



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
Maxwell Air Force Base, Alabama

9 April 2007

MEMORANDUM FOR ALL CAP UNIT COMMANDERS AND UNIT SAFETY OFFICERS

FROM: CC

SUBJECT: Interim Change Letter-On-line Safety Mishap Reporting and Investigation Procedures

1. The new on-line safety reporting and investigation system will become operational on Monday, 9 April 2007. This will be a major step in reducing paperwork and recordkeeping requirements while speeding up the coordination process for mishap investigation reports. The new system will be accessible to each member at e-Services. Also, the current mishap reporting system, using the paper CAPF 78, *Mishap Report Form*, and paper CAPF 79, *CAP Mishap Investigation Form*, will continue to be used in parallel with the on-line reporting system until 31 July 2007. This is to ensure that we do not lose valuable safety mishap data during the transition.

2. Reporting CAP Mishaps Using the On-line System. While some mishaps may not qualify for statistical purposes, there may be lessons to be learned from them or they may help in identifying safety mishap trends. Additionally, some mishaps appear to be minor in nature at first, but that may change with time. For that reason, all mishaps (accidents, incidents and minor mishap) must be reported using the on-line reporting system.

a. Accidents and Serious Injuries. In all cases of mishaps arising out of CAP activities that can be classified as an accident or serious injury, an appropriate CAP member will:

(1) **Immediately notify** the CAP National Operations Center (NOC) toll-free at 888-211-1812 (24 hrs/day). The NOC will, in turn, notify the CAP National Commander (National Vice Commander if the National Commander is unavailable), National Safety Officer, Executive Director, General Counsel's office, the CAP-USAF Commander, and Director of Safety. Do not delay the notification until completing the Form 78. Make the report as soon as possible.

(2) For mishaps involving Death or Serious Bodily Injury, coordinate with the National Headquarters General Counsel's office (you may contact the General Counsel through the NOC at 888-211-1812) on the preparation of the on-line Form 78. DO NOT accomplish an on-line Form 78 without prior coordination with General Counsel. The final responsibility for the timely completion of the on-line Form 78 after coordination rests with the appropriate unit or activity commander.

(3) National Transportation Safety Board (NTSB) Report. It is the responsibility of the pilot-in-command (PIC) to immediately report an aircraft accident, as defined by NTSB Part 830, *Accident Reporting*. Wing commanders will ensure that this report occurs in a timely manner.

b. Safety Mishap Report. Unit/activity commanders are responsible for ensuring an on-line Form 78 is accomplished within 48 hours of a mishap. The on-line Form 78 is an important legal document that must be completed correctly. Failure to complete an on-line Form 78 could result in the member being held personally responsible for damages or medical expenses incurred, and loss of government or corporate provided insurance benefits.

(1) The on-line system will report the creation of the Form 78, by e-mail to the appropriate CAP (squadron, wing, region) commanders, safety officers, NHQ CAP staff, CAP-USAFA State Director, and the CAP-USAFA Director of Safety.

(2) Safety Mishap Report Worksheet. This worksheet is an optional form used to collect safety mishap information when access to the on-line reporting system is not immediately available. The information on the worksheet is in the same order as it will be entered into the on-line reporting system. The "Account of the Mishap" section should contain a basic description of the event without any reference to cause, fault, or blame. It should also describe the damage/injury(s) incurred. Costs should be as close an estimate as available at the time. The worksheet is available through the mishap on-line reporting system. Commanders and activity directors should pre-print a supply of the worksheet and place them in their mission/activity planning kits.

c. National Transportation Safety Board (NTSB) Report. Copies of any NTSB notifications must be noted on the on-line Form 78.

## 2. Investigating CAP Mishaps Using the On-line System.

a. Death or Serious Bodily Injury. No CAP formal or informal investigation shall be conducted in cases involving death or serious injury that occurred during CAP activities without the prior approval of National Headquarters General Counsel's office.

### b. Investigation Procedures.

(1) Subject to the restrictions outlined in paragraph 4a, region/wing commanders must ensure incidents or accidents that arise out of CAP activities within their regions/wings are investigated. The investigation may be delegated to the group or squadron commander level. One member or, in appropriate and more serious cases, a board of three or more members, may be appointed to conduct the investigation. If the commander appoints an investigating officer or board chairperson, the commander will designate that person on the on-line Form 78. The system will notify that individual by e-mail that he/she has been appointed. The member(s) designated to complete the safety investigation will be appointed in writing by a corporate officer. The most qualified member(s) available should be used to conduct an investigation. Qualified means a member who has the experience, knowledge, and training relevant to the mishap. Whenever feasible, the member(s) selected to conduct the investigation should not be a member of the same unit(s) as the person(s) involved in the mishap.

(2) The primary purpose of mishap investigations should be to determine how to prevent similar mishaps from recurring. Investigations will be conducted as quickly as possible and the investigator or board member(s) will use common sense and judgment throughout the process. The investigation will determine the sequence of events leading to the mishap (findings), and the events or acts of commission or omission which, done differently, could have prevented the mishap (causes). Investigations will not involve attempts to determine liability, disciplinary actions or pecuniary assessments, but may recommend remedial training.

(3) Records/documentation relating to safety mishap investigations will be retained in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*.

c. Mishap Investigation Report. Safety mishap investigation reports will be submitted using the on-line Form 79. Investigation reports will state recommendations that directly address the causes and would prevent a similar mishap in the future. Vehicle mishap investigation reports should include a copy of the local police report, if available.

(1) The individual noted as the investigator or board chairperson on the on-line Form 78 is the person responsible for completing the on-line Form 79. After the investigator or board chairperson has electronically signed the report it will be automatically forwarded to the wing commander for his or her endorsement. Intermediate level commanders will automatically be notified by e-mail when this occurs.

(2) The wing commander will review the on-line report and will return the report for further action or approve it with comments, as needed. After wing commander approval, the on-line system will forward to the CAP region commander with notification to all intermediate levels. The region commander will review the on-line report and will approve it or return the report with comments to the wing for further action as needed. After the region commander has approved the report, a notification of his or her approval will go to all appropriate echelons within the scope of action for the mishap. The report will be forwarded to the CAP National Safety Officer.

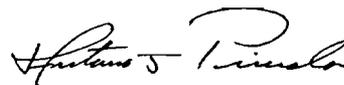
(3) The on-line investigation report is due at National Headquarters within 60 days of the mishap. An extension of up to 30 days may be requested from the CAP National Safety Officer when circumstances require additional time for completion or actual cost figures or other unexpected delays. The extension must be requested by e-mail or letter.

(4) All actions taken against CAP personnel when damage estimates exceed \$500 will be made available to the CAP-USAF Commander through the on-line system.

d. If a member involved in the mishap disagrees with the validity of the findings of a mishap investigation, they may request that the region safety officer review the case. Requests for review involving region-level personnel will be reviewed by the National Safety Officer. This request must occur within 30 days of receiving the results of the investigation. Results of the review will be sent to the requester within 60 days of date of request for review. This review process may only be elevated one level. Simply disagreeing with the findings will not constitute sufficiency for a review. The request must be in writing, give specific reasons why the member(s) believes the original investigation was not valid or adequate, and provide additional information to justify a higher level review.

3. Please contact the NHQ Safety Administrator, John Sanderson, [jsanderson@cap.gov](mailto:jsanderson@cap.gov), 334-953-2266 or the NHQ IT Project Manager, Tim Cooper, [tcooper@cap.gov](mailto:tcooper@cap.gov), 334-953-1564, if you have any questions.

4. Thank you for your support during this transition to the on-line reporting system.



ANTONIO J. PINEDA  
Major General, CAP  
National Commander

cc:  
CAP/DCS,T/DCS,S/DCS,O/DCS,M/EX/SE/MD/IT  
CAP-USAF/CC/SE/LRCCs/SDs