



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



MSWG MISHAP REPORTING POLICY

1 October 2019

Pursuant to CAPR 160-2, 5 Mishap Reporting, all members of the Mississippi Wing will comply with the following procedures when reporting a mishap:

5.2. Mishap Reporting. Members at every level are responsible for reporting any mishap when they witness the mishap or see evidence that a mishap has occurred. This includes reporting to leadership as well as reporting in SIRS. Additional requirements for specific types of mishaps are included in subsequent paragraphs.

5.2.1. Whenever a mishap is observed, the member should ensure that it is called to the attention of the commander or any available member of the leadership staff (i.e., squadron commander, activity director, incident commander, SE, etc.).

5.2.2. SIRS reporting. The commander or the leader of the activity is responsible for ensuring the mishap is reported in SIRS in eServices as soon as possible after the mishap occurs.

5.2.2.1. All tabs and mandatory fields in the New Mishap section of SIRS must be completed **within 48 hours** of the mishap or the discovery of evidence that a mishap has occurred. The unit SE, or SE assigned to the activity where the mishap occurred, should verify all necessary information is gathered and entered properly. This includes entering all members involved in the mishap (including witnesses, pilot and all individuals on board a mishap aircraft, driver and all passengers in a mishap vehicle, etc.).

In addition, in the event of **any** mishap involving Mississippi Wing aircraft, vehicles, personnel or property, immediately notify the following individuals:

- MSWG Commander (MSWG/CC)
- MSWG Safety Officer (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 160-1 and 160-2) at: **National Operations Center (NOC) 1-888-211-1812, Ext 300**

4. Unit/activity commanders are responsible for ensuring an online reporting via the Safety Information and Reporting System (SIRS) is accomplished within 48 hours following a mishap.

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

DAVID A ROGERS, Colonel, CAP
Wing Commander