



HEADQUARTERS KENTUCKY WING

CIVIL AIR PATROL

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From the Desk of:
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**MEMORANDUM:
TO ALL UNIT COMMANDERS AND SAFETY OFFICERS**

SUBJECT: On-line Safety Mishap Reporting and Investigation Procedures

Reporting CAP Mishaps Using the On-line System, while some mishaps may not qualify for statistical purposes, there may be lessons to be learned from them or they may help in identifying safety mishap trends. Additionally, some mishaps appear to be minor in nature at first, but, that may change with time. For that reason, all mishaps (accidents, incidents and minor mishap) must be reported using the on-line reporting system, **located in e-services FORM 78.**

Accidents and Serious Injuries, in all cases of mishaps arising out of CAP activities that can be classified as an accident or serious injury, an appropriate CAP member (this should be a "staff" member): **Immediately notify the CAP National Operations Center (NOC) toll-free at 888-211-1812 (24 hrs/day).** The NOC will, in turn, notify the CAP National Commander (National Vice Commander if the National Commander is unavailable), National Safety Officer, Executive Director, General Counsel's office, the CAP-USAF Commander, and Director of Safety. **Do not delay the notification until completing the Form 78.** Make the report as soon as possible. **After Notifying the (NOC) then notify the KY Wing Commander 8599921187, KY Wing Safety Officer, and the KY CAP-USAF State Director via telephone or e-mail when reporting (report only a brief summary) an accident or incident**

For mishaps involving Death or Serious Bodily Injury, coordinate with the National Headquarters General Counsel's office (you may contact the General Counsel through the NOC at 888-211 -1812) on the preparation of the on-line Form 78. **DO NOT accomplish an on-line Form 78 without prior coordination with General Counsel.** The final responsibility for the timely completion of the on-line Form 78 after coordination rests with the appropriate unit or activity commander.

National Transportation Safety Board (NTSB) Report

It is the responsibility of the pilot-in-command (PIC) to immediately report an aircraft accident, as defined by NTSB Part 830, Accident Reporting. The Wing commander will ensure that this report occurs in a timely manner.

Safety Mishap Reports

Unit activity commanders are responsible for ensuring an on-line Form 78 is accomplished within 48 hours of a mishap. The on-line Form 78 is an important legal document that must be completed correctly. Failure to complete an on-line Form 78 could result in the member being held personally responsible for damages or medical expenses incurred, and loss of government or corporate provided insurance benefits.

The on-line system will report the creation of the Form 78, by e-mail to the appropriate CAP (squadron, wing, region,) commanders, safety officers, NHQ CAP staff, CAPUSAF-State Director, and the CAP-USAF Director of Safety.

Safety Mishap Report Worksheet. This worksheet is an optional form used to collect safety mishap information when access to the on-line reporting system is not immediately available. The information on the worksheet is in the same order as it will be entered into the on-line reporting system. **The "Account of the Mishap" section should contain a basic description of the event without any reference to cause, fault, or blame.** It should also describe the damage/injury(s) incurred. Costs should be as close an estimate as available at the time. The worksheet is available through the mishap on-line reporting system. **Commanders and activity directors should pre-print a supply of the worksheet and place them in their mission activity planning kits.**

National Transportation Safety Board (NTSB) Report Copies of any NTSB notifications must be noted on the on-line Form 78.

Investigating CAP Mishaps Using the On-line System

Death or Serious Bodily Injury

No CAP formal or informal investigation shall be conducted in cases involving death or serious injury that occurred during CAP activities without the prior approval of National Headquarters General Counsel's office.

The Wing Commander must ensure incidents or accidents that arise out of CAP activities are investigated. **The investigation may be delegated to the squadron commander.**

One member or, in appropriate and more serious cases, a board of three or more members, may be appointed to conduct the investigation. If the commander appoints an investigating officer or board chairperson, the commander will designate that person on the on-line Form 78. **The system will notify that individual by e-mail that he/she has been appointed.** The member(s) designated to complete the safety investigation will be appointed in writing by a corporate officer. **The most qualified member(s) available should be used to conduct an investigation.**

"Qualified" means a member who has the experience, knowledge, and training relevant to the mishap. Whenever feasible, the member(s) selected to conduct the investigation should not be a member of the same unit(s) as the person(s) involved in the mishap. The wing commander will review the on-line report and will return the report for further action or approve it with comments, as needed. After wing commander approval, the online system will forward to the CAP region commander with notification to all intermediate levels. The region commander will review the on-line report and will approve it or return the report with contents to the wing for further action as needed. After the region commander has approved the report, a notification of his or her approval will go to all appropriate echelons within the

scope of action for the mishap. The report will be forwarded to the CAP National Safety Officer.

The primary purpose of mishap investigations should be to determine how to prevent similar mishaps from recurring. Investigations will be conducted as quickly as possible and the investigator or board member(s) will use common sense and judgment throughout the process.

The investigation will determine the sequence of events leading to the mishap (findings), and the events or acts of commission or omission which, done differently, could have prevented the mishap (causes). Investigations will not involve attempts to determine liability, disciplinary actions or pecuniary assessments, but may recommend remedial training.

Mishap Investigation Report

Safety mishap investigation reports will be submitted using the on-line Form 79. Investigation reports will state recommendations that directly address the causes and would prevent a similar mishap in the future. Vehicle mishap investigation reports should include a copy of the local police report, if available.

The on-line investigation report is due at National Headquarters within 60 days of the mishap. An extension of up to 30 days may be requested from the CAP National Safety Officer when circumstances require additional time for completion or actual cost figures or other unexpected delays. The extension must be requested by e-mail or letter.

All actions taken against CAP personnel when damage estimates exceed \$500 will be made available to the CAP-USAF Commander through the on-line system.

If a member involved in the mishap disagrees with the validity of the findings of a mishap investigation, they may request that the region safety officer review the case. Requests for review involving region-level personnel will be reviewed by the National Safety Officer. This request must occur within 30 days of receiving the results of the investigation. Results of the review will be sent to the requester within 60 days of date of request for review. This review process may only be elevated one level. Simply disagreeing with the findings will not constitute sufficiency for a review. The request must be in writing, give specific reasons why the member(s) believes the original investigation was not valid or adequate, and provide additional information to justify a higher level review.

Please adopt this policy into your normal routine procedures

**Robert J. Koob, Col, CAP
Kentucky Wing Commander**

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