

# CAPP 40-160

15 August 2022



**CIVIL AIR PATROL**

## **Safety Officer**

### **Specialty Track Guide**



**NATIONAL HEADQUARTERS CIVIL AIR PATROL**  
**Maxwell Air Force Base, Alabama**

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## **PREFACE**

Congratulations on deciding to become an important part of CAP Safety and committing to the protection of our people and resources! The journey you are about to take is both demanding and rewarding, and we are committed to ensuring you have access to the best possible support along the way. Reading through this pamphlet will help you become aware of the requirements for each Safety Officer Specialty Track rating and ensure you know where to find and receive support.

As a Safety Officer (SE), you directly contribute to the National Commander's vision of ensuring that every member of CAP, as well as the organization itself, embraces and practices risk management "in the planning and execution of all CAP missions and activities, in groups and as individuals," (CAPR 160-1). You are a critical link in the safety chain, and your commitment to serving in this role supports the safety of everyone and everything in our care.

Welcome to the CAP Safety Officer Specialty Track! Any time you have questions, please reach out to us at [safety@capnhq.gov](mailto:safety@capnhq.gov).

## **OVERVIEW**

This pamphlet contains the requirements for awarding ratings within the Safety Officer Specialty track and reflects the policies and requirements of the CAP Safety Program regulations and associated material of the CAP Safety Management System.

Progressively mastering the material in each section of this pamphlet will help prepare you (with the assistance of a Mentor) for the corresponding rating and positions of increasing responsibility and knowledge within your unit and CAP.

## **CAP EDUCATION AND TRAINING PROGRAM**

The requirements outlined for each rating in the Safety Officer Specialty Track provide the basis for the knowledge and skills needed to perform your SE duties. The rating requirements may also allow you to progress through the five levels of the CAP Education and Training Program (including eligibility for promotion). See [CAPR 40-1](#), *CAP Senior Member Education and Training Program* for additional information.

## **MENTOR SELECTION**

A mentor with the right knowledge, skills, and experience will help you develop so you can perform your safety duties. Selecting a mentor who is actively involved in the CAP Safety Program, and well-versed in the CAP SMS, including all the current program requirements and processes, will ensure you have the best support possible along the way.

Your Education and Training Officer, Commander, Squadron or Group Safety Officer, or Wing or Region Director of Safety can help you in the selection of a suitable mentor. Region and Wing Directors of Safety, or any member who graduated from the 2020 or later National Safety Officer College (NSOC) are recommended as choices for mentors

Once selected, work with your mentor to develop a written plan of training to ensure your chart your course and stay on track.

## **SPECIALTY TRACK REQUIREMENTS**

The specific requirements for each rating in this specialty track are designed to support members progressing simultaneously through education and training levels and through the various Safety Officer duties. However, members may accomplish certain tasks or requirements that are part of a different specialty track, or another training program and these tasks will count toward the requirements of this specialty track.

### ***Types of Requirements***

Each rating level contains Service, Training, Activities, and Knowledge (STAK) requirements that must be completed.

- **Service Requirements** are the positions and qualifications you must fulfill to earn the rating. It includes the length of time you must serve in a position and in each level of the specialty track.
- **Training Requirements** outline the courses in the eServices Learning Management System or AXIS which you must complete at each level.
- **Activities Requirements** are the activities and other tasks that you must complete at each level.
- **Knowledge Requirements** are the regulations, pamphlets and safety related publications of which you are expected to demonstrate understanding and apply in your duty assignment.

### ***Testing***

As you progress in the Safety Officer Specialty Track you will complete individual knowledge quizzes and end-of level tests based on required readings. These will be available in AXIS and become active as you move to each new level. Quizzes and tests must be taken in the correct sequence, and you must receive a minimum passing score of 80% to progress.

Quizzes for future rating levels will not be available until you enter that level of training (i.e., senior level quizzes will not be available when you are pursuing your technician rating). The end-of-level final test is not available until you complete all the other quizzes for the level you are pursuing.

## **Documentation**

Not all required tasks for this specialty track are recorded in eServices! Ensure you document completion of all tasks and retain all documentation since some tasks might be completed out of order and may count towards a higher rating or toward the requirements of different specialty track. Your commander will require your task completion documentation before certification in eServices.

**PLEASE NOTE:** The CAP Chief of Safety (CAP/SE) is the sole approving authority for the Master level in Safety, and documentation for all Master level requirements will be reviewed by CAP/SE before the Master rating is awarded.

