



14 October 2025

APPROVED/M. DULANEY/CAP/SE

Safety

## SAFETY REPORTING, REVIEWING, AND ACTION PLANNING

CAP Regulation 160-2, dated 28 December 2022, is supplemented as follows:

### 6.3.8. Added. Individual Wing Notification Process

6.3.8.1. Added. SSOs involving an injury or illness for which first aid is the only treatment received need not be notified beyond the Wing level. These SSOs are still required to be reported in CAPSIS IAW CAPR 160-2 Section 6.1.

6.3.8.2. Added. The individuals IAW CAPR 160-2 Sections 6.3.2 – 6.3.7 making a notification shall review CAPR 160-2 and applicable Interim Change Letters to determine the appropriate notification requirements and gather important SSO information using the guidance found in CAPR 160-2 Attachment 3: Safety Significant Occurrence Notification Guidelines.

6.3.8.3. Added. Contact information for notifications can be acquired from eServices. All SSO notifications must be made in person, via a telephone call, or an acknowledged text message. If text message acknowledgement is not received within 30 minutes, notification must be accomplished via an above listed alternative.

6.3.8.4. Added. Wing Commanders will be notified of all SSOs as quickly as possible through the applicable chain of command. “Quickly” is defined as being as soon as possible after personnel needing immediate care have been treated and SSO events have stabilized.

6.3.8.5. Added. Activity directors, Squadron, Group, and Incident Commanders may implement procedures for notification of SSOs occurring within their respective activities, units, or incidents; however, notification to the respective Wing Commander cannot be delayed if intermediate commanders are not available.

6.3.8.6. Added. Except as excluded under Section 6.3.8.1, Wing Commanders will promptly notify the Region Commander and Wing Director of Safety of all SSOs. If the Region Commander is unavailable and contact has been attempted under Section 6.3.8.3, then the Region Director of Safety may be notified.

6.3.8.7. Added. The Region Commander will notify the Region Director of Safety of all SSOs reported by the Wing Commanders.

6.3.8.8. Added. In the event of an SSO at a Region activity or involving NCR-001 assigned members, vehicles, aircraft, or equipment, the Region Commander or Region Director of Safety will be the first level of notification.

6.4. Added. Due to the USAF reporting requirements, after immediately notifying the NOC, the Region Commander shall contact the CAP-USAF Detachment Commander and/or the corresponding Regional Operations Director for the reporting CAP Wing and relate elements of the mishap in accordance with Attachment 3.

6.8 Added. If the seriousness of a non-safety related event warrants NOC notification, the Region Commander shall also contact the CAP-USAF Detachment Commander and/or the corresponding Regional Operations Director for the reporting CAP Wing and relate elements of the event in accordance with Attachment 3.

THOMAS B. THEIS, Col, CAP  
Commander

**ATTACHMENT 1**

**Compliance Elements**

There are no additional compliance elements for this supplement.