CAPSIS WING OCCURRENCE WORKFLOW

Basic path for an in-wing occurrence when mitigation owners are at wing level or below

CIVIL AIR PATROL
SAFETY

1. REPORT & ASSIGN

ENTER PROMPTLY • WITHIN 48 HOURS | CAPR 160-2, para. 6.6

1 Report the occurrence

Enter, save, and submit a new SSO in CAPSIS.

INITIAL REPORTING

Usually completed by

Any member with access • Activity or unit safety officer • Unit commander

2 Assign a review officer

Complete initial reporting and assign the RO(s).

AWAITING RO ASSIGNMENT

Usually completed by

Wing Director or Assistant Director of Safety

3 Click the Verification button

This accepts the RO assignment in CAPSIS.

Required to move the SSO out of Verification.

VERIFICATION → REVIEW & ANALYSIS

Completed by

Assigned Review Officer(s)

2. REVIEW & PLAN

RO COMPLETED REVIEW WITHIN 60 DAYS | CAPR 160-2, para. 7.4

RETURNED ITEMS GO BACK TO THE RO

4 Build event chain

Capture the sequence of events.

Assigned Review Officer(s)

5 Select causal factors

Choose factors supported by evidence.

Assigned Review Officer(s)

6 Build mitigation plan

Assign actions and owners, then submit.

Assigned Review Officer(s)

Wing review → region review

revise or accept

3. MITIGATE & CLOSE

COMPLETE MITIGATIONS WITHIN 120 DAYS | CAPR 160-2, para. 8.2.1

7 Approve the plan

Set implementation dates.

Wing Commander

8 Complete actions

Carry out each mitigation item.

Assigned OPR member(s)

9 Record completion

Enter actual implementation dates.

Wing Commander

✓ SSO Complete

Confirm the CAPSIS record shows Complete.

ALL DEADLINES RUN FROM THE SSO OR DISCOVERY OF EVIDENCE, NOT RO ASSIGNMENT.

60-day extensions: justification and written approval by the primary RO's commander (para. 7.4).

120-day extensions: written approval by the region commander or region director of safety (para. 8.2.1).

Close the loop: finish mitigations, enter actual completion dates in CAPSIS (para. 8.2), and complete the SSO workflow.

REPORT. LEARN. PREVENT.

Turn what happened into safer practices.

Share lessons that help prevent recurrence.

Source: CAPR 160-2, 28 Dec 2022, ICL 26-08 incorporated • In-wing workflow • CAP Safety