## **Recording Ratings and Earning Awards**

Once you have completed the requirements for technician and senior ratings, your unit commander will enter the completion in the online Specialty Track Module in eServices. In the case of the Master rating, only CAP/SE is authorized to enter the rating in eServices. Once a rating is recorded in eServices you are eligible to wear the Leadership Award ribbon (and applicable devices for senior and master levels) and the Safety Officer badge (for the level achieved) in accordance with guidance in [CAPR 39-3 Award of CAP Medals, Ribbons and Certificates](#), and [CAPR 39-1 Civil Air Patrol Uniform Regulation](#).

## **INSTRUCTIONS FOR STUDENTS**

Training in the Safety Officer Specialty Track formally begins once you complete Level I of the Senior Member Education and Training Program, and you have been enrolled in the Safety Officer Specialty Track by your Unit Commander or Education and Training Officer.

### ***Self-Study and OJT Procedures (Read, Discuss, Shadow, Perform, Review)***

Training is generally self-paced. Please work with your mentor to ensure a full understanding of all the training requirements.

**Follow the procedures listed below to ensure your training is successful:**

1. Complete each required reading for your level.
2. Discuss the readings with your mentor to ensure your general understanding is accurate then take the quiz on that reading.
3. Shadow your mentor and watch how he/she performs the tasks required in your level.
4. Perform the same tasks under your mentor's supervision.

5. Review the service, training, activities and knowledge requirements with your mentor to ensure that you have fulfilled each requirement.
6. Once you have completed all the quizzes, complete the end-of-level online test for the level you are working on. Quizzes on the reading requirements at each level of the Safety Specialty track will be available in AXIS. They must all be completed in order to progress through the level. The end-of-level test will be unlocked once all the quizzes are complete.
7. It is your responsibility to ensure that the completion of each requirement is properly documented and checked complete by your mentor as they are accomplished. Be sure to **provide these documents along with the completed checklist** for the appropriate level being sought.
8. When you have completed all the skills, training, activities, and knowledge requirements for a level in the specialty track, your mentor will sign the completed skill level checklist (Attachments 1, 2 or 3, as appropriate) and forward to your Commander for approval. **Be sure to include any required documents which show you've completed all the required STAKs** (i.e. eServices printout of training completion, completed risk assessments, staff rosters, checklists, etc.).
9. Note: The master level requires the recommendation of your Wing Commander and approval by CAP/SE prior to award.

### ***Additional Note for master level candidates***

Achieving the master level in the safety specialty track comes with certain responsibilities which include mentoring other CAP members through the technician and senior levels and potentially being asked to serve on national level safety committees working on safety related projects.

## **INSTRUCTIONS FOR MENTORS**

As a mentor, you are a teacher guiding your senior member student(s) through the duties of the position, reinforcing the knowledge requirements corresponding to the rating, and setting the example as you demonstrate the skills and dedication the safety specialty track requires [CAPP 40-7 Civil Air Patrol Mentor's Guide](#) provides an excellent overview of being an effective mentor.

Check out CAPs [Mentoring Program](#) information and apply today!

[Mentor Application](#)

[Mentor Training](#)

## ***The OJT Environment***

You should be familiar with the five-step (Read, Discuss, Shadow, Perform, Review) OJT methodology. Use the demonstration/performance method (described below) to teach students how to complete job duties.

While in-person mentoring is generally the most effective method of training, in some situations it may be difficult to meet with your student in person. It is acceptable to mentor electronically (phone, text, email, video conference, etc.) as conditions require.

During the demonstration phase, allow the student to shadow you as you perform job duties related to the student's knowledge requirements. Point out the task's sequence of events and standards of performance.

During the performance phase, have the student complete job duties related to the knowledge and service requirements of the rating they are pursuing. Provide constructive feedback to let them know what they did correctly and what areas need improvement.

Students pursuing the senior and master ratings will likely hold staff positions of their own. In such instances, explain how the subject matter relates to the student's current position as well as your own.

### **Student / Trainer Ratio**

A student to trainer ratio of 3:1 or less is recommended to ensure students have adequate access to support in real time.

### **Levels of Training**

Familiarize yourself with the service, training, activities, and knowledge requirements throughout this guide. This will help you provide the right training at the right time, versus overwhelming the student with knowledge that may be valuable but is not yet needed.

