



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



MSWG Policy Letter #09274.2  
CAPR 62-1  
1 October 2009

SAFETY  
MONTHLY SAFETY BRIEFING POLICY

Pursuant to CAPR 62-1, members of the Mississippi Wing will comply with the following policy in the implementation of CAPR 62-1, paragraph 3d (dated 4 June 2008).

**Ref: CAPR 62-1, para 3d**

1. Squadron safety officers will conduct a monthly safety briefing, and document each briefing on forms listed on pages 34 and 35 of the Safety Management Book (available from the MSWG website). A roster of members attending each briefing will be maintained in the safety officer's file.
2. A copy or brief report of the monthly safety briefing will be forwarded to the wing safety officer no later than the 10<sup>th</sup> of the following month. If unable to forward the monthly report by the required time and/or if no meeting was held, the squadron safety officer will advise the wing safety officer accordingly.
3. Squadron safety officers will establish procedures to insure that before a member participates in a CAP activity, such member attends the monthly safety briefing, or if not present, reviews the briefing material and signs a roster (or email) to that effect. Safety officers can use email messages, or safety reading files to accomplish this requirement. Members who have failed to attend the monthly safety briefing, or have not reviewed the safety material will not be permitted to participate in any CAP activity until they have reviewed such material.

**Note: Each member must receive at least one face-to-face safety briefing per calendar quarter.**

**Noncompliance**

The wing safety officer will closely monitor the program for compliance with this policy and with CAPR 62-1, and will advise the wing commander of any squadron's failure to comply. The wing commander will direct such corrective action as in his discretion may be necessary or appropriate in the circumstances. Such action may include, but shall not be limited to, suspension of squadron personnel from participation in CAP flight or other activities and relocation of assigned aircraft.

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