



Headquarters
ARIZONA WING CIVIL AIR PATROL
The Auxiliary of the United States Air Force
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01 March 2004

ARIZONA WING POLICY LETTER 04-11

SUBJECT: Mishap Procedures (Revised)

1. In accordance with CAPR 62-2, paragraph 4e, procedures listed below will be followed when a mishap or accident occurs involving aircraft, vehicles or personnel:
 - a. The unit or activity commander will immediately notify the Wing Commander, Chief of Staff or the Wing Safety Officer, in turn, when any mishap occurs during a CAP activity.
 1. Wing Commander: Colonel John J Varljen, CAP
Res: 928-468-5000
Cell: 928-595-0206
E-mail: azwgcc@azwg.cap.gov
 2. Chief of Staff: LtCol Ernest R Bourgeois, CAP
Res: 480-488-5536
Cell: 480-236-0283
E-Mail: azwgcs@azwg.cap.gov
 3. Director of Safety: LtCol Edward S. Daror
Res: 623-869-6728
E-mail: ds@azwg.cap.gov
2. The Wing Commander, Chief of Staff or Director of Safety in turn will notify the National Operations Center (888-211-1812). In addition, the person contacted will also immediately notify the CAP-USAF State Director, the Southwest Region Commander and the CAP-USAF Liaison Region, of all aircraft accidents or incidents, and all other mishaps involving death and/or serious injury.
3. Attached is a policy letter from Col Thomas L. Todd, SWR Commander, which clarifies and specifies the events when a CAPF 78 is required to be submitted. This should be discussed at a unit Safety meeting so all members understand when a CAPF 78 Mishap Report is required.


John J. Varljen, Colonel, CAP
Commander

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Supersedes: Policy Letter 04-06 dated 01 Feb 04

POST ON UNIT BULLETIN BOARDS



**HEADQUARTERS
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P.O. BOX 292755
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18 February 2004

MEMORANDUM FOR ALL SWR WING COMMANDERS

FROM: SWR/CC

SUBJECT: Policy Letter on Mishap Reporting

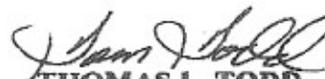
Mishap reporting is essential to the efficient and safe operation of our organization. The current CAPR 62-2 outlines CAP's mishap reporting procedures, however, questions remain as to when a mishap must be reported using a CAPF 78.

POLICY: Effective immediately a CAPF 78 will be filled out and submitted to a safety officer any time a ground or flight emergency is declared, or, if any of the following conditions exist:

- *Injury to a crew member or passenger
- *Damage to aircraft to include a strike to a wire, tree, fence, or any other fixed object
- *Flight control malfunction resulting in unexpected altitude or heading change
- *In-flight fires
- *Loss of thrust (Engine malfunction/shutdown) in-flight
- *Spillage or leaking of hazardous material from aircraft stores or cargo
- *Departure from intended movement surface
- *Physiological mishaps – In flight episodes of physical, physiological, medical, pathological, pharmacological or toxicological nature which compromises performance, confuse, disorient, dull, distract, endanger or incapacitate.
- *All damaging or non damaging wildlife (bird or animal) strikes
- *Occurrence of any other situation outlined in CAPR 62-2 requiring report submission

Once a safety officer has received a CAPF 78 he/she will submit the completed form to the wing safety officer who in turn will submit the CAPF 78 to HQ CAP/SE who will determine if an investigation of the incident should be conducted. The local unit commander is not authorized to make a determination as to whether or not a safety investigation is necessary.

The intent of this policy is to enhance safety and NOT to punish our members. We can only track trends if all incidents, even minor ones, are reported. The Southwest Region has one of the most enviable safety records in CAP and I am intent on keeping it that way. Please join me in ensuring our safety system has information on each and every incident that occurs in our Region.


THOMAS L. TODD
Colonel, CAP
Commander