### **Training Accuracy**

Avoid the tendency of always relying on your memory when explaining job procedures to students. By reviewing the applicable CAP publications before beginning an OJT program, you will be sure to teach the current policies and procedures. In the process, you will benefit from refreshing your own knowledge and your student will learn how to find where the information is located and develop the habit of referring to written guidance rather than relying on recall or word of mouth. Most importantly, you will be setting the example of referring to the "checklist" and performing the task "by the book."

## **Completion of Student Tasks**

As the mentor, it is your responsibility to ensure that a student can perform each task proficiently. This requires more than just performing a demonstration and signing the student off as knowledgeable and proficient at a task. Some tasks may require several attempts before a student is comfortable and able to perform the task without assistance. Remember, when you sign off the student's completion checklist, you are certifying that they can function at an acceptable level of knowledge and ability.

## **TECHNICIAN RATING**

The Safety Officer Technician rating involves implementing safety programs for education and mishap prevention. A technician rating prepares a Safety Officer for duty as a safety staff officer or support member at the squadron level. To enroll in the Safety Officer Specialty Track, the student must have completed Level I of the Senior Member Education and Training Program.

Completion of the technician level requirements must be evaluated and certified by a senior or master rated safety officer using Attachment 1, Safety Officer Technician Level Checklist, and processed in accordance with [CAPR 40-1](#).

[View/Download the Technician Level checklist.](#)

## ***TECHNICIAN LEVEL SERVICE***

1. Complete a minimum 6-month internship as a unit safety officer or assistant safety officer.
2. Serve as the Activity Safety Officer for a unit activity, other than a regular unit meeting, completing all required risk assessments.

## ***TECHNICIAN LEVEL TRAINING***

1. Complete the "Activity Safety Officer Course" in AXIS.
2. Complete the "Creating a Safety Education Briefing" course in AXIS.
3. Complete the "CAPSIS – Reporting a Safety Significant Occurrence" course in AXIS.
4. Complete the "CAPSIS – Reviewing a Safety Significant Occurrence" course in AXIS
5. Complete the "How to Validate Non-CAP Safety Education" course in LMS.
6. Successfully complete the Aircraft Ground Handling Course in AXIS.
7. Successfully complete IS-100 Introduction to the Incident Command System at the FEMA Emergency Management Institute.



## **TECHNICIAN LEVEL ACTIVITIES**

1. Write a Safety Education briefing for a unit incorporating the five steps of Risk Management, using the resources on the Safety Education Page on [gocivilairpatrol.com](http://gocivilairpatrol.com).
2. Conduct three safety briefings/meetings for the unit IAW [CAPR 160-1](#), 5.2.1.1 (four or more members/guests in attendance).
3. Complete a [CAPF 160 Deliberate Risk Assessment Worksheet](#) for a unit event. As part of this, discuss with your mentor the different uses of the CAPF 160 and CAPF 160S for various unit activities.
4. Complete one actual or simulated safety report in CAP Safety Information System (CAPSIS) involving an individual, an aircraft, and a vehicle. If entered as a simulated report, ensure the “This entry is used for Specialty track or for Training” slider is selected in the General tab. The goal of this activity is to familiarize you with the occurrence entry process not only for your own benefit, but also to help you train and assist other members with CAPSIS. It’s important to explore each entry fully to include uploading attachments and witness statements. Work with your mentor to enter test occurrences that reflect the type of activities your members typically conduct.
5. Complete one CAPSIS Improvement Suggestion/Hazard Report Entry (this may be entered as a “test entry” if no identifiable hazard exists).

## **TECHNICIAN LEVEL KNOWLEDGE**

Candidates for the Technician Rating will be required to complete quizzes in AXIS, to demonstrate their knowledge of assigned readings.

1. Read [CAPR 160-1](#), *Civil Air Patrol Safety Program*, Chapters 1 through 2, and complete quiz.
2. Read [CAPR 160-2](#), *Safety Reporting Reviewing, and Action Planning*, Chapters 1 through 5, and complete quiz.
3. Read [CAPP 163](#), *Safety Assurance & Continuous Improvement*, pages 1 through 8, and complete quiz.
4. Read [CAPR 60-1](#), *Cadet Program Management*, Chapter 2, and complete quiz.
5. Read [CAPR 70-1](#), *Civil Air Patrol Flight Management*, Paragraph 8, and complete quiz.
6. Read [CAPR 77-1](#), *Operation and Maintenance of Civil Air Patrol Vehicles*, Chapter 2 and Attachment 2, and complete quiz.

