confined space entry, deficiency abatement, fall protection, inspections, job hazard analysis, medical surveillance, respiratory protection, safety committee, self-assessment and training.
- Analysis and Dissemination (A&D) – will provide an advanced analysis and analytic capability for SIR and SPM data that will enable trend analysis and proactive decision making related to mishap and injury avoidance in compliance with the Department of Defense (DOD) Safety and Occupational Health standards and policy.
- Single Point of Entry (SPOE) – will provide a single point of entry available to Sailors, Marines and safety professionals to reduce the inconsistencies introduced by dissimilar legacy systems and organizations.

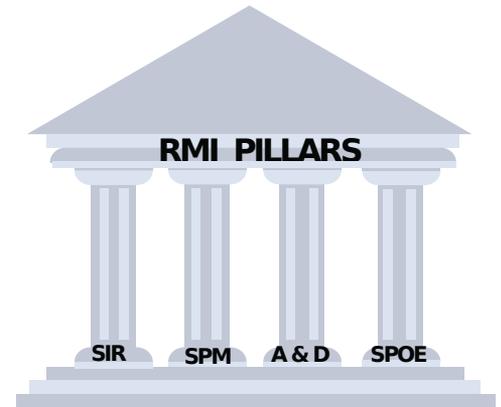


Figure 1 RMI Pillars

## RMI ROADMAP

RMI SIR is a web application customized for the Navy and Marine Corps that builds upon the already proven Air Force Safety Automated System (AFSAS). The Navy completed testing in February 2019 on a portion of RMI SIR, the Dive Jump Reporting System (DJRS) that is also used by the Marine Corps, Air Force, Army and Coast Guard.

In preparation for the launch, NAVSAFECEN provided virtual SIR familiarization training and User Administrator (UA) training with scheduled online sessions, facilitated by Adobe Connect. Instructional training included account access, accounts management, entering mishaps and recommendations, memorandum of final evaluation (MOFE) endorsements, basic analytics and running business intelligence reports. The training sessions were recorded for attendees to later reference.

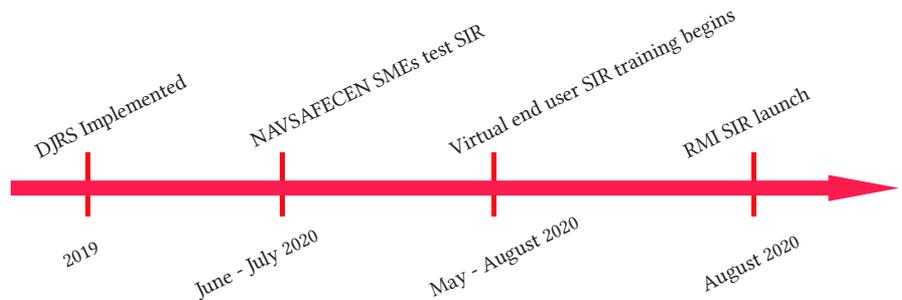


Figure 2 RMI Roadmap

## RMI BENEFITS

RMI will provide an enterprise-wide, single, integrated, IT architecture based on industry and government best practices:

- Consolidate safety systems, make it easier to report mishaps and provide authoritative data to help improve safety conditions.
- Improve readiness by providing personnel with an enterprise view of information necessary to focus on total loss prevention and control.
- Turn data into actionable information, enabling all personnel to better understand the hazards and risks associated with their operations and processes.

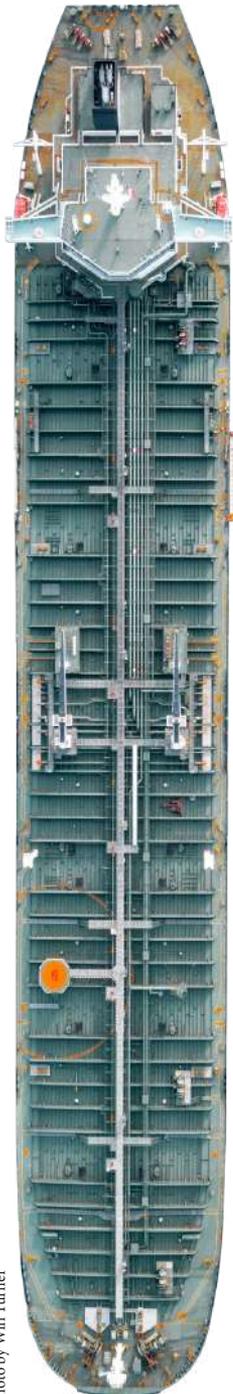
U.S. Navy photo by Mass Communication Specialist 3rd Class Oliver Cole



U.S. Navy photo by Mass Communication Specialist Seaman Vincent Zaragozi



## CURRENT MISHAP DEFINITIONS AND REPORTING CRITERIA



### Recordable Injury or Illness:

- For civilian personnel, an occupational injury or illness meeting the recording requirements of part 1904 of OSHA 1904.7, Recording and Reporting Occupational Injuries and Illness.
- For military personnel, an on-duty injury or occupational illness meeting the recording requirements of OSHA 1904.7, part 1904 or an off-duty injury resulting in death or one or more days away from work.

### Recording and Reporting Occupational Injuries and Illness:

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth and punctured eardrums.

There are also special recording criteria for work-related cases involving needlesticks and sharps injuries, medical removal, hearing loss and tuberculosis.

A hazard is an unsafe act or condition, such as a flaw in established work procedures; training deficiency, or the design, manufacture or use of a piece of equipment with the potential to cause injury or damage. Units are strongly encouraged to investigate and submit a Hazard Report (HAZREP) on significant hazardous conditions or near-mishaps that have the potential to affect other commands but do not warrant submission of a Safety Investigation Report (SIREP).



**Note:** *Mishap reporting cost threshold took effect on Oct. 1, 2019.*

Mishap Class	Total Property Damage	Fatality/Injury
A	\$2,500,000 or more and/or aircraft destroyed	Fatality or permanent total disability
B	\$600,000 or more but less than \$2,500,000	Permanent partial disability or three or more persons hospitalized as inpatients
C	\$60,000 or more but less than \$600,000	Nonfatal injury resulting in loss of time from work beyond day/shift when injury occurred
D	\$25,000 or more but less than \$60,000	Recordable injury or illness* not otherwise classified as a Class A, B, or C
E	Any dollar amount less than \$25,000.	Recordable injury or illness not otherwise classified as a Class A,B,C or D.



# DOD & DEPARTMENT OF THE NAVY MISHAP REPORTING MATRIX

**STEP 1: Determine if the incident is a mishap or non-mishap IAW DOD 6055.07 and OPNAVINST 5102.1/MCO P5102.1 series.**

## IS THIS A DOD / DON (NAVY OR MARINE CORPS) MISHAP?

*Mishap: An unplanned event or series of events that results in damage to DOD property, occupational illness to DOD personnel; injury to on-or off-duty DOD military personnel; injury to on-duty DOD civilian personnel; or damage to public or private property, or injury or illness to non-DOD personnel caused by DOD activities.*

**ARE THERE INJURIES OR FATALITIES?**

or

**IS THERE PROPERTY DAMAGE?**

↓ YES

Rev: 12/2017

↓ YES

NO

### Resulting from any of the following:

Combat/Hostile loss; eluding custody; intentional self-inflicted injuries/death; criminal assault while off-duty; homicide; death from natural causes; adverse body reactions from use of illegal substances; non-occupational related infectious disease; or contractor mishaps not involving injury to DOD personnel.

YES

### Resulting from any of the following:

Expected or planned damage during testing or disposal; intentional jettison of equipment; or contractor mishaps not involving damage to DOD property.

NO

## NOT A DoD/DoN MISHAP (SAFETY HAS NO RESPONSIBILITY)

### Injury or fatality to any of the following:

- > Active Duty personnel (on or off-duty)?
- or
- > DOD federal civilian (on-duty, work-related).
- or
- > Reserve personnel assigned to your command.
- or
- > Other military personnel or foreign military personnel assigned to your command.
- or
- > DOD personnel (military or on-duty federal civilian) caused by contractor operations.
- or
- > Contractors under direct supervision of active duty military or DOD civilian personnel.
- or
- > Off-duty DOD civilian personnel resulting from a command directed USN or USMC operation, event or activity.
- or
- > Non-military personnel (guest, family, etc.) where USN or USMC operations caused or contributed to the mishap? (E.g., training event, GMV ops, family fun day, retirement, MAGTF demo, MWR/MCCS event, Tiger cruise, "Jayne Wayne" day, Birthday Ball, etc.).

YES

### Damage to any of the following:

- > DON (USN/USMC) owned property, caused by DON operations, activity or event.
- or
- > DON (USN/USMC) property caused by contractor operations or activities.
- or
- > Any property leased or loaned to the Navy or Marine Corps where the Navy or Marine Corps has assumed responsibility.
- or
- > Non-Navy or Marine Corps property (private, other DOD, other federal agency) where Navy or Marine Corps operations, events or activities caused or contributed to the mishap.
- or
- > New production equipment prior to delivery where the Navy or Marine Corps has assumed liability.
- or
- > DOD, other government or private property where any ordnance impacted off range outside the Surface Danger Zone (SDZ) for any reason, (regardless of damage).

## YES - THIS IS A NAVY-MARINE CORPS OWNED MISHAP (SAFETY MUST INVESTIGATE)



# RMI STREAMLINED INCIDENT REPORTING (SIR)



RMI SIR is a web-enabled, role-based mishap reporting and analysis system accessible worldwide with a Common Access Card (CAC). RMI SIR uses a proven Government-Off-The-Shelf (GOTS) web application customized for the Navy and Marine Corps that builds upon the Air Force Safety Automated System (AFSAS) platform.

RMI SIR is a single integrated mishap system for reporting aviation, afloat, ground and motor vehicle mishaps compliant with Department of Defense (DOD) safety business rules.

RMI SIR vastly expands the capabilities for safety professionals and leadership to identify trends and produce analyses that lead to recommendations and mishap prevention.

To ensure a smooth transition to RMI SIR, users need to have an active WESS account with updated contact (email address) and Unit Identification Code (UIC) information.

If users do not have a WESS account, one can be requested as follows:

- Step 1:** Go to <https://wessas7.safetycenter.navy.mil>.
- Step 2:** Click on the “account requests” link on the bottom right-hand section of the page.
- Step 3:** Fill out the access request, ensuring that the email address is correct. A verification email will be sent to the address listed.
- Step 4:** Upon receipt of the verification email, access the link to verify the email address.
- Step 5:** Contact the unit’s safety authority (SA) to approve the account.



## **Note:**

*Safety professionals are encouraged to access help files, user guides and videos authorized for official use on the AFSAS website. The section below provides the links.*

## How to Access RMI SIR

To access the RMI SIR production site where live data is processed effective Aug. 31, 2020, navigate to:  
<https://afsas.safety.af.mil>.

To access the simulation site where fictitious data is used for training purposes only, navigate to:  
<https://sim.afsas.safety.af.mil>.

The production and simulation sites are not linked and operate

independently of each other. Users must register for each site, and roles are assigned as required for each account.

RMI SIR is a role-based application; users will request roles and justifications during registration. User administrators will grant approval of requested roles based on the user’s assigned duties.

In other words, your RMI account will not populate with roles automatically assigned. Roles will appear when approved.

# AVAILABLE ROLES



U.S. Navy photo by Mass Communication Specialist Seaman Apprentice Darren Newell

## EVENT INVESTIGATOR

This role allows you to enter data for events for which you are assigned as an investigator.

## SAFETY INVESTIGATOR SUPERVISOR

This role allows you to enter data for event investigations for which the convening authority is below your organization and in your chain of command.



U.S. Navy photo by John F. Williams



U.S. Navy photo by Mass Communication Specialist 2nd Class Zhiwei Tan

## MESSAGE APPROVER

This role allows you to review, approve and release all messages for your organization and subordinate commands.

## RECOMMENDATIONS APPROVER

This role allows you to approve the closure of recommendations. The recommendation must have your organization assigned as an approval authority.



U.S. Navy photo by Mass Communication Specialist 2nd Class Michael J. Lieberknecht



U.S. Navy photo by Mass Communication Specialist 2nd Class James R. Turner

## QUALITY CONTROL: EVENT

This role provides the ability to perform quality control functions such as accepting or rejecting an event message and editing any open or closed event.



U.S. Marine Corps photo by Sgr. Adam Dublinske

# REQUESTING AN ACCOUNT

Step 1: To access the RMI SIR production site where live data is processed effective Aug. 31, 2020, navigate to: <https://afsas.safety.af.mil>.

To access the simulation site where fictitious data is used for training purposes only, navigate to: <https://sim.afsas.safety.af.mil>.

