We are your safety advocate

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

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 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.

RDML “Lucky” Luchtman
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
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.
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.

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.

**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.

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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.
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.

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

- 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.

- 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.

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

Injury or fatality to any of the following:
- Active Duty personnel (on or off-duty)?
- DOD federal civilian (on-duty, work-related).
- Reserve personnel assigned to your command.
- Other military personnel or foreign military personnel assigned to your command.
- DOD personnel (military or on-duty federal civilian) caused by contractor operations.
- Contractors under direct supervision of active duty military or DOD civilian personnel.
- Off-duty DOD civilian personnel resulting from a command directed USN or USMC operation, event or activity.
- 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.).

Damage to any of the following:
- DON (USN/USMC) owned property, caused by DON operations, activity or event.
- DON (USN/USMC) property caused by contractor operations or activities.
- Any property leased or loaned to the Navy or Marine Corps where the Navy or Marine Corps has assumed responsibility.
- 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.
- New production equipment prior to delivery where the Navy or Marine Corps has assumed liability.
- 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)
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.

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.

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.
SIR AVAILABLE ROLES

AVAILABLE ROLES

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

SAFETY INVESTIGATOR
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.

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.

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.
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.

REQUESTING AN 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.)
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).

Step 14: Provide your justification for RMI SIR access.
Step 15: Click “Submit Application.” This will populate the User Agreement.
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.

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.
“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.”

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.

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).

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.
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.
ADMIN

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

**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.

Reasons to submit feedback include:

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

MISHAP REPORTS
HAZARD REPORTS
NEAR MISSES

REWARD:
MANY LIVES SAVED

+ EFFECTIVE PREVENTATIVE MEASURES
+ PREDICTIVE DATA OF CAUSAL FACTORS

WEBSITE: WWW.NAVALSAFETYCENTER.NAVY.MIL
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.

**CLASS A/B INVESTIGATIONS WORKFLOW**

**STEP 1**
Role Required: Event Investigator

**CREATE INVESTIGATION**

**STEP 2**
Role Required: Event Investigator

**ENTER EVENT INVESTIGATION INFORMATION**

Click "Create Event Investigation" from RMI Homepage and complete Create Event Investigation Page Reference section 4.0*

**STEP 3**
Role Required: Event Investigator

**ENTER EVENT INFORMATION FOR FINAL MESSAGE**

Review and approve or reject the final message. If rejected, investigation is returned to the event investigator for corrections. If approved, final message is forwarded to Quality Control for action. Reference section 5.15*

**STEP 4**
Role Required: Quality Control Event

**REVIEW & APPROVE PRELIMINARY MESSAGE**

QC role has many options for acting on a preliminary message. Reference the Quality Control Guide for more information by navigating to Help--> Help Files and User Guides--> SIR Help Files--> Quality Control Guide

**STEP 5**
Role Required: Event Investigator

**ENTER EVENT INFORMATION FOR FINAL MESSAGE**

Please note that not all event investigation details will be entered. Requirements will populate after the preliminary message is released.

**STEP 6**
Role Required: Event Investigator

**SUBMIT FINAL MESSAGE FOR RELEASE**

Enter Event Investigation Information

**STEP 7**
Role Required: Message Approver

**REVIEW AND ACT ON FINAL MESSAGE**

Validation Tool will run. All red color indicators must clear before the final message can be released. Reference section 5.13*

**STEP 8**
Role Required: Quality Control Event

**REVIEW & APPROVE FINAL MESSAGE**

Review and approve or reject the final message. If rejected, the investigation is returned to the event investigator for action. If approved, the final message is released, and the investigation is closed. QC role has many options for acting on a final message. Reference the Quality Control Guide for more information by navigating to Help--> Help Files and User Guides--> SIR Help Files--> Quality Control Guide

* RMI SIR Safety User Guide

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

CLASS C/D/E INVESTIGATIONS WORKFLOW

**STEP 1**
Role Required: Event Investigator

CREATE INVESTIGATION

Click “Create Event Investigation” from RMI Homepage and complete Create Event Investigation Page Reference section 4.0*

**STEP 2**
ENTER EVENT INFORMATION FOR FINAL MESSAGE

**STEP 3**
Role Required: Event Investigator

SUBMIT FINAL MESSAGE FOR RELEASE

**STEP 4**
Role Required: Message Approver

REVIEW AND ACT ON FINAL MESSAGE

Validation Tool will run. All red color indicators must be cleared before the final message can be released. Reference section 5.13*

**STEP 5**
Role Required: Quality Control Event

REVIEW & APPROVE FINAL MESSAGE

Review and approve or reject the final message. If rejected, investigation is returned to the event investigator for corrections. If approved, final message is forwarded to Quality Control for action. Reference section 5.15*

Review and approve or reject the final message. If rejected, the investigation is returned to the event investigator for action. If approved, the final message is released, and the investigation is closed. QC role has many options for acting on a final message. Reference the Quality Control Guide for more information by navigating to Help--> Help Files and User Guides--> SIR Help Files--> Quality Control Guide

*RMI SIR Safety User Guide

Complete pages necessary to release a Final message (Pages may include General information, Location, Environment, Risk Management, Objects, Persons, Narrative, Findings, HFAC/MFAC, etc.) Reference section 5.0*

Complete pages necessary to release a preliminary message (General Information, Location, Objects, Persons, Narrative) Reference section 5.0*

Validation Tool will run. All red color indicators must clear before the final message can be released. Reference section 5.13*

Review and approve or reject the final message. If rejected, the investigation is returned to the event investigator for action. If approved, the final message is released, and the investigation is closed. QC role has many options for acting on a final message. Reference the Quality Control Guide for more information by navigating to Help--> Help Files and User Guides--> SIR Help Files--> Quality Control Guide

*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.
Completing Event Investigation

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

**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.
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).
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.
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.
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.

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.
Recommendations

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

**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.
The 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.
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.
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.

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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Weekday</th>
<th>Time zone</th>
<th>Training Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 4</td>
<td>Tuesday</td>
<td>EST</td>
<td><a href="http://navsafetc.adobeconnect.com/rmi">http://navsafetc.adobeconnect.com/rmi</a></td>
</tr>
<tr>
<td>Aug. 6</td>
<td>Thursday</td>
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<td>Tuesday</td>
<td>JST</td>
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<tr>
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<td>IST</td>
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<tr>
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**Note:**
- **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:

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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Weekday</th>
<th>Time zone</th>
<th>Course Time</th>
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CST Central Standard Time  CHST Chamorro Standard Time (Guam)  AST Asian Standard Time (Bahrain)  (Italy, Spain)
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:

- **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.

- **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.

- **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.

- **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.

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.
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.

Who will oversee RMI?

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.

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.
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)

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.

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
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.

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.

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 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.

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.

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.

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

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. DJRS
3. SPOE provides a _______ point of entry in RMI for users. SINGLE
7. Acronym, serves as the functional and requirements sponsor for RMI within the DON. NAVSAFECEN
8. RMI initiative encompasses the four _______ areas: SIR, A&D, SPOE and SPM. CAPABILITY
9. Acronym, Single Point of Entry, a pillar of RMI. SPOE
11. A tool that A&D will enable, allowing organizations a snapshot look and identify trends. DASHBOARDS
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. QUALITATIVE
15. RMI holistically includes a broad spectrum of capabilities or "_______". PILLARS

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

Answers below.

CONSOLIDATE
ROLE
WESS
INFORMED
ESAMS
SPM
RMI

"_______", 15. RMI holistically includes a broad spectrum of capabilities or "_______".

Answers:

1. CONSOLIDATE
2. ROLE
3. WESS
4. ESAMS
5. SPM
6. RMI

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