Following completion of above quizzes, complete the on-line Safety Technician end-of-level test in AXIS.

## **SENIOR RATING**

Completion of the senior level requirements must be evaluated and approved using Attachment 2, Safety Officer Senior Level Checklist, by a master rated safety officer or the wing director of safety and processed in accordance with [CAPR 40-1](#).

[View/Download the Senior Level checklist.](#)

## **SENIOR LEVEL SERVICE**

1. Serve on squadron or higher-level staff as a technician rated safety officer for a minimum of 12 months.
2. Serve as Activity Safety Officer for a unit activity lasting more than 24 hours and including an overnight stay, completing all required risk assessments.

## **SENIOR LEVEL TRAINING**

1. Successfully complete IS-700 , *An Introduction to the National Incident Management System* at the [FEMA Emergency Management Institute](#).
2. Successfully complete CAPT 116 General ES in AXIS (not required if previously completed).
3. Qualify in General Emergency Services (GES).
4. Successfully complete the Intermediate RM course in AXIS.

## **SENIOR LEVEL ACTIVITIES**

1. Deliver a formal presentation on a CAP-related safety topic at a Group or higher-level activity.
2. Organize and implement at least one safety day to meet the unit's Annual Safety Risk Management Day (CAPR 160-1, 5.2.1.4.), or complete and document at least three RM familiarization training sessions for new members
3. Complete a Safety Review of an actual safety significant occurrence in CAPSIS.
4. Write and submit an article on safety for publication in a wing, region, or national newsletter. Articles may be submitted for national consideration by sending them as an attachment to [safety@capnhg.gov](mailto:safety@capnhg.gov)

5. Complete a facility safety inspection (unit meeting area, Physical Training (PT) area, running track, aircraft hangar, etc.) under supervision of a qualified safety mentor using CAPF 160 *Deliberate Risk Assessment Worksheet*.

## **SENIOR LEVEL KNOWLEDGE**

Candidates for the Senior Rating will be required to complete quizzes in AXIS, to demonstrate their knowledge of assigned readings.

1. Read [CAPR 160-1](#), *Civil Air Patrol Safety Program*, Chapter 3, and complete quiz.
2. Read [CAPR 160-2](#), *Safety Reporting, Review, and Action Planning*, Chapters 5 and 6, and complete quiz.
3. Read [CAPP 163](#), *Safety Assurance & Continuous Improvement*, pages 9-10, and complete quiz.
4. Read [The "5 M's"...A Guide to Mishap Reviews](#) Handout, and complete quiz.
5. Read [CAPR 174-1](#), *Property Management and Accountability*, Chap. 2, Sect. D., and complete quiz.
6. Successfully complete the on-line CAP Safety Senior end-of-level test in AXIS.

## **MASTER RATING**

Completion of the master level requirements must be evaluated and certified by a master-rated safety officer at a higher echelon using Attachment 3, Safety Officer Master Level Checklist.

After approval by the wing commander, the Safety Officer Master Level Checklist will be forwarded to the CAP Assistant Chief of Safety, **with supporting documentation**, prior to being forwarded to CAP/SE (or designee) for final approval.

[View/download the Master Level checklist.](#)

## **MASTER LEVEL SERVICE**

1. Serve on squadron or higher-level staff as a safety officer for a minimum of 24 months after having achieved the senior rating in the Safety Specialty Track.
2. Serve as the activity safety officer on staff at a group or higher-level activity spanning at least two overnight stays. To meet this requirement, the member must perform as the primary activity safety officer with no additional duties. This requirement may have been met at any time during the candidate's CAP career. Provide documentation.

3. Complete the requirements for and become a fully qualified Mission Staff Assistant, if not previously accomplished.

### **MASTER LEVEL TRAINING**

1. Successfully complete the National Safety Officer College in 2020 or later.
2. Successfully complete the Advanced RM course in AXIS.

### **MASTER LEVEL ACTIVITIES**

1. Deliver a formal presentation on risk management at the group or wing level (this may be credited for the Annual Safety RM Day if conducted during January, February, or March following the guidance in CAPR 160-1, 5.2.1.4.1.).
2. Support MSO on a mission, to include all planning and shadowing and assisting the MSO through the entire mission
3. Conduct at least two RM safety analyses prior to a unit, squadron, group, wing or national level activity (such as a Search and Rescue Exercise (SAREX), Encampment, National Cadet Special Activity, High Adventure Activity, etc.); list all hazards, assