



HEADQUARTERS
CIVIL AIR PATROL MISSISSIPPI WING
UNITED STATES AIR FORCE AUXILIARY
1635 AIRPORT DR
JACKSON MS 39209



MSWG Policy Letter #09274.1
CAPR 62-2
1 October 2009

SAFETY
MISHAP REPORTING POLICY

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 (MS/CC)
 - Wing Safety Officer (MS/SE)
 - The CAP/USAF State Director (MS/SD)

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

- Vice Wing Commander (MS/CV)
- Director of Operations (MS/DO)
- Director of Emergency Services (MS/DOS)

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, Major, CAP
Wing Safety Officer

TILEMAN C. CARROLL, Colonel, CAP
Wing Commander

This policy rescinds and replaces the previous policy effective 1 October 2009