The screenshot shows the 'Create Basic Account' form with the following fields and steps:

- DoD ID \***: 123456789. A callout box says 'DoD ID will populate'.
- Last Name \***, **First Name \***, **Middle Name (optional)**: Three empty text input fields. A callout box says 'Step 4: Enter Last Name, First Name, MI'.
- Organization Tier 1 (optional)**: US Navy. A callout box says 'Step 5: Select your branch of service'.
- Organization Tier 2 \***: Naval Safety Center (N63393). A callout box says 'Step 6: Enter your command information here (predictive text will help locate options). For Office Symbol use "SAFE"'. Below this, it says 'We think you work at [N63393/CTR] If this is incorrect, reselect.' and 'Not located on a Government Installation' with a checked checkbox 'Not located on a Government Installation'.
- Office Symbol**: SAFE. A callout box says 'For Office Symbol use SAFE'.
- Base (optional)**: [N63393/CTR].
- Email Address (optional)**: user@mail.mil. A callout box says 'Step 7: Provide a valid email address'.
- Confirm Email Address**: user@mail.mil. A callout box says 'Step 8: Mark "Yes" or "No" as applicable'.
- Motorcycle rider? \***: No. A callout box says 'Step 9: Click "Create Account" to continue'.

At the bottom, there are two buttons: 'Continue Creating Limited Account for Scoreboard Access Only' and 'Create Account'.

Step 10: Complete contact information when prompted.

Step 11: Mark the Job Functions for position(s) held. (Common functions for RMI SIR are Safety Investigation Board (SIB) Member, Event Investigator and Unit Safety Representative.)

The screenshot shows the 'JOB FUNCTION(S) IN CURRENT POSITION' section with the instruction 'CHECK ALL THAT APPLY'. The following job functions are checked:

- Event Investigator
- SIB Member
- Unit Safety Representative

Other job functions listed but not checked include: Bioenvironmental Engineer, Flight Safety Non-Commissioned Officer, Human Factors Expert, Motorcycle Safety Representative, Public Health, Supervisor of Civilians, Weapons Safety Manager, Chief of Safety, Flight Safety Officer, Medical Provider, Occupational Safety Manager, Records Custodian, Supervisor of Military, Chief of the Office of Record, Flight Surgeon, Motorcycle Program Manager, Occupational Safety Technician, System Safety Program Manager, Functional Area Records Manager, Motorcycle Rider Coach, Other (i.e., Motorcycle Rider/Student, SPO Engineer), and Squadron Flight Safety Officer.

Step 12: Select “Elevated” Account Type (all RMI SIR users require an elevated account level).

Step 13: Select role(s) to be performed by checking the appropriate box(es).

The screenshot shows a web form titled "Type of Account Requested:" with two radio buttons: "Basic" (disabled) and "Elevated" (selected). A yellow callout box points to the "Elevated" button with the text: "Step 12: Select 'Elevated' Account Type: This is required in order for roles to be granted in RMI".

Below this is the "Requested Roles" section, which is a grid of checkboxes for various roles. A yellow callout box points to the "Event: Investigator" checkbox with the text: "Step 13: Select for SIR Users. Select role(s) to be performed (most common role is 'Event: Investigator')".

Another yellow callout box points to a group of checkboxes under the "Workspace" category with the text: "You must select a workspace. Select your Branch of Service/Agency." This group includes roles like "Workspace: Defense Commissary Agency", "Workspace: Defense Contract Management Agency", "Workspace: Defense Finance and Accounting Services", "Workspace: Defense Health Agency", "Workspace: Defense Intelligence Agency", "Workspace: Other DoD Agency", "Workspace: US Air Force", "Workspace: US Army", "Workspace: US Coast Guard", "Workspace: US Navy/Marines" (which is checked), and "Workspace: Unified Command".

A red note at the top right of the roles section states: "NOTE: Elevated Role Approval is NOT automatic and may take up to 24 hours to process".

Step 14: Provide your justification for RMI SIR access.

Step 15: Click “Submit Application.” This will populate the User Agreement.

The screenshot shows a form titled "Applicant's Justification for an Account". It features a large text area with the placeholder text "Roles requested per assigned duties". A yellow callout box points to this area with the text: "Step 14: Type Justification".

Below the text area is a "Spell Check" button. A yellow callout box points to the "Submit Application" button with the text: "Step 15: Click 'Submit Application'".

At the bottom of the form are two buttons: "Submit Application" (highlighted with a red box) and "Cancel".

# REQUESTING AN ACCOUNT

**Step 16:** Check all four boxes confirming you have read and agree to the terms and conditions.

**Step 17:** When complete, click “Continue to AFSAS” to proceed.

The screenshot shows a web form for the AFSAS user agreement. At the top, there is a checkbox with the text: "I understand the above and consent to the monitoring of my activities while using AFSAS for the stated purposes." A red callout box labeled "Step 16: Check all boxes confirming you have read and understand the statement" points to this checkbox. To the right of the checkbox, a red note states: "NOTE: Only a portion of the user agreement is displayed for informational purposes. There are 4 boxes to mark total." Below the checkbox is the "Agency Disclosure Notice" section, which includes text about the public reporting burden and accessibility. At the bottom of the form, there is another checkbox with the text: "I agree to abide by the conditions set forth in this agreement. In accordance with the provisions of AFI 91-204, I understand that violation of this agreement, by AF members, USAFR members, and ANG members in federal status, may result in disciplinary action under the UCMJ or adverse administrative action. In accordance with the provisions of AFI 91-204, I understand that violation of this agreement, by AF civilian employees, may result in administrative disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violation of the related laws." A red callout box labeled "Step 17: Click 'Continue to AFSAS'" points to a blue button labeled "Continue to AFSAS" at the bottom left of the form.

Once the user agreement is accepted and “Continue to AFSAS” is clicked, the RMI homepage will display. The user will not see all the RMI SIR options on the left-hand menu until the elevated role is approved by an RMI User Administrator.



U.S. Navy photo of an MH-53E Sea Dragon Helicopter

“HAVING AN EFFECTIVE CONSOLIDATED REPORTING SYSTEM WILL ALLOW OUR NAVAL SAFETY PROFESSIONALS TO ACCURATELY MEASURE THE STATE OF SAFETY ACROSS WARFIGHTING COMMUNITIES AND MAKE RISK-BASED DECISIONS TO IMPROVE SAFETY.

The  
**RMI** initiative

supports **OUR** mandate to  
**preserve**  
combat readiness  
**and save lives.”**

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NAVAL SAFETY CENTER COMMANDER RDML “LUCKY” LUCHTMAN

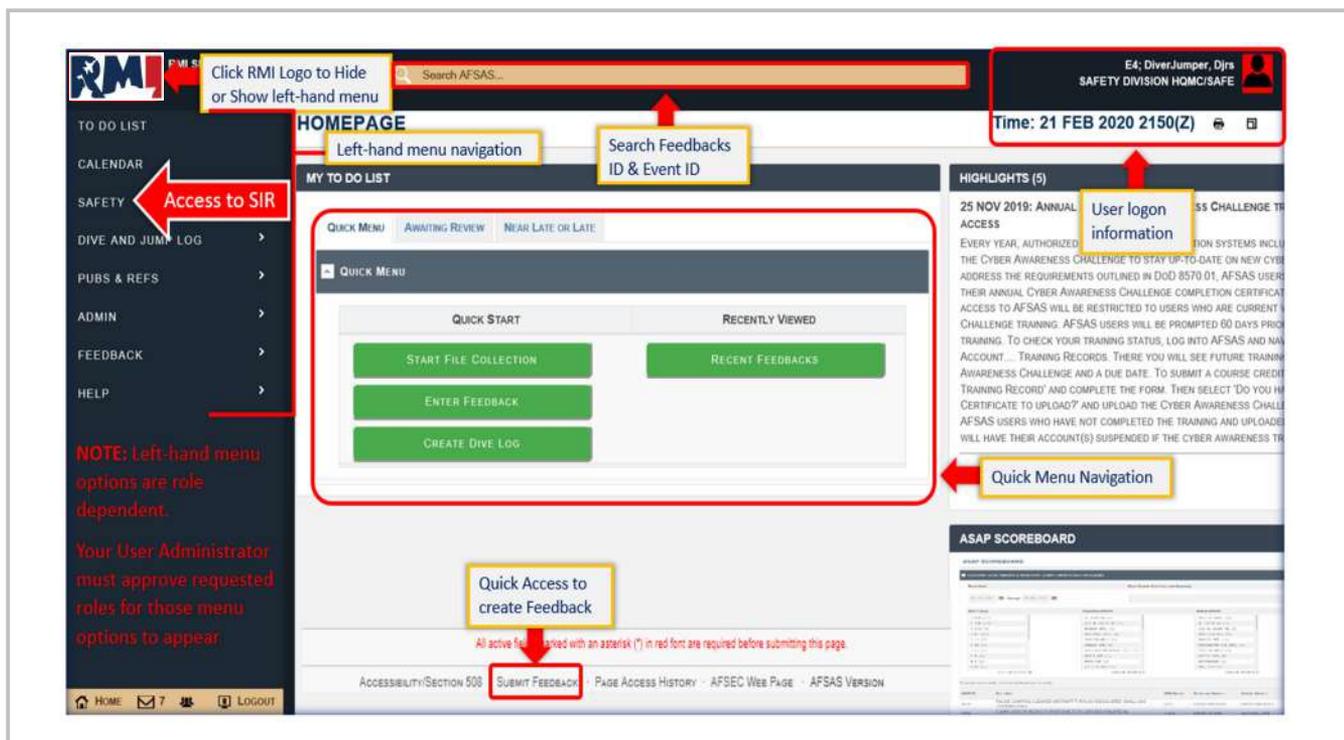
## RMI SIR Navigation

Several of the functions available on the RMI Homepage are represented below.

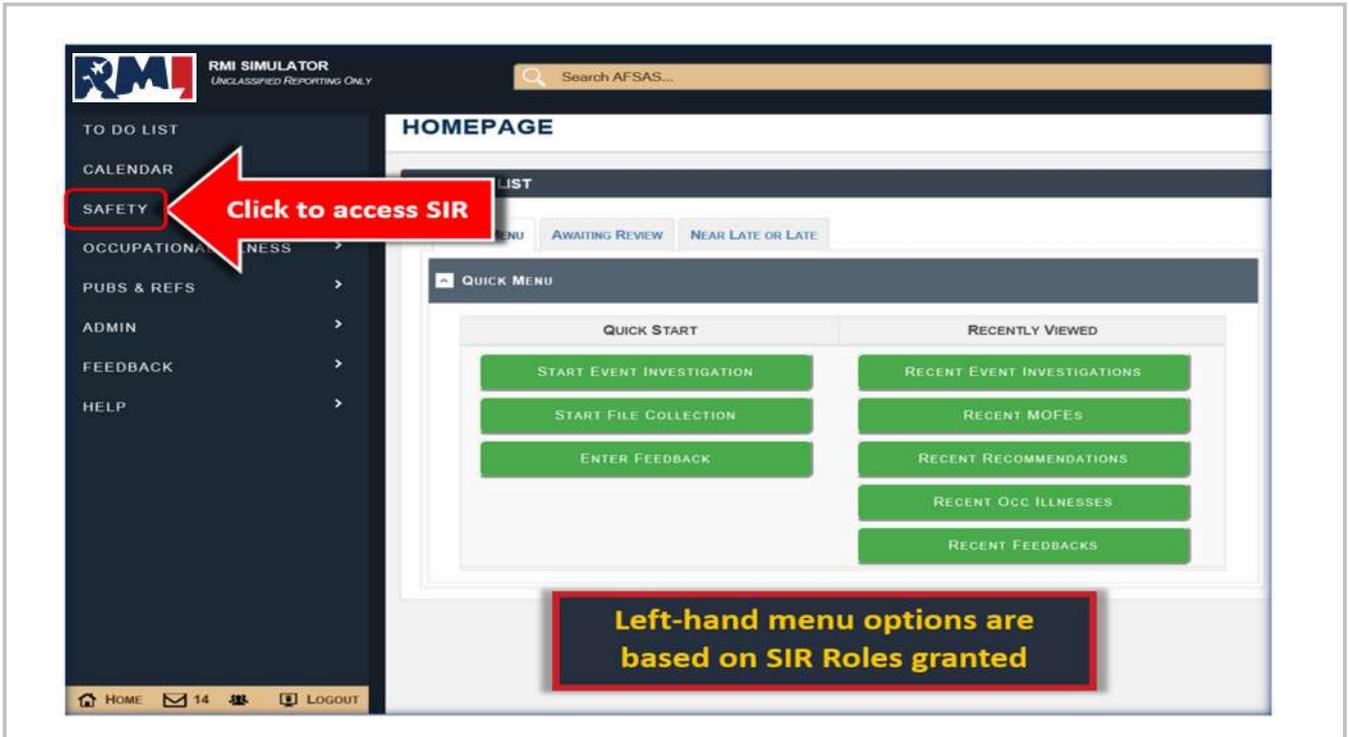
To view a complete listing of functions, we encourage users to consult the help files, user guides and instructional videos available from the HELP tab on the AFSAS RMI Homepage.

### RMI Homepage Features

- My To Do List – Main Dashboard
- Quick Menu – Quick action icons based upon roles and permissions assigned
- Recently Viewed – Rapid navigation based on previous sessions
- Highlights – News and information posted to communicate to the community. Numbers will display articles available. Use the “next” button to cycle through postings.
- Search Bar – Search by event or feedback ID for quick access



Left-hand menu options are role dependent and the User Administrator must approve requested roles before those menus appear.



## Safety Module

Access to Safety functions is based on role assigned.

The screenshot shows the 'SAFETY' menu expanded. The menu items are: INVESTIGATIONS (with sub-items: HOMEPAGE, WORKSHEET, CREATE EVENT INVESTIGATION, MESSAGE RULES, SEARCH WAIVER REQUESTS, ASAP SCOREBOARD, SEARCH INVESTIGATIONS), MOFE (with sub-items: HOMEPAGE, SEARCH MOFES), ACCESS REQUESTS (with sub-items: HOMEPAGE, REQUEST ACCESS, SEARCH ACCESS REQUESTS), HAZARD MANAGEMENT (with sub-items: HOMEPAGE, CREATE HAZARD EVENT, SEARCH), and REFERENCE (with sub-item: RECOMMENDATIONS). A red line connects the 'MOFE' sub-item in the menu to its corresponding callout box. The callout boxes provide the following descriptions:

- Investigations-** Create, edit and review event investigations. Contains all tools pertinent to event investigation
- Quality Control (Role Required: Quality Control: Event)-** Tool for safety professionals to validate correct entry of safety investigations
- MOFE-** The Memorandum of Final Evaluation (MOFE) is the official Air Force position regarding findings and recommendations resulting from Class A, B or select C events
- Access Request-** Shows your Pending, Approved and Denied Access Requests for access to an investigation
- Hazard Management-** Hazard Event Dashboards for assigned organization
- References-** enables users to search and view OSHA Reports

## Safety Investigations

To access, click SAFETY -> INVESTIGATIONS (again, access is based on assigned roles and permissions).

**Menu options displayed are for the role**  
**Event: Event Investigator**

- Homepage**- Displays event investigations by category by user, user's organization, user's organization & below, and wildlife investigations
- Worksheet**- Provides investigators with a checklist based on data entered to assist in gathering the information that will be necessary in order to release the final message
- Create Event Investigation**- Link to allow investigators to create an event investigation
- ASAP Scoreboard**- This is an Air Force centric feature not currently leveraged for RMI-SIR
- Search Investigations**- Provides users with search parameters to locate a specific investigation or group of investigations

The Investigation Homepage provides an overview of investigations by category (e.g., All, Aviation, Afloat, Ground and Motor Vehicle) and by:

- Actions awaiting review
- My Investigations
- My Organization's Investigations
- My Organization's and Below Investigations
- Wildlife Investigations

This feature provides users with quick links to access investigations by group and category selected to easily act on investigations awaiting review and view and edit other investigations.

**EVENT INVESTIGATION HOMEPAGE** Time: 23 SEP 2019 1329(Z)

**AWAITING MY REVIEW**

**MY INVESTIGATIONS**

All Aviation Afloat Ground Motor Vehicle

		ALL	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E	HAZARD	INCIDENT	SAFETY STUDY	FLAGWORDS
Open	Details	12	4	0	7	0	0	0	1	0	0
Closed Last Six Months		0	0	0	0	0	0	0	0	0	0
All (Open & Closed Last Six Months)		12	4	0	7	0	0	0	1	0	0
Toxicology Tests Results Pending (Last Two Years)		0	0	0	0	0	0	0	0	0	0
Location Data Withheld		0	0	0	0	0	0	0	0	0	0
Near Message Release Date		1	1	0	0	0	0	0	0	0	0
Late (Overdue Message)	Details	11	3	0	7	0	0	0	1	0	0
Last Message Rejected (Open)		0	0	0	0	0	0	0	0	0	0

**MY ORGANIZATION'S INVESTIGATIONS**

**MY ORGANIZATION'S (& BELOW) INVESTIGATIONS**

**WILDLIFE INVESTIGATIONS**

## Analytics

Analytics provides users with the ability to search data for investigations, run reports and extract data from investigations via the Advanced Query Tool, Business Intelligence Reports and Data Extraction Tool. Analytics also provides the capability to run reports and retrieve data from the event type categories available.



*Note:*  
Only users with the Data Extraction Tool role(s) can view “Analytics” on their left-hand menu options.

The screenshot shows the RMI Simulator interface with the following navigation menu items:

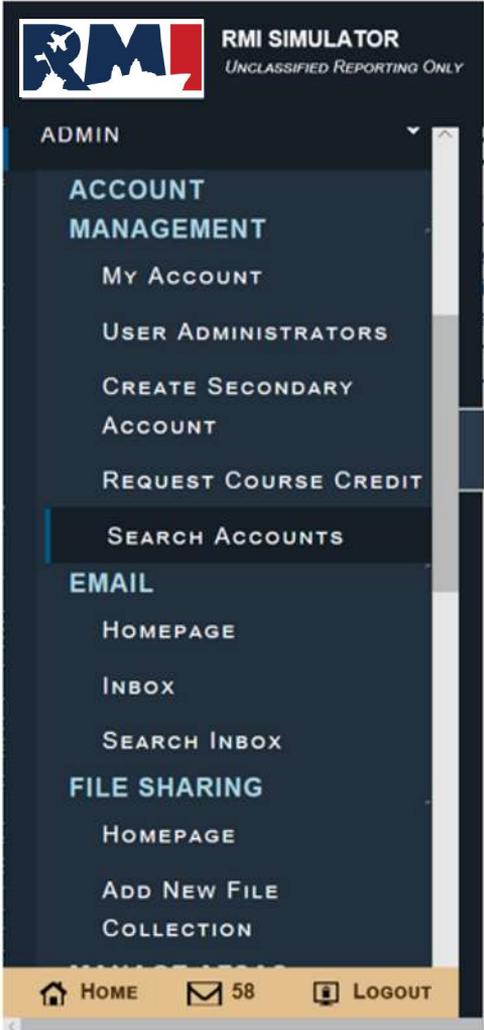
- TO DO LIST
- CALENDAR
- ANALYTICS** (expanded)
  - HOMEPAGE
  - ADVANCED QUERY TOOL
  - BUSINESS INTELLIGENCE REPORTS
  - DATA EXTRACTION TOOL
- AFSAS METRICS**
  - AFSAS HEALTH AND MONITORING
  - EVENT PERFORMANCE
  - ILLNESS PERFORMANCE
- AFSAS DASHBOARD
- USER ADMINISTRATION
- STATISTICS
- FILE HEALTH AND MONITORING
- EVENT MESSAGE RULE STATISTICS
- ILLNESS MESSAGE RULE STATISTICS
- DET STATISTICS**
  - EVENT DET STATISTICS

Callout boxes provide the following descriptions:

- Homepage-** Displays available reports which can be sorted by event type and category
- Advanced Query Tool-** Displays search parameters available for users to easily conduct data searches
- Business Intelligence Reports-** Provides users the ability to view and download investigation reports in a variety of formats
- Data Extraction Tool-** Provides users the ability to pull data from event investigations

## ADMIN

ADMIN features Account Management, Email, File Sharing and User Administration functions based on roles assigned.



The screenshot shows the RMI Simulator Admin interface. At the top left is the RMI logo and the text 'RMI SIMULATOR UNCLASSIFIED REPORTING ONLY'. Below this is the 'ADMIN' header. The main menu is divided into several sections: 'ACCOUNT MANAGEMENT' (with sub-items: MY ACCOUNT, USER ADMINISTRATORS, CREATE SECONDARY ACCOUNT, REQUEST COURSE CREDIT, SEARCH ACCOUNTS), 'EMAIL' (with sub-items: HOMEPAGE, INBOX, SEARCH INBOX), 'FILE SHARING' (with sub-items: HOMEPAGE, ADD NEW FILE COLLECTION), and a bottom navigation bar with 'HOME', '58' (with an envelope icon), and 'LOGOUT'.

**Account Management** – Submenu will provide links to manage your account

**My Account** – Allows user to view/manage their profile and request changes to assigned roles

**User Administrators** – Displays contact information for the user

**Create Secondary Account**– Allows user to request a secondary account for those performing roles in two different organizations such as civilian who is also a reservist

**Search Accounts** – Allows user to search and view contact information for other RMI-SIR users

**Email**- Submenu will provide links for managing your RMI-SIR email

**File Sharing**- Submenu will provide links to manage and share files temporarily with other RMI-SIR users

### *Accounts Management Note:*



*All active WESS accounts will migrate into SIR, and WESS Safety Authority (SA) roles and permissions will also migrate to SIR as User Administrators (UAs.)*

*UA training will take place in August 2020. Refer to page 38 for the training schedule.*

## Feedback

Feedback features options for users to submit suggestions, errors and changes directly to the RMI Support Team.

The image shows the RMI Simulator interface. On the left is a dark navigation menu with the following items: TO DO LIST, CALENDAR, SAFETY, PUBS & REFS, ADMIN, FEEDBACK (expanded), FEEDBACK HOMEPAGE, SUBMITTED FEEDBACKS (0), SUBMIT FEEDBACK, SEARCH FEEDBACKS, and HELP. On the right is the 'HOMEPAGE' with a 'MY TO DO LIST' section and a 'Quick Menu' section. The 'Quick Menu' contains buttons for 'Start Event Investigation', 'Start File Collection', 'Enter Feedback', 'Recent Event Investigations', 'Recent MOFes', 'Recent Recommendations', 'Recent Occ. Illnesses', 'Recent Accounts', and 'Recent Feedbacks'. A red arrow points from the 'Enter Feedback' button to a callout box that says 'Click here to Submit Feedback'. Another red arrow points from the 'Submitted Feedbacks (0)' link in the navigation menu to a callout box that says 'Submitted Feedbacks- Displays the user's submitted feedbacks'. A third callout box says 'Feedback Homepage- Displays Feedback metrics'. A fourth callout box says 'Submit Feedbacks- User can submit a feedback for action'. A fifth callout box says 'Search Feedbacks- User can search submitted feedbacks by other RMI-SIR Users'. At the bottom of the homepage, there is a red-bordered box around the 'SUBMIT FEEDBACK' link in the footer, with a red arrow pointing to it from the 'Click here to Submit Feedback' callout.

## Reasons to submit feedback include:

- Unresolved Help Desk Issues
- System Errors
- Suggestions for Improvements
- Other Comments or Concerns Regarding System Functionality

Displays Feedback POCs

ACTION	ID#	FEEDBACK ONE-LINER	TYPE	STATUS	DATE SUBMITTED	LAST UPDATED ↑	ESTIMATE	PROJECT	ARG POC	DEVELOPER POC	TEST POC	SUBMITTED BY
		Click action icon to view/update feedback	Suggestion	Testing	26 NOV 2019	26 MAR 2020	0.5	NAVY SIR	Name	Name	Name	Name
	64538	SIR: Add 'Workplace Evaluation' fields for Occupational Illness Events	Suggestion	Assigned	22 NOV 2019	26 MAR 2020	1	NAVY SIR	Name	Name		Name
	68374	SIR: MANAGE INJURIES Page OSHA Log Hover Help is USAF-centric	Error	New	24 MAR 2020	26 MAR 2020	0.5	NAVY SIR	Name		Name	Name
	68413	SIR: Add alphabetical sorting to dropdowns in Fire/Explosion Information page	Suggestion	New	25 MAR 2020	26 MAR 2020		NAVY SIR	Name			Name
	68416	SIR: RISK MANAGEMENT is not displaying on the LHN?	User Assist	Closed	26 MAR 2020	26 MAR 2020		NAVY SIR		Name		Name

## Help

For more information regarding RMI SIR navigation, features and functionality, users can reference the RMI SIR Help Files by navigating to HELP -> HELP FILES AND USER GUIDES from the left-hand menu. Help resources include user guides, presentations and videos.

**Getting Help** - Link will provide information about RMI

**Help Files and User Guides** - Link will navigate to the help documentation repository. User guides, help information, and videos will be posted in this location

**DoD, AFSAS & Naval Policies** - Link will navigate to the list of DoD, Air Force, Naval Policies

**RMI SIMULATOR**  
UNCLASSIFIED REPORTING ONLY

Search AFSAS...

