



## CAP REGULATION 62-2

11 January 2019

APPROVED/G.VOGT/CAP/SE

Safety

MISHAP REPORTING PROCEDURES

CAP Regulation 62-2, dated 20 May 2014, is supplemented as follows:

### **Added: Section 3 b. Internal Mishap Reporting**

- (1)** All Accidents or Incidents, minor mishaps, or reportable injuries: contact the following Wing personnel in order until at least one Wing member is reached. Voice messages do not satisfy the notification requirement. The Wing Commander will, in turn, immediately notify the Region Commander as well as the RMLR ADO and, if necessary, the National Operations Center.
  - a. Director of Safety: Maj Kristine McGovern
  - b. Wing Commander: Col Celeste R. Gamache
  - c. Vice Commander: Lt Col Floyd McCormick
  - d. Transportation Officer: 1Lt Meredith Lyons
  
- (2)** The Wing Commander or their designee, will immediately notify the National Operations Center (NOC) at 888-211-1821, of all accidents involving substantial damage, serious injury, or death.
  
- (3)** The person reporting the mishap will enter the notification and report online using the eServices Safety (SIRS) application, File New Mishap, within 24 hours of the mishap.
  
- (4)** The Wing Commander or the Wing Director of Safety will assign an investigator for any accident or incident involving any unit in the Wing.
  
- (5)** The investigation will be completed and submitted using the online SIRS system within 60 days allowing time for review and recommendations by the Wing Commander.

CELESTE R. GAMACHE, Col, CAP  
Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
N/A		N/A	N/A	N/A	N/A