



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 6110.4A
OPS
23 Jun 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 6110.4A

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: HIGH RISK EXTRACURRICULAR ACTIVITIES

Ref: (a) USNAINST 1500.1
(b) COMDTMIDNINST 1310.1H
(c) COMDTMIDNINST 1710.14Q
(d) COMDTMIDNINST 5400.6W
(e) COMDTMIDNNOTE 1710

Encl: (1) USNA High Risk Assessment Worksheet
(2) ECA Official Credentials Memorandum

1. Purpose. To detail policy, procedures, and reports applicable to all High-Risk Extracurricular Activities (HR-ECA).

2. Cancellation. COMDTMIDNINST 6110.4.

3. Scope and Applicability. All personnel supporting Extra-Curricular Activities at the U.S. Naval Academy (USNA) shall familiarize themselves with the HR-ECA regulations and policies listed in references (a) through (d).

4. Action. All HR-ECA will comply with the provisions listed herein.

5. Operating Procedures

a. HR-ECAs are those ECAs deemed to pose a greater-than-average risk of bodily harm or injury to participating midshipmen. List of HR-ECAs will be published in reference (e).

b. An Officer Representative, Enlisted Representative, Coach, Certified Supervisor and/or Trainer who is qualified by the appropriate governing authorities for that particular activity shall be present at all times during practices, scrimmages, and competitions.

c. Each HR-ECAs shall submit a Standing Operational Risk Management (ORM) procedures and credentials for Representative/Coach/Supervisor/Trainer for each academic year as outlined in enclosures (1) and (2), respectively. A Standing ORM shall clarify procedures for regularly occurring events within that HR-ECA.

Note: For events not covered under approved Standing ORM, the HR-ECA shall submit an ORM memorandum per enclosure (1).

6. Responsibility. The Commandant of Midshipmen is responsible for all HR-ECAs. The Commandant of Midshipmen's Operations Officer will act for the Commandant of Midshipmen on all matters of routine administration of these activities.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant of Midshipmen's Operations Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.



J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, <https://www.usna.edu/Commandant/comdinst.php>

USNA RISK ASSESSMENT WORKSHEET

Activity:				Prepared By:				Signature/Date:			
Dates of Activity: Academic Year YYYY-YYYY				Approved By:				Signature/Date:			
Step 1. Identify Hazards		Step 2. Assess Hazards		Step 3. Make Risk Decisions				Step 4. Implement Controls		Step 5. Supervise	
Activity Phases	Hazards: What are the hazards? Causes of hazards?	Mishap Severity and Probability		Initial RAC	Develop Controls: What controls (safeguards) will counter the hazard?		Residual Severity and Probability		Residual RAC	How will controls be implemented?	Who will supervise the controls and how are they qualified? (Name of Individual, not by position).
<i>Example: 1 Mile Run (*no alternate route available)</i>	<i>Falls due to potholes</i>	<i>C</i>	<i>III</i>	<i>4</i>	<i>1. All potholes will be identified and covered along route. 2. Safety Observers 3. Safety Brief</i>		<i>D</i>	<i>IV</i>	<i>5</i>	<i>Orange cones will be placed over potholes. Seven Safety Observers (SO's) will monitor runners and potholes. Safety Observers and participants will receive safety brief and map of route with potholes. SO's will walk route one day prior to event. Event Coordinator will provide safety brief and ride in safety vehicle to monitor route and maintain communication with SO's during event.</i>	<i>All Safety Observers (SO's) are prior run participants and ACFL qualified (include names of Safety Observers). Senior Chief Hard runner, Event Coordinator, is the overall supervisor and is CFL qualified.</i>

ACTIVITY RISK (BASED ON HIGHEST RESIDUAL RISK LEVEL): _____ (example: Moderate – 3)									
Preparer Comments:					Approver Comments:				

Step 1. Identify Hazards. List the major steps involved in the activity. Identify the conditions with the potential to cause damage, injury or mission degradation and list the hazards and the causes of the hazards.

Step 2. Assess hazards. For each hazard identified, determine the associated degree of risk in terms of probability and severity. Use the matrix below to assign each hazard identified in Step 1 with a hazard severity category and a mishap probability rating. Use these to determine a Risk Assessment Code.

Hazard Severity Category Matrix:

- I Death, loss or grave damage
- II Severe injury damage or inefficiencies
- III Minor injuries, damage, or inefficiencies
- IV Minimal Threat to personnel and property

Mishap Probability Sub-Category Matrix:

- A. Likely to occur immediately
- B. Probably will occur in time
- C. May occur in time
- D. Unlikely to occur

Hazard Severity + Mishap Probability Rating = Risk Assessment Code

Risk Assessment Matrix		PROBABILITY			
		Frequency of Occurrence Over Time			
		A Likely	B Probable	C May	D Unlikely
SEVERITY Extent of Hazard	I Loss of Mission Capability, Unit Readiness or Asset, Death	1	1	2	3
	II Significantly Degraded Mission Capability or Unit Readiness, Severe Injury or Damage	1	2	3	4
	III Degraded Mission Capability or Unit Readiness, Minor Injury or Damage	2	3	4	5
	IV Little or No Impact to Mission Capability or Unit Readiness, Minimal Injury or Damage	3	4	5	5

Risk Assessment Codes: 1 - Critical 2 - Serious 3 - Moderate 4 - Minor 5 - Negligible

Step 3. Risk Decisions. List the risk controls and determine the “Residual RAC” with controls in place. This will be based on the Residual mishap probability rating and severity category. Assess if benefit of the mission outweighs the new risk levels. If risks outweigh benefits, seek further risk reduction.

Step 4. Implement Controls -- When risks are reduced to acceptable levels, implement the appropriate control measures. List how the controls will be implemented. Provide details.

Step 5. Supervise – List who will supervise the execution of the controls. What are their qualifications to supervise the evolution/controls?

HR-ECA OFFICIAL CREDENTIALS MEMORANDUM

DD Mmm YYYY

MEMORANDUM

From: MIDN (Rank) First Last, USN, (HR-ECA Title)
To: Commandant Operations Officer
Via: (1) Commandant Extracurricular Activities Officer
(2) ECA Officer Representative

Subj: HR-ECA COACH/SUPERVISOR/REPRESENTATIVE CREDENTIALS

Ref: (a) COMDTMIDNINST 6110.4A

Encl: (1) Certificate from the Governing Authority

1. ECA: _____

2. Name of the Individual: _____

a. Governing Authority (as applicable): _____

b. Qualification/Certification: (Organization Name)

Very respectfully,

F. M. LAST