TO DO LIST  
CALENDAR  
ANALYTICS  
SAFETY  
OCCUPATIONAL ILLNESS  
DIVE AND JUMP LOG  
PUBS & REFS  
ADMIN  
FEEDBACK  
DEVELOPMENT  
**HELP**  
GETTING HELP  
HELP FILES AND USER GUIDES  
DOD POLICIES  
AFSAS POLICIES  
NAVAL POLICIES

SIR Help Files-Draft - Please see "READ ME FIRST" PDF

ACTIONS	FILE NAME
	Training_Catalog_READ_ME_FIRST-_19AUG19_-_DRAFT.pdf
	RMI-SIR_Feedback_System_2019AUG16-Draft.pdf
	RMI-SIR_Class_C_Scenario_Guide_2019AUG16_-_Draft.pdf
	RMI-SIR_Account_Management_-_2019AUG16_-_Draft.pdf
	RMI-SIR_Navigation- Left-Hand_Menu_Guide_-_2019AUG16_-_Draft.pdf
	..._Draft.pdf
	...e_Guide_12MAR19_v1.4.pdf

**STEP 1:** For More Information, click Help -> Help Files and User Guides

**STEP 2:** Click the action icon to open the desired file

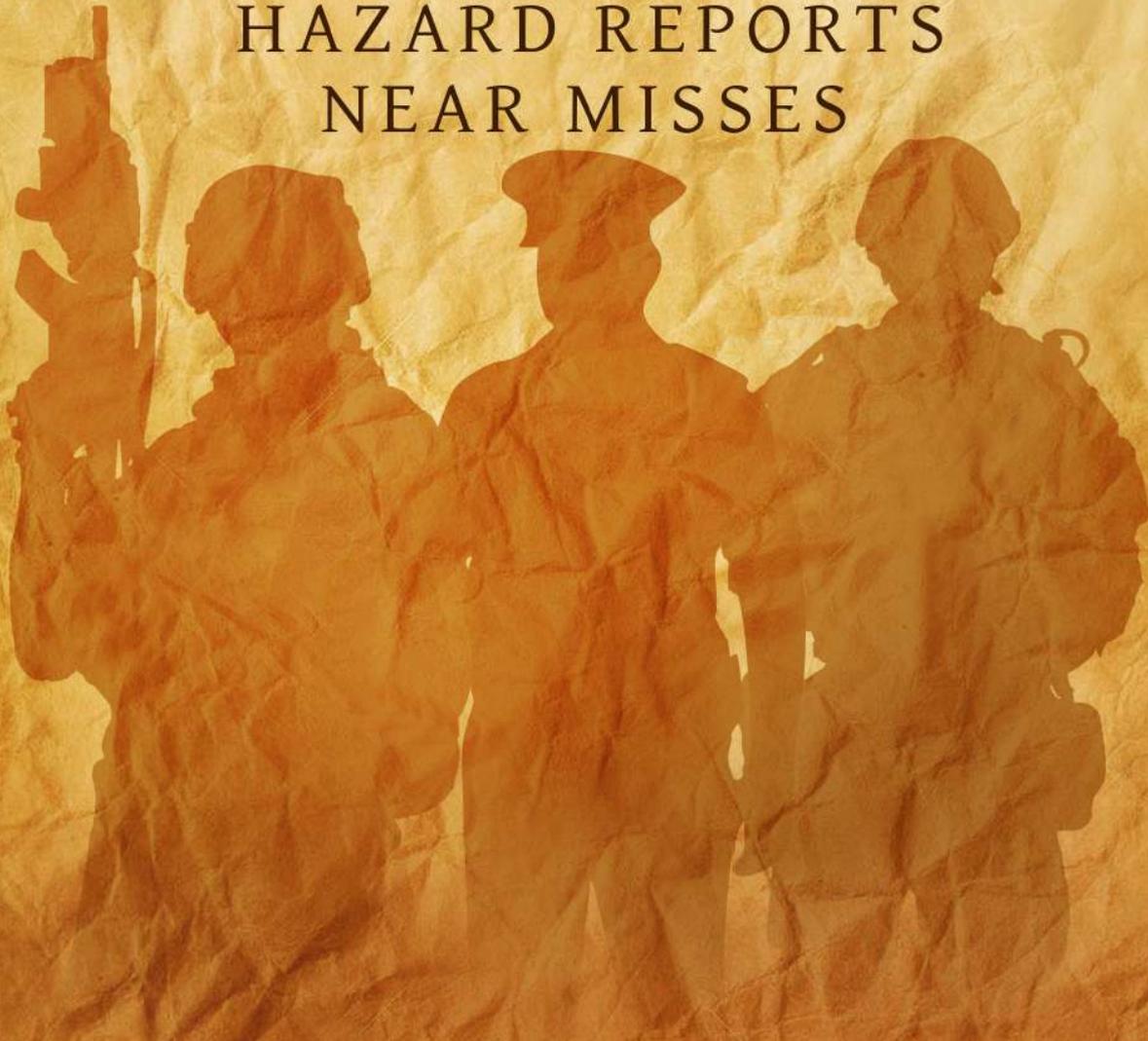
ACTIONS	FILE NAME
	RMI-SIR_Training_Video_Library_20190819.pdf
	RMI-SIR_Feedback_System_22_Aug_19.mp4
	RMI-SIR_User_Administration_21_Aug_19.mp4



U.S. Navy photo by Mass Communication Specialist 2nd Class Grant G. Grady

# WANTED

MISHAP REPORTS  
HAZARD REPORTS  
NEAR MISSES



**REWARD:**  
**MANY LIVES SAVED**

- + EFFECTIVE PREVENTATIVE MEASURES
- + PREDICTIVE DATA OF CAUSAL FACTORS

WEBSITE: [WWW.NAVALSAFETYCENTER.NAVY.MIL](http://WWW.NAVALSAFETYCENTER.NAVY.MIL)

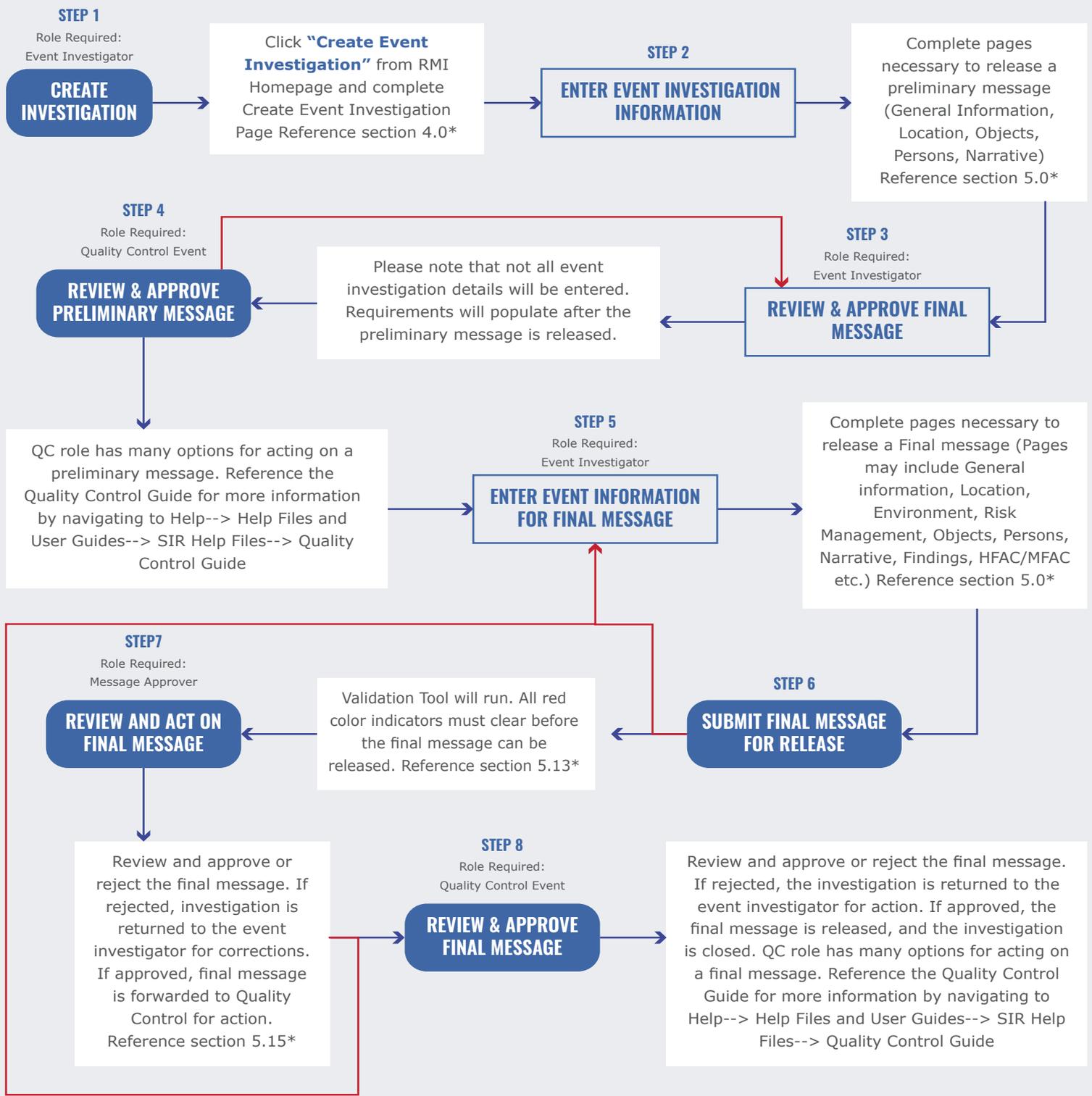


# INVESTIGATION WORKFLOW



## CLASS A/B INVESTIGATIONS WORKFLOW

Event investigation workflows will differ based on the event being investigated. There are two workflows, one for Mishaps classes A and B, and another for Mishaps classes C, D and E.



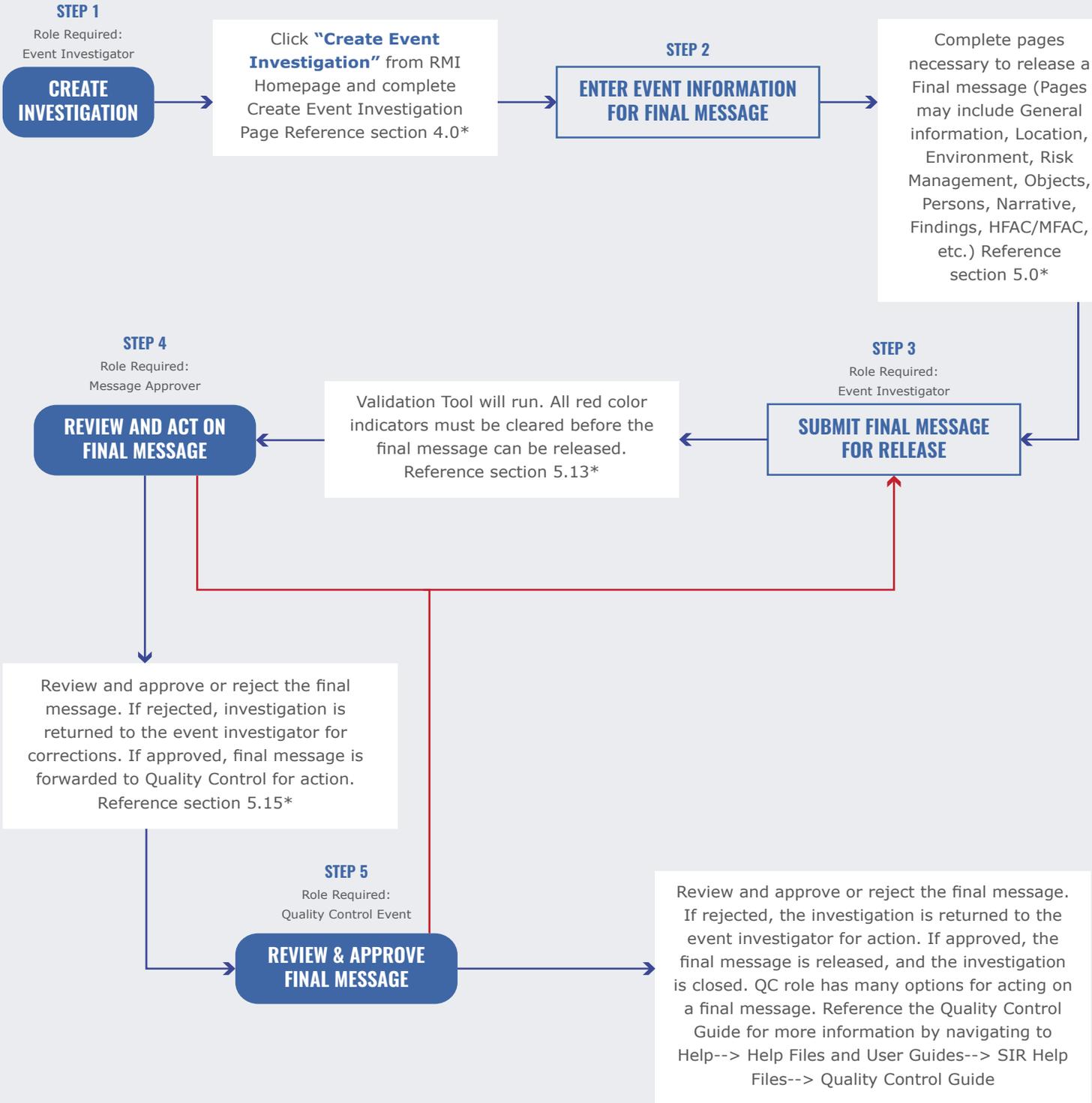
\*RMI SIR Safety User Guide

Located at: <https://sim.afsas.safety.af.mil> - User registration is required.





## CLASS C/D/E INVESTIGATIONS WORKFLOW

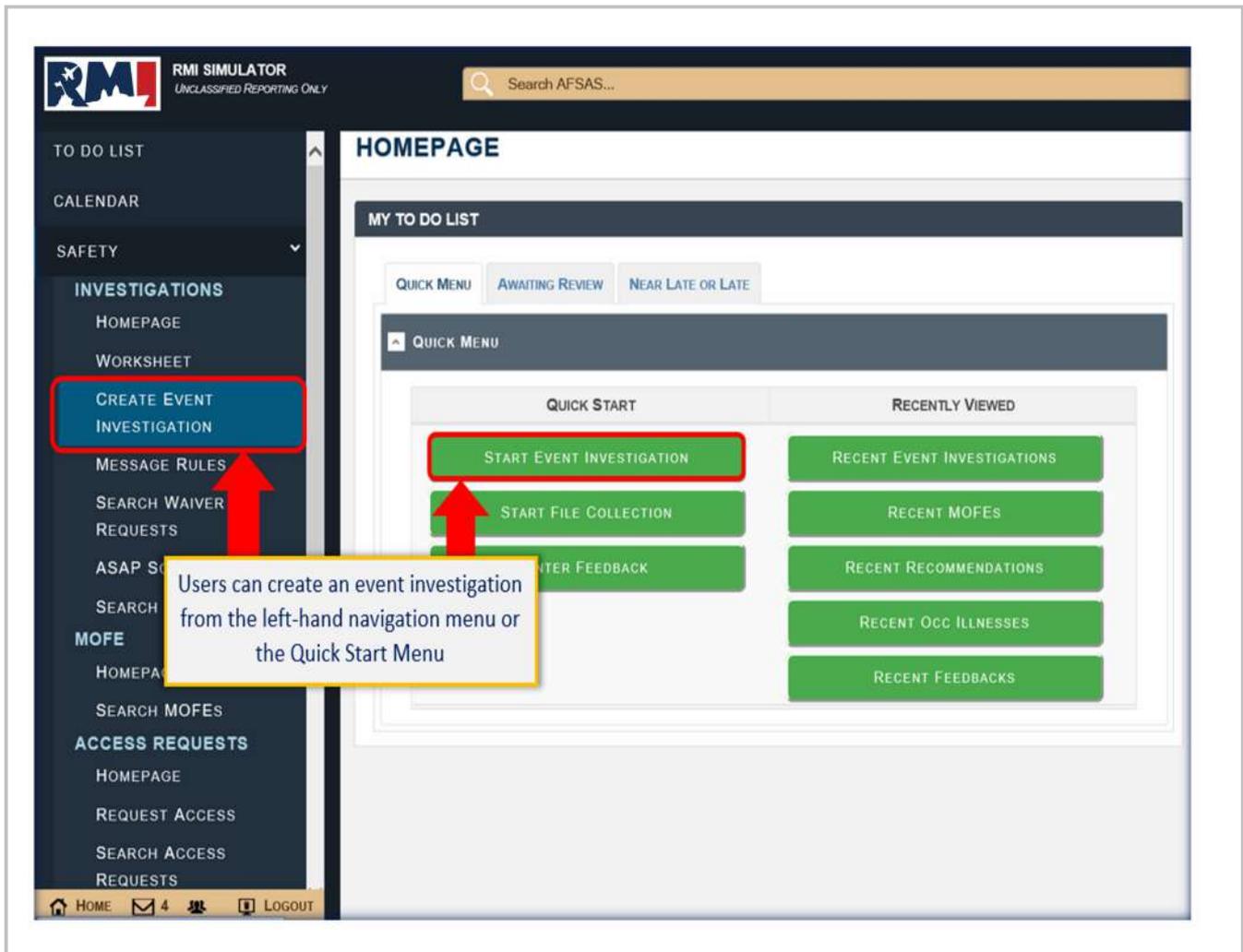


\*RMI SIR Safety User Guide



# Creating Event Investigation

There are two options to create an event investigation. Users can navigate to SAFETY INVESTIGATIONS -> CREATE EVENT INVESTIGATION or to QUICK MENU -> QUICK START -> START EVENT INVESTIGATION.



The Create Investigation Page uses business logic to produce subsequent fields for completion. For example, Investigation type will give you three options: Mishap, Incident and Hazard. If you select Mishap, all subsequent fields will be based upon that selection.

**CREATE EVENT INVESTIGATION**

**EVENT INFORMATION**

All active fields marked with an asterisk (\*) in red font are required before submitting this page. All other active fields are required before releasing a final message unless marked as optional.

**Method of Initiation:** \* **Hover Help**— click help icon to keep visible  
Select the method of communication used by the Report Initiator that first brought this event to your attention.

**Investigating Component:** \*

**Investigation Owner:** \* US Marine Corps

**Investigation Type:** \* Mishap

**Category:** \* Motor Vehicle  
 -- please make a selection --  
Aviation  
Afloat  
Motor Vehicle  
Ground

**Subcategory Tier 1:** \* Private Motor Vehicle

**Subcategory Tier 2:** \* PMV-2

**Event Type Tier 1:** \* Motor Vehicle

**Event Type Tier 2:** \* None

**Cross Category:** \* C

**Event Class:** \*

**Event Date, Local:** \*

**Event Duty Status:** \*  On-Duty  Off-Duty

**Did the event occur on base?** \*  Yes  No  Unable to Determine

▲ Based on the responses above, you are conducting a Privileged Safety Investigation IAW AF1 91-204, OPNAVINST 3750.5 series or OPNAVINST 5102.1 series/MCO P5102.1 series but no member of the investigation may offer a Promise of Confidentiality.

**Create Event Investigation**

**Click blue "Create Event Investigation" button**

## Completing Event Investigation

The minimum role required to complete and update an event investigation is an Event Investigator.



U.S. Navy photo by Mass Communication Specialist 3rd Class Ashley E. Lowe



### NOTE:

While the Event Report left-hand menu allows you to navigate freely to other pages, RMI SIR operates on business logic, therefore, requirements on subsequent pages are based on how you answered and entered data on previous pages. For example, Cost is calculated based on responses given in the Objects and Persons sections of the event investigation. Running the event validation tool will assist you in accurately completing the event investigation.

# CREATING EVENT INVESTIGATION

**Event Report #: 190716**

- EVENT INVESTIGATION
- INVESTIGATORS
- GENERAL INFORMATION
- LOCATION
- ENVIRONMENT
- OBJECTS (0)
- PERSONS (0)
- COST
- NARRATIVE
  - SEQUENCE OF EVENT
  - BACKGROUND INFORMATION
  - FACTORS
  - INVESTIGATION CONCLUSION
  - ACRONYMS
  - DOCUMENTS REVIEWED
  - REFERENCED REPORTS
- FINDINGS
- HFAC/MFAC
- REPORT AUTHENTICATION
- PREVIEW FINAL MESSAGE
- MESSAGES
- VALIDATION
- HISTORY LOG
- DATA VIEWER
  - HOMEPAGE
  - HISTORY LOG
  - ACCESS LOG

**Event Investigation-** page display event information entered in "Create Event Investigation." Information display can be viewed and modified.

**Investigators-** page displays investigators assigned as either Interim Safety Board or Safety Investigation Board Members. You can add, delete or modify investigators from this page.

**General Information-** page displays general information regarding the event investigation including but not limited to date, time, convening authority, accounting authority, and event one liner

**Location-** page displays longitude and latitude coordinates and specific details of event location

**Environment-** page displays environmental conditions present at the time the event occurred

**Risk Management-** page displays information regarding Deliberate or Real-Time/ Time-Critical Risk Management processes

**Objects-** page displays information regarding objects involved in the event

**Persons-** page displays information regarding persons involved in or witness to the event

**Cost-** page displays information regarding costs based on data entered in Objects and Persons

**Findings-** page displays Primary Findings and Findings of Significance. You can add, delete and modify finding from this page

**HFAC/MFAC-** page displays HFACS References, Human Factors entered, Materials Factors entered and provides the capability to add and modify HFACS/MFACS

**Report Authentication-** page displays action icon to authenticate report or delegate authentication authority

**Preview Final Message-** page displays a draft of the final message

**Messages-** page displays released messages and capability to create messages

**Validation-** page displays all categories of the investigation color coded to show warning and errors. All red items must be cleared to release the final message

**History Log-** page displays log comments for the investigation as well as the capability to send those comments to selected recipients

## Investigator's Homepage

The Investigator's Homepage will display assigned investigators under the appropriate board category: Interim Safety Board (ISB) or Safety Investigation Board (SIB).

**INVESTIGATORS HOMEPAGE** Time: 23 SEP 2019 1831(Z)

Information: Document board composition by adding investigators. This information is used to: [Show More](#)

0 INTERIM SAFETY BOARD

No Interim Safety Board Investigators have been entered yet.

**Add New Investigator** Click "Add New Investigator"

Use action icons to contact an investigator

ACTION	POSITION	GRADE	NAME	ORGANIZATION	BOARD MEMBERSHIP	CONTACT INFORMATION	EMAIL
				NAVAL SAFETY CENTER/CTR	Primary		

DISPLAYING RESULTS 1 - 1 OF 1

**Add New Investigator** Click "Add New Investigator"

145 DEFAULT EVENT ACCESS (OC Only)

Done With Investigating Personnel

Annotations:

- Click to access Investigators (points to INVESTIGATORS menu item)
- Click "Add New Investigator" (points to Add New Investigator button)
- Use action icons to modify or delete investigator (points to trash and edit icons)
- Use action icons to contact an investigator (points to contact and email icons)

## General Information of Event Investigation Fields

The example below depicts a Motor Vehicle Mishap. Actual fields displayed will vary based on event type and selections made. While none of the fields are denoted by red asterisks, failure to fully complete fields will result in errors and warnings when the validation tool is run and may prevent the final message from being released.

If you are uncertain how to complete a requested field, hover help and hyperlinks provided by the field will offer more information to help you make your selection.

Event Report #: 190716

### GENERAL INFORMATION

EVENT HEADER

Tier 1: Motor Vehicle  
Tier 2: Bob Driver  
Tier 3: Excessive Speed  
Tier 4: Speeding

Event Time, Local: 1000  
Local Time of Day: Day  
Date Event First Reported To Safety Office: 16 MAR 2020  
Unit Control Number: n03382

Convening Authority Tier 1: US Marines  
Convening Authority Tier 2: SAFETY DIVISION  
Accounting Organization Tier 1: US Marines  
Accounting Organization Tier 2: SAFETY DIVISION  
 Same as Convening Authority

EVENT ONE LINER

THE ONE LINER WILL NOT CONTAIN PRIVILEGED SAFETY INFORMATION

WHAT WAS THE ACTIVITY? E2 PRV-2; EXCESSIVE SPEED; FRACTURED FEMUR; DAMAGED VEHICLE; LTC  
WHAT HAPPENED?  
WHAT WAS DAMAGED/BROKEN/INJURED?  
WHAT WAS THE OUTCOME?  
ONE LINER FORMAT AND EXAMPLES  
E2 PRV-2; EXCESSIVE SPEED; FRACTURED FEMUR; DAMAGED VEHICLE; LTC  
76 CHARACTERS REMAINING ON YOUR INPUT LIMIT. (WORD COUNT: 9)  
Did this event occur in a combat zone?  Yes  No  
Temporarily withhold location information for operational security?  Yes  No

Save General Information

Click to access General Information

Business logic will dictate subsequent fields displayed

NOTE: In your browser, once you have selected a "Convening Authority" tier 1 and tier 2 you are not able to use your mouse to select a different tier 1. However, you can use the keyboard cursor and enter to select a different command.

Click hyperlink to view more information

Click "Save General Information" to continue

ONE LINER FORMAT AND EXAMPLES

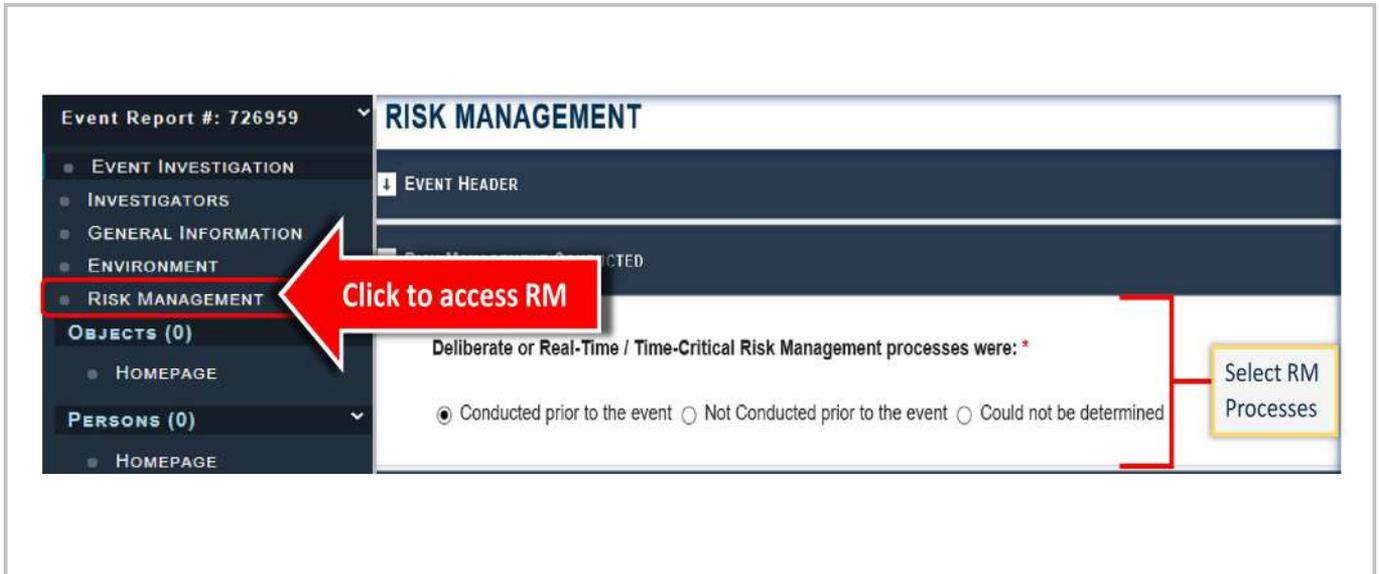
Click hyperlink to view more information

Save General Information

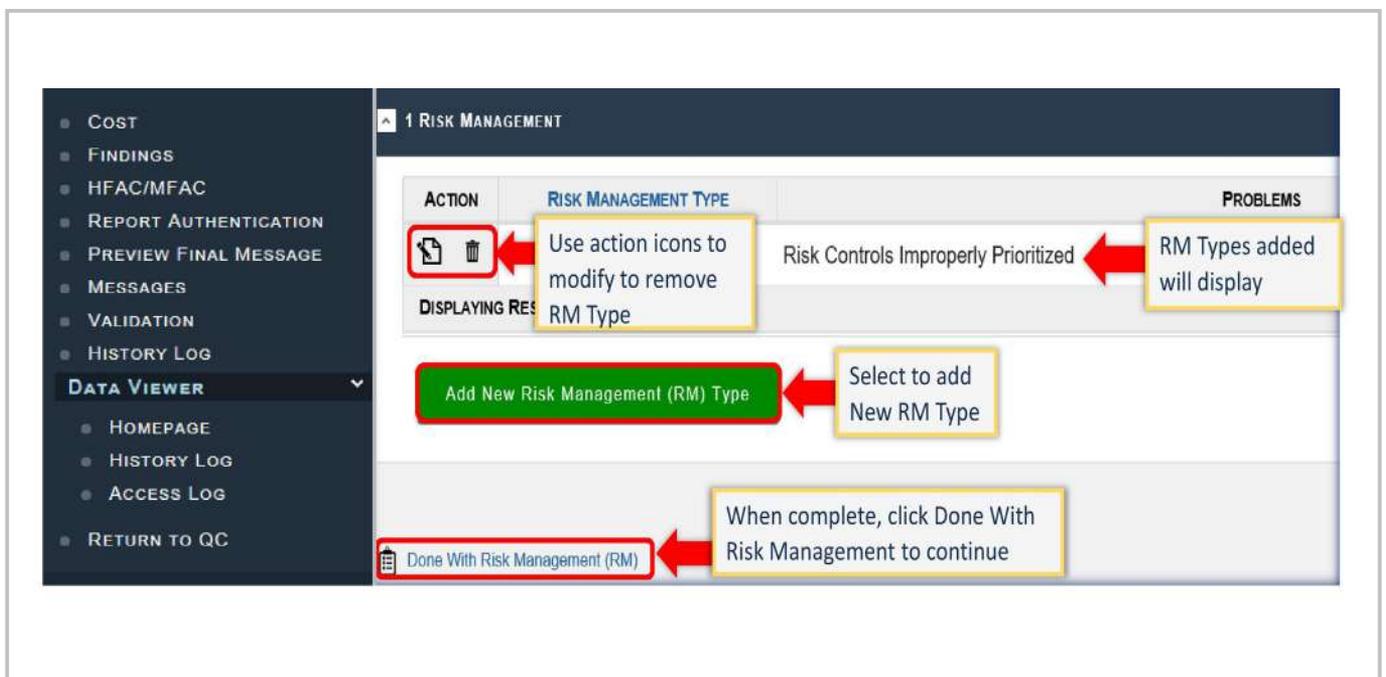
Click "Save General Information" to continue

## Risk Management

The Risk Management area is not required for every event and will populate based on type and class of the investigated event.



It is required to mark what the deliberate or real-time and time-critical risk management processes were.



## Narrative

The narrative is a concise factual description of the sequence of events that led to the event and is not applicable to every event scenario.

A Preliminary Narrative is required for Class A and Class B events and is fully releasable. It should be a succinct, chronological description of what happened and must not contain any information gained through a promise of confidentiality, speculation as to why the mishap occurred, or any other privileged safety information.

The image shows a screenshot of a software interface for an event report. On the left is a dark sidebar menu with the following items: Event Report #894617, EVENT INVESTIGATION, INVESTIGATORS, GENERAL INFORMATION, LOCATION, ENVIRONMENT, OBJECTS (1) (expanded to show HOMEPAGE and MOTORCYCLE, ALL 2-WH), PERSONS (1) (expanded to show HOMEPAGE and LUCKY, REALLY), COST, **NARRATIVE** (highlighted with a red box and a red arrow pointing to it from the text 'Click to access Narrative'), SEQUENCE OF EVENT, BACKGROUND INFORMATION, FACTORS, INVESTIGATION CONCLUSION, ACRONYMS, DOCUMENTS REVIEWED, REFERENCED REPORTS, FINDINGS, HFAC/MFAC, RECOMMENDATIONS (0) (expanded to show REPORT AUTHENTICATION, PREVIEW FINAL MESSAGE, MESSAGES, VALIDATION, and HISTORY LOG).

To the right of the menu are seven white boxes with blue borders, each containing a definition for a component of the narrative:

- Sequence of Event-** a chronological narrative of significant events and/or actions that lead up to the Event. The sequence explains what occurred, but not why.
- Background Information-** background information on personnel involved in the event such as training, upgrades, promotions, deployments.
- Factors-** explain why causes, such as human error, supervision, or equipment failure occurred. Factors can be causal or non-causal and are the basis for findings and recommendations
- Investigation Conclusion-** brief summary of why the event occurred aka "bottom line up front" paragraph.
- Acronyms-** list of all acronyms used in the report.
- Documents Reviewed-** list of relevant documents reviewed during the course of the investigation.
- Referenced Reports-** Reports referenced for similar event used in the investigation.

## Investigation Conclusions

This section contains a summary of why the event occurred. Think of this as a “bottom line up front” paragraph(s). Do not include detailed explanations; those will be included in the appropriate factors. If human factors are found causal in the mishap, mention those factors and include their associated Human Factors Analysis and Classification (HFACS) codes. See example below.

**INVESTIGATION CONCLUSIONS**

EVENT HEADER

EVENT TOOLS (QC ONLY)

INVESTIGATION CONCLUSIONS

Investigation Conclusions: [Spell Check](#) [Detailed Instructions](#)

Enter Investigation Conclusions

**Example:**

*The SIB determined that MM1 failed to properly follow the technical order while reinstalling the engine bay access panel on the MA. [Checklist not followed correctly]. MM2 failed to adequately verify the work completed by MM1 [Complacency]. During the subsequent engine run the access cover came off damaging the MA and AGE equipment.*

This field contains 0 characters with 0 words in 0 paragraphs.

Save Investigation Conclusions

Click “Save Investigation Conclusions”

## Recommendations

A recommendation will stay open until the it is closed in the recommendation module.

The screenshot shows the 'RECOMMENDATION HOMEPAGE' interface. On the left is a navigation menu for 'Event Report #894617' with categories like 'EVENT INVESTIGATION', 'INVESTIGATORS', 'GENERAL INFORMATION', 'LOCATION', 'ENVIRONMENT', 'OBJECTS (1)', 'LUCKY, REALLY', 'COST', 'NARRATIVE', 'SEQUENCE OF EVENT', 'BACKGROUND INFORMATION', 'FACTORS', 'INVESTIGATION CONCLUSION', 'ACRONYMS', 'DOCUMENTS REVIEWED', 'REFERENCED REPORTS', 'FINDINGS', 'HFAC/MFAC', 'RECOMMENDATIONS (0)', 'REPORT AUTHENTICATION', 'PREVIEW FINAL MESSAGE', 'MESSAGES', 'VALIDATION', and 'HISTORY LOG'. The main content area is titled 'RECOMMENDATION HOMEPAGE' and includes a header, 'EVENT HEADER', and '1 PRIMARY RECOMMENDATIONS'. A table shows a recommendation with ID 238230, 'No Narrative Entered (Required)', 'RAC: 4', and 'Related Findings: #1'. Below this are buttons for 'Add Primary Recommendation' and 'Add Other Recommendation'. A red arrow points to the 'RECOMMENDATIONS (0)' menu item with the text 'Click to access Recommendations'. Other callouts include 'Action icons allow you to view, edit, and delete recommendation' pointing to icons above the recommendation table, and 'Displays Recommendations entered for the event' pointing to the recommendation list.

The screenshot shows the 'MOFE HOMEPAGE' interface. On the left is a navigation menu with categories like 'TO DO LIST', 'CALENDAR', 'ANALYTICS', 'SAFETY', 'INVESTIGATIONS', 'WORKSHEET', 'CREATE EVENT INVESTIGATION', 'MESSAGE RULES', 'SEARCH WAIVER REQUESTS', 'ASAP SCOREBOARD', 'SEARCH INVESTIGATIONS', 'QUALITY CONTROL', 'MOVE EVENT TO WAREHOUSE', 'IMPORT EVENT', 'SEARCH EVENT REPORTS', 'MOFE', 'RE-IMPORT MOFE', and 'SEARCH MOFES'. The main content area is titled 'MOFE HOMEPAGE' and includes a header, 'MOFE Overview', and 'CURRENT MOFE STATISTICS'. A table shows 'MOFE STATUS' with columns for 'ALL', 'CLASS A', 'CLASS B', 'CLASS C', 'CLASS D', and 'CLASS E'. Below this are buttons for 'ALL', 'AVIATION', 'AFLOAT', 'GROUND', and 'MOTOR VEHICLE'. A red arrow points to the 'MOFE' menu item with the text 'Click to access MOFE'. Other callouts include 'Filter and sort by Event Type' pointing to the filter buttons, and 'Filter and sort by MOFE Status' pointing to the 'MOFE STATUS' table.

MOFE STATUS	ALL	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
ONGOING INVESTIGATION	9	8	1	0	0	0
COMMENTS (1-45 DAYS)	3	2	0	1	0	0

## Finalizing Event Investigation

After an investigator submits a final message for release, it is sent to a Message Approver. Individuals with the “Event Message Approval” role for their organization can view event investigations “Awaiting My Review” via the Investigator’s Homepage by navigating to SAFETY -> INVESTIGATIONS -> HOMEPAGE.

**MESSAGES** Time: 22 OCT 2019 1656(Z)

EVENT HEADER

EVENT TOOLS (QC ONLY)

2 EVENT MESSAGES

ACTION	TYPE	MESSAGE STATUS	PREPARED DATE	PREPARED BY	RELEASED DATE	RELEASED BY	RELEASE COMMENTS	QC EVALUATED DATE	QC EVALUATED BY	QC COMMENTS	DUE DATE
   	Preliminary	Released	02 OCT 2019 1540(Z)								02 JAN 201
     	Final		22 OCT 2019 1653(Z)	E8, User, Sir-Trng; NAVAL SAFETY CENTER/CTR							31 JAN 201

DISPLAYING RESULTS 1 - 2 OF 2 RECORDS.

Click  action icon to review message

Done With Messages



U.S. Marine Corps photo by Cpl. Nathan Reyes

## Memorandum of Final Evaluation

The Memorandum of Final Evaluation (MOFE) is the official position regarding findings and recommendations resulting from Class A, B or select C events. The MOFE does not replace the SIB's final message; but ensures quality control standards, actionable recommendations, and compliance standards are maintained to identify hazards and support future event prevention efforts.

### MOFE

The MOFE is the official fleet position with regard to findings and recommendations resulting from mishaps.

- The MOFE process ensures quality control standards are applied, actionable recommendations are reviewed and compliance standards are maintained in support of future mishap prevention efforts.
- The MOFE process spans a 90-day timeframe: the first 45-day period is for organizations to submit solicited and unsolicited comments regarding the final outcome of the mishap investigation and the second 45-day period is for the Naval Safety Center to collate all comments and release a final message.
- All MOFE comments must be received by the 45-day deadline.
- MOFE comments are submitted in parallel of each other, which differs from WESS endorsements that were submitted in a serial fashion.
- The 45-day MOFE timeframe for comments enables an efficient channel to quickly provide safety recommendations that are value added to the fleet, in contrast to the WESS endorsement process which has no built in deadline.



U.S. Navy photo by Mass Communication Specialist 3rd Class Erica Bechard

### Did you know?

Fires were significantly underreported by 92% in 2017-2018, and afloat injuries were also significantly underreported by 80% in 2017, according to a NAVSAFECEN study that compared data across multiple safety mishap reporting systems. RMI will mitigate underreporting because it provides a single point of entry (SPOE) and analytical tool set.



U.S. Navy photo by Mass Communication Specialist 3rd Class Louis Thompson Staats IV

# WE ARE YOUR



**T**

he Risk Management Information initiative consolidates information technology systems, applications and tools currently in use by Navy and Marine Corps organizations used to capture, analyze and report critical safety issues, mitigations and actions -- thereby reducing redundant systems, creating efficiencies and making resources available for other uses within the DON enterprise.

# SAFETY ADVOCATE



Sailors image- U.S. Navy photo by Mass Communication Specialist 3rd Class Darion Chânelle Triplett The Marines were added to showcase diversity.  
Photo illustration by Catalina Magee

The Risk Management Information program supports the Secretary of the Navy's priorities of People, Capabilities and Processes. Safety is an effort that spans the requirements of readiness, lethality and modernization to drive priorities.

RMI will improve the availability of safety lessons learned to the fleet and free up time to focus on mishap prevention by reducing duplicate data entry, providing an integrated safety data repository and tracking recommendations.

## RMI SIR Familiarization Training Schedule:

In preparation for the Aug. 31 launch of RMI SIR, NAVSAFECEN now provides virtual SIR familiarization training through Aug. 27 with more than 40 scheduled online sessions. Instructional training will include account access, accounts management, entering mishaps and recommendations, memorandum of final evaluation (MOFE) endorsements, basic analytics and running reports.

The eight-hour live sessions scheduled from 8 a.m. to 4:30 p.m. will start promptly within each respective time zone. All training sessions will be recorded and RMI SIR users can reference these in the future. All safety professionals, safety specialists and collateral duty safety officers are strongly encouraged to attend.



LCDR Troy Kelly, mobile training team facilitator responding to interview questions.

Students will access training as portrayed below for their respective time zones. Students will log in as a guest and can listen to the lecture with speakers or headphones.

### RMI SIR Familiarization Training Schedule:

Date	Weekday	Time zone	Training Link
Aug. 4	Tuesday	EST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 6	Thursday	EST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 11	Tuesday	JST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 13	Thursday	JST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 17	Monday	EST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 18	Tuesday	JST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 19	Wednesday	CST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 20	Thursday	HST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 20	Thursday	PST	<a href="http://navsafetc.adobeconnect.com/rmi2">http://navsafetc.adobeconnect.com/rmi2</a>
Aug. 24	Monday	CHST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 24	Monday	JST	<a href="http://navsafetc.adobeconnect.com/rmi2">http://navsafetc.adobeconnect.com/rmi2</a>
Aug. 25	Tuesday	AST	<a href="http://navsafetc.adobeconnect.com/rmi3">http://navsafetc.adobeconnect.com/rmi3</a>
Aug. 25	Tuesday	CET	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 26	Wednesday	CET	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 26	Wednesday	EST	<a href="http://navsafetc.adobeconnect.com/rmi2">http://navsafetc.adobeconnect.com/rmi2</a>
Aug. 27	Thursday	HST	<a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a>
Aug. 27	Thursday	PST	<a href="http://navsafetc.adobeconnect.com/rmi2">http://navsafetc.adobeconnect.com/rmi2</a>

EST Eastern Standard Time  
CST Central Standard Time

HST Hawaii Standard Time  
CHST Chamorro Standard Time (Guam)

JST Japan Standard Time  
AST Asian Standard Time (Bahrain)

CET Central European Time  
(Italy, Spain)

## User Administration Training Schedule:



U.S. Navy photo by Mass Communication Specialist 1st Class Kyle Steckler

User administrators (UAs) are expected to provide user administration to their SIR users, including all UAs below them in the organizational hierarchy. Because RMI contains safety-privileged and other sensitive information, UAs are responsible for ensuring that access is only given to those with a legitimate need.

UAs should also be able to provide users with a wealth of information, and routing questions and issues through them will allow them to understand the concerns and problems within their command(s).

The Naval Safety Center will provide RMI User Administration Familiarization Training via several scheduled online sessions. Instructional training will include account access, accounts management, entering mishaps and recommendations, memorandum of final evaluation (MOFE) endorsements, basic analytics and generating basic business intelligence reports. These live, interactive and recorded sessions are scheduled for three hours and will start promptly within each respective time zone. All safety professionals, safety specialists and collateral duty safety professionals are strongly encouraged to attend.

Students will access training through Adobe Connect as portrayed below for their respective time zones using the following URL: <http://navsafetc.adobeconnect.com/rmiua>. Students will log in as a guest and can listen to the lecture with speakers or headphones.

### User Administration Training Schedule:

Date	Weekday	Time zone	Course Time
Aug. 17	Monday	EST	8 to 11 a.m.
Aug. 17	Monday	EST	1 to 4 p.m.
Aug. 18	Wednesday	HST	8 to 11 a.m.
Aug. 18	Wednesday	HST	1 to 4 p.m.
Aug. 19	Tuesday	PST	8 to 11 a.m.
Aug. 19	Tuesday	PST	1 to 4 p.m.
Aug. 20	Thursday	JST	8 to 11 a.m.
Aug. 20	Thursday	JST	1 to 4 p.m.
Aug. 21	Friday	CET	8 to 11 a.m.

EST Eastern Standard Time  
CST Central Standard Time

HST Hawaii Standard Time  
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(Italy, Spain)

# RMI

## Q & A

### What is Risk Management Information (RMI)?

Risk Management Information (RMI) is a Department of the Navy (DON) initiative, endorsed by the Assistant Secretary of the Navy for Energy, Installations and Environment, (ASN EI&E) for a single Program of Record for Safety to improve the quality and accessibility of risk management information associated with naval safety management. The DON's RMI initiative promulgates the intent to create a safer environment for Navy and Marine Corps personnel by capturing and analyzing safety incident reporting data and assisting safety professionals with managing their programs. RMI will synthesize incident reporting data into useful and relevant products for improving risk and safety conditions by consolidating existing legacy and core safety programs and risk management systems, applications and data.

The RMI initiative encompasses the following four capability areas:

## SIR

**Streamlined Incident Reporting (SIR)** will provide enterprise reporting enhancements to include streamlined reporting processes, improved unit reporting access and capabilities, and enterprise or unit level tracking and verification of reportable injuries.

## SPM

**Safety Program Management (SPM)** will provide users with capabilities needed to plan, prepare, and execute a well-rounded safety and occupational health program. Specific capabilities will include: Confined Space Entry, Deficiency Abatement, Fall Protection, Inspections, Job Hazard Analysis, Medical Surveillance, Respiratory Protection, Safety Committee, Self-Assessment and Training.

## A&D

**Analysis and Dissemination (A&D)** will provide an advanced analysis or analytic capability for SIR and SPM data to enable trend analysis and proactive decision making related to mishap and injury avoidance in compliance with DOD Safety and Occupational Health standards and policy.

## SPOE

**Single Point of Entry (SPOE)** will provide a single point of entry available to Sailors, Marines and Safety professionals to reduce the inconsistencies introduced by dissimilar legacy systems and organizations.

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### Has anything been released yet for RMI?

Yes, in February 2019 the Dive Jump Reporting System (DJRS) module within SIR was released. The new DJRS system is web-based, CAC-enabled and replaced the DJRS function that was a subsystem of the legacy Web-Enabled Safety System (WESS). DJRS provides functions for planning, preparing, reporting and executing safe dive operations for the Navy, Marine Corps, Army, Air Force, Coast Guard and safe jump operations for the Navy and Marine Corps. DJRS captures event log data for divers and jumpers; it is not used for incident reporting. Types of information entered in DJRS include dive events, jump events, manifest logs, equipment used and other basic data. Currently, DJRS has roughly 4,000 Navy-registered users located across the globe in CONUS and OCONUS.



U.S. Navy photo by Mass Communication Specialist 2nd Class Tamara Vaughn



## Is another release planned for RMI; if so, when will this occur?

Yes, the next release for RMI is the full SIR capability scheduled for Aug. 31, 2020. SIR will replace the legacy system WESS, which will be sunset concurrent with SIR's release. SIR will provide a Navywide capability to identify and report hazards and their associated risks from all sources, report actions taken to eliminate and mitigate hazards and monitor implementation and status of recommended corrective actions. RMI SIR is web-based and CAC-enabled. Users will find data is easier and faster to input, forms are pre-filled with relevant data, errors will be reduced, workflow guides are built-in and ad hoc reporting is improved. Mobile Training Teams (MTTs) will conduct "train the trainer" RMI SIR orientation sessions through Aug. 27, 2020 via virtual Adobe Connect training sessions.



U.S. Navy photo by Mass Communication Specialist Seaman Jarrod A. Schad



The Naval Safety Center (NAVSAFECEN) serves as the functional and requirements sponsor for RMI within the DON. Enterprise Systems and Services (E2S, PMW 250) is the development sponsor for RMI and is responsible for the day-to-day program management of the program. Overall, the DON enterprise as a whole owns the system.

## Who will oversee RMI?

## How is RMI being developed?

The RMI development effort configured a Government-Off-The-Shelf (GOTS) web application customized for the Navy and Marine Corps that builds upon the Air Force Safety Automated System (AFSAS) platform to provide a single program of record for risk management information including safety and occupational health incidents. The Kapsuun Group software development team is developing the RMI using the Agile Sprint methodology with full end-user and SME participation, testing and feedback incorporated into the development process.

## What are the benefits of RMI?

The RMI initiative will:

1. Consolidate safety systems, make it easier to report mishaps and provide authoritative data to help improve safety conditions.
2. Improve readiness by providing personnel with an enterprise view of information necessary to focus on managing risks and preventing mishaps.
3. Turn data into actionable information, enabling all personnel to better understand the hazards and risks associated with their operations and processes.
4. Help enable informed risk decisions as a means of preventing losses through more efficient and effective operations.
5. Seamlessly link multiple authoritative sources of data allowing information across the DON.
6. Support the missions of the NAVSAFECEN and Commandant Marine Corps Safety Division (CMC SD), which are dedicated to preventing mishaps to save lives and preserve resources.



U.S. Navy photo by Mass Communication Specialist 2nd Class Colby A. Mothershead

## What systems will be replaced by RMI?

RMI requires the migration of all legacy data from five existing safety community systems. With the successful rollout of RMI, it is anticipated that the following systems or modules will be replaced with the RMI software solution:

- Web Enabled Safety Systems (WESS)
- Enterprise Safety Application Management System (ESAMS) Injury Illness Reporting and Tracking System (IIRTS)
- Injury Illness Tracker (INJTRACK)
- Medical, Mishap and Compensation (MMAC)
- Portsmouth Naval Shipyard Occupational Accident and Injury Reporting System (POAIRS)



U.S. Navy photo by Mass Communication Specialist 2nd Class James R. Turner

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## Why are these legacy systems being replaced?

The reasons for the change to a GOTS software solution include:

- Data consistency
- Process improvement
- To enable improved trend analyses
- To enable better risk decision making
- To reduce the number of legacy, risk management and safety systems
- To enable faster reaction time
- Cost savings by reducing the number of hosting centers, maintenance costs, license fees, etc.



U.S. Navy photo by Mass Communication Specialist Seaman Apprentice Victoria Sutton

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## How will the new RMI system benefit users?

Users will see the following improvements over the legacy systems in use today:

- Improved user interface for data entry
- Forms pre-filled with data from authoritative sources
- Reduced chance for user errors
- Built-in workflows guide users through data input process
- Reduced overall time using system
- Improved ad hoc reporting capabilities



U.S. Navy photo by Mass Communication Specialist 2nd Class Alfred Coffield

## What resources are available for end users to prepare for the RMI transition?

The Naval Safety Center has a dedicated section for RMI on its website, available at the following link: <https://www.navalsafetycenter.navy.mil/Resources/RMI/>. The section features resources such as help files and video guides.

Users are encouraged to access the RMI Training and Testing Site, also referred to as the simulation or SIM site at the following URL: <https://sim.afsas.safety.af.mil>. SIM site users will be able to navigate features using simulated data.

**Note:** The SIM site is not linked to the production site, where live real data is processed (the two sites are independent of each other.) Be sure to verify the URL as the URLs for each site are very similar. The URL for the production site effective Aug. 31, 2020, is: <https://afsas.safety.af.mil>.



U.S. Navy photo by Mass Communication Specialist 2nd Class Danielle A. Baker



U.S. Navy photo by Mass Communication Specialist 1st Class Omar Powell

## Will training be offered to learn the RMI SIR system?

Mobile Training Teams (MTTs) will conduct RMI SIR orientation sessions at fleet concentration areas through Aug. 27, 2020 via virtual Adobe Connect training sessions. The sessions will be held according to the schedule published in ALSAFE 20-006, available at the following link:

<https://navalsafetycenter.navy.mil/Portals/29/Documents/ALSAFE20-006.txt>.

Safety professionals are highly encouraged to attend. The course is designed to equip users with the knowledge, tools and resources necessary to successfully navigate and manage their RMI accounts. The course will provide in-depth information and exposure to the RMI application, step-by-step instruction on fundamental aspects of the application, knowledge checks and hands-on practice.

## Will the Web-Enabled Safety System (WESS) be phased out?

The Web-Enabled Safety System (WESS) will migrate on Aug. 28, 2020. There is a comprehensive plan to move data from WESS to RMI. The WESS users should plan accordingly, by establishing an RMI account. After August 31st, RMI will be the official reporting system and WESS will sundown.

## Will WESS users experience any business process changes before the transition?

Other than alerting users to close out all open reports in WESS before RMI SIR deployment, there will not be any business process changes in how safety data and incident reports are entered into WESS.

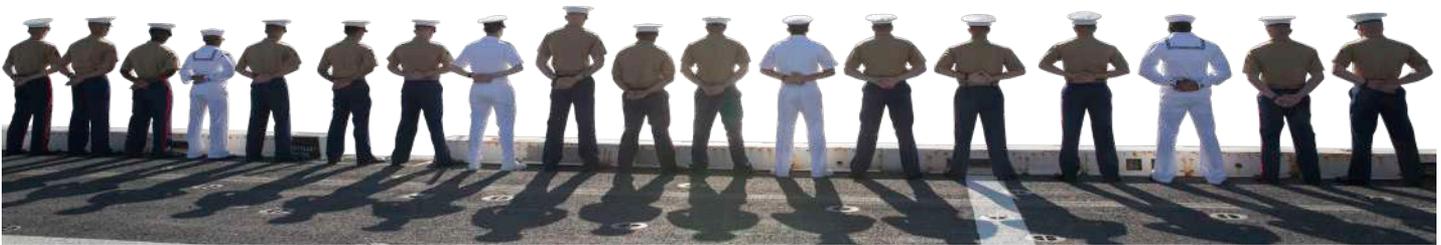


Illustration by Catalina Magee

## What will happen with active and closed investigations in WESS?

All closed investigations will migrate from WESS to RMI SIR. Efforts are currently underway to ensure active investigations are migrated from WESS for users to complete in RMI SIR.



## ***Is a help desk available to answer questions about the RMI SIR reporting system?***

Help desk representatives are available online and via phone during Eastern Time (ET) business hours for any questions by end users.

Contact the RMI Help Desk at 866-210-7474 or email [rmitestteam@chenega.onmicrosoft.com](mailto:rmitestteam@chenega.onmicrosoft.com) Monday through Friday between 8 a.m. and 4 p.m. ET.

Voicemails or emails received outside of business hours will be reviewed the next available business day.



U.S. Navy photo by Mass Communication Specialist 2nd Class Jonathan A. Colon

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## ***Will RMI SIR shorten the time frame for organizations to provide endorsements regarding the final outcome of a mishap investigation?***

Yes, the 45-day time frame for comments via the Memorandum of Final Endorsement (MOFE) process enables an efficient channel to more quickly provide safety recommendations that are value added to the naval enterprise.

The MOFE process is the official fleet position with regard to findings and recommendations resulting from mishaps. MOFE ensures quality control standards are applied, actionable items are reviewed and compliance standards are maintained to support future mishap prevention efforts. The MOFE process flow spans a 90-day timeframe: the first 45-day period is for organizations to submit solicited and unsolicited comments regarding the final outcome of the mishap investigation and the second 45-day period is for the Naval Safety Center to collate all comments and release a final message. All MOFE comments must be received by the 45-day deadline. Of note: MOFE comments are submitted in parallel of each other, which differs from WESS endorsements that were submitted in a serial fashion.

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## ***If RMI SIR is the new mishap reporting system for the Navy and Marine Corps, why is there Air Force terminology?***

RMI SIR is a shared application on the Air Force Safety Automated System (AFSAS).

RMI SIR configures a Government-Off-The-Shelf (GOTS) web application customized for the Navy and Marine Corps that builds upon the AFSAS platform.

As such, you will see some Air Force-centric terminology and features. For example, the URLs are [af.mil](https://af.mil).



U.S. Navy photo by Mass Communication Specialist 2nd Class Jacob Milham



U.S. Navy photo by Mass Communication Specialist 1st Class Spencer Fling

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## ***As a safety mishap reporter, will I be able to assume various user roles?***

What a user has access to will vary, based on assigned roles. When safety mishap reporters self-register for the RMI SIR production site where live data is processed (<https://afsas.safety.af.mil>), users will request roles.

Roles will not appear until the user administrator grants approval for the requested roles. Detailed and meaningful justification for elevated accounts must be provided.

A large, olive-green military sea bag is the central focus of the image. It has a roll-top closure at the top and several straps and buckles on the front. A red arrow points from the right side of the bag towards the text.

**While mishaps  
may not  
have come  
in your sea bag,  
trust us...**

A red circle highlights the text 'THEY'RE THERE!' which is written in a bold, white, sans-serif font.

**THEY'RE  
THERE!**

# SAFETY POLICIES

## Department of Defense (DOD) Safety Policies DOD Directive (DODD) DODD 4715.1E Environment, Safety and Occupational Health (ESOH)

### DOD Instructions (DODI)

DODI 6050.05 DOD Hazard Communication (HAZCOM) Program  
DODI 6055.01 DOD Safety and Occupational Health (SOH) Program  
DODI 6055.04 DOD Traffic Safety Program  
DODI 6055.05 Occupational and Environmental Health (OEH)  
DODI 6055.06 DOD Fire and Emergency Service (F&ES)  
DODI 6055.07 Mishap Notification, Investigation, Reporting and Record Keeping  
DODI 6055.08 Occupational Ionizing Radiation Protection Program  
DODI 6055.12 Hearing Conservation Program (HCP)  
DODI 6055.15 DOD Laser Protection Program  
DODI 6055.16 Explosives Safety Management Program (ESPM)  
DODI 6055.17 DOD Emergency Management (EM) Program

## Department of the Navy (DON) Safety Policies

### Secretary of the Navy (SECNAV) Instructions

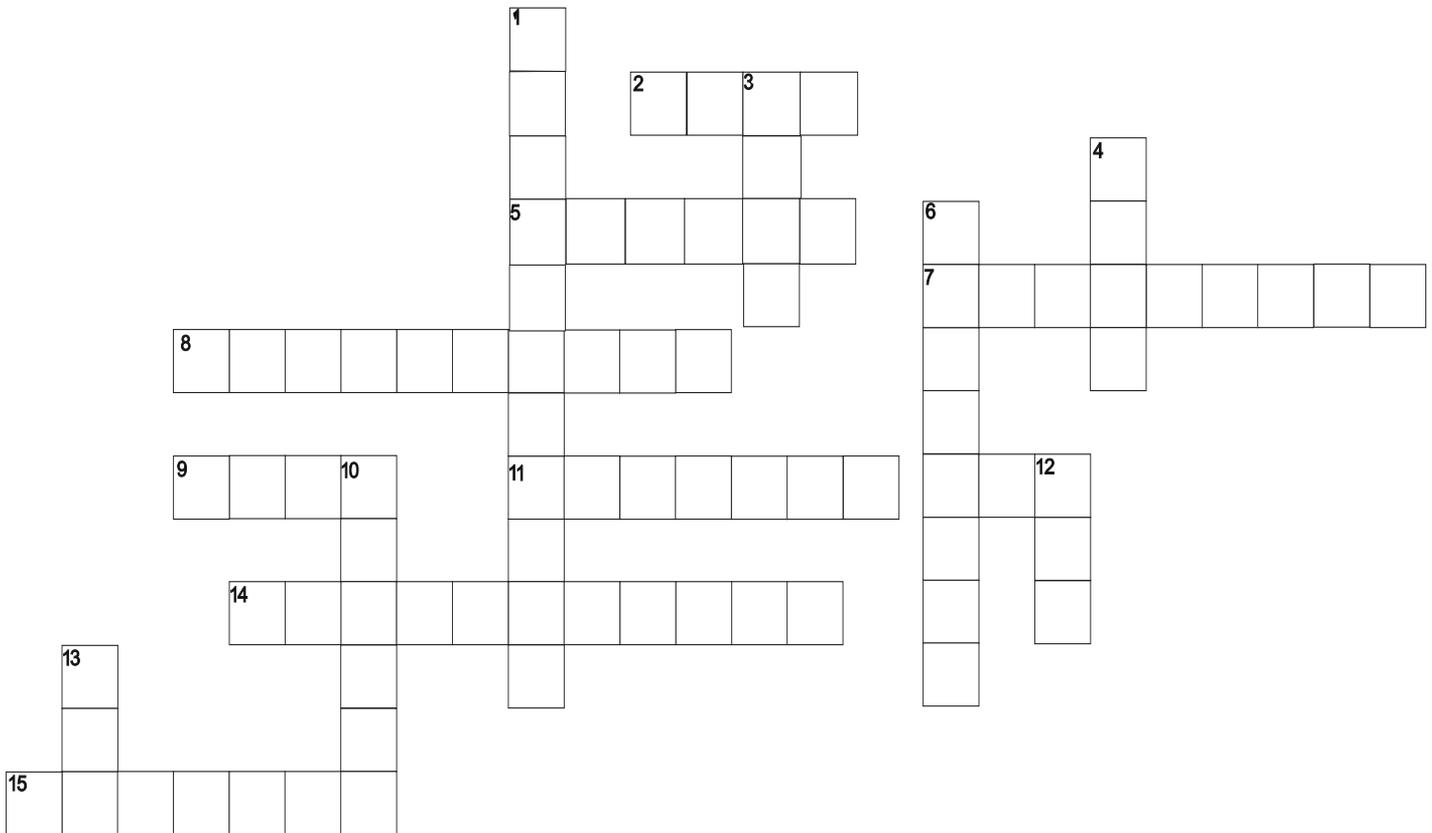
SECNAVINST 5100.10K Department of the Navy Safety Program  
SECNAVINST 5100.16C Department of the Navy Gas Free Engineer Certification and Recertification  
SECNAVINST 5100.17A Department of the Navy Installation Automated External Defibrillation (AED) Program  
SECNAV 5210.1 Department of the Navy Records Management Manual  
SECNAVINST 5210.8F Department of the Navy Records Management Program  
SECNAVINST 5211.5F Department of the Navy Privacy Act Program  
SECNAVINST 5720.42G Department of the Navy Freedom of Information Act Program  
SECNAVINST 11260.2B Department of the Navy Weight Handling Program for Shore Activities

### Chief of Naval Operations (CNO) Instructions

OPNAVINST 1500.75D Policy and Procedures for Conducting High-Risk Training  
OPNAVINST 1650.28B Chief of Naval Operations Aviation, Afloat, Shore, Expeditionary  
OPNAVINST 3440.17A Navy Installation Emergency Management Program  
OPNAVINST 3500.39D Operational Risk Management  
OPNAVINST 3750.6S Naval Aviation Safety Management System  
OPNAVINST 5100.12J Navy Traffic Safety Program  
OPNAVINST 5100.19F Navy Safety and Occupational Health Program Manual for Forces Afloat  
OPNAVINST 5100.23H Navy Safety and Occupational Health Program Manual  
OPNAVINST 5100.25C Navy Recreation and Off-Duty Safety Program  
OPNAVINST 5100.27B Navy Laser Hazards Control Program  
OPNAVINST 5102.1B Navy & Marine Corps Mishap and Safety Investigation, Reporting and Record Keeping Manual  
OPNAVINST 8020.14A Department of the Navy Explosives Safety Management Policy Manual  
OPNAVINST 11320.23G Navy Fire and Emergency Services

### Commandant of the Marine Corps (CMC) Orders

MCO 3500.27C Risk Management  
MCO 5040.6H Marine Corps Readiness Inspections and Assessments  
MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order  
MCO 5100.19F Marine Corps Traffic Safety Program (DRIVESAFE)  
MCO 5100.29B Marine Corps Safety Program  
MCO 5100.30B Marine Corps Recreation and Off-Duty Safety (RODS) Program  
MCO 5100.32A Marine Corps Ground Safety Awards Program  
MCO 5104.3C Marine Corps Radiation Safety Program (MCRSP)  
MCO 6260.3A Marine Corps Hearing Conservation Program  
MCO 8020.10 Marine Corps Explosives Safety Management Program  
MCO 8020.14 Marine Corps Explosives Safety Compliance Program  
MCO 11000.11 Marine Corps Fire Protection and Emergency Services  
NAVMC DIRECTIVE 5100.8 Marine Corps Occupational Safety and Health (OSH) Program Manual (Short Title: MARCOR OSH Program Manual)  
OPNAVINST 5100.27B/MCO 5104.1C Navy Laser Hazards Control Program



## ACROSS

2. System that provides functions for planning, preparing, reporting and executing safe dive operations for the Navy, Marine Corps, Army, Air Force, Coast Guard and safe jump operations for the Navy and Marine Corps.
5. SPOE provides a \_\_\_\_\_ point of entry in RMI for users.
7. Acronym, \_\_\_\_\_, serves as the functional and requirements sponsor for RMI within the DON.
8. RMI initiative encompasses the four \_\_\_\_\_ areas: SIR, A&D, SPOE and SPM.
9. Acronym, Single Point of Entry, a pillar of RMI.
11. A tool that A&D will enable, which allows organizations a snapshot look and identify trends.
14. RMI A&D allows users to apply more advanced quantitative and \_\_\_\_\_ analysis techniques to better model risk at various levels or organization; enterprise issues.
15. RMI holistically includes a broad spectrum of capabilities or “\_\_\_\_\_”.

## DOWN

1. RMI will \_\_\_\_\_ safety systems, making it easier to report mishaps and provide authoritative data to improve safety conditions.
3. Access to RMI is \_\_\_\_\_-based and permissions will be assigned to safeguard privacy.
4. Acronym, Web-Enabled Safety System, legacy reporting system.
6. RMI will help enable \_\_\_\_\_ decisions as a means of preventing losses through more efficient and effective operations.
10. Acronym, Enterprise Safety Management System, legacy reporting system.
12. Acronym, Safety Program Management, will enable organizations to improve their safety culture.
13. Acronym, Risk Management Information, the DON’s Program of Record to improve Navy and Marine Corps safety management.

Answers below.

**ACROSS**

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