



HEADQUARTERS MISSISSIPPI WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 Airport Dr.
Jackson MS 39209



MSWG MISHAP REPORTING POLICY

26 July 2013

[Renewed 30 September 2016]

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)
- Director of Safety (MSWG/SE)

Thereafter and in accordance with the MSWG Mishap Reporting Pyramid, the following individuals must receive notification:

- CAP-USAF Representative (ADO)
- Wing Vice Commander (MSWG/CV)
- Chief of Staff (MSWG/CS)
- Deputy Chiefs of Staff (MSWG/DepCS)

2. The Wing Commander or his designee will also notify the Region Commander and/or the Region Safety Officer in the event of a mishap.

3. 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 or 3) on:
National Operations Center (NOC) 1-888-211-1812, Ext 300

4. Unit/activity commanders are responsible for ensuring an online Form 78 is accomplished within 48 hours following a mishap.

5. Completed mishap review reports (e-CAPF 79) must be electronically submitted using the module located in the Safety Management System (SMS) within 25 days following the mishap.

This policy rescinds and replaces all previous supplements and policies on the subject.

MALLORY D. WOODCOCK, Colonel, CAP
Wing Commander