



**HEADQUARTERS  
MISSISSIPPI WING CIVIL AIR PATROL  
1635 AIRPORT DR  
JACKSON, MS 39209**



**MSWG Policy Letter #080810.1  
CAPR 62-2  
August 10<sup>th</sup> 2008**

**SAFETY  
MISHAP REPORTING POLICY**

**Note: This policy is revised in its entirety.**

Pursuant to CAPR 62-2, members of the Mississippi Wing will comply with the following procedures when reporting a mishap:

1. In the event of any mishap involving Mississippi Wing aircraft, vehicles, personnel or property; immediately notify the following individuals:
  - Wing Commander (MSWG/CC)
  - Wing Safety Officer (MSWG/SE)
  - The CAP – USAF State Director (MSWG/SD)

If the Wing Commander, Wing Safety Officer or USAF State Director cannot be contacted, notify one of the following:

- Vice Wing Commander (MSWG/CV)
- Director of Operations (MSWG/DO)
- Director of Emergency Services (MSWG/DES)

2. The Wing Commander or his designee will immediately notify the CAP National Operations Center of all mishaps that can be classified as an “accident” (per CAPR 62-2 Attachments 1, 2 and 3) on:

**National Operations Center (NOC) 1-888-211-1812, Ext 300**

**Note: Additionally the Wing Commander or his designee will also notify the Region Commander in the event of an accident.**

3. Unit/activity commanders are responsible for ensuring an online Form 78 is accomplished within 48 hours following a mishap. However for mishaps involving death or bodily injury accidents, DO NOT fill in the “account” portion of the online Form 78 without prior coordination with a CAP legal officer or General Counsel’s office.

4. Completed reports of investigation CAPF 79 must be electronically submitted to Wing Headquarters within 25 days following the mishap.

**MALLORY D. WOODCOCK, CAPTAIN.  
Wing Safety Officer.**

**TILLMAN C. CARROLL, COLONEL.  
Wing Commander.**

This policy rescinds all previous supplements or policies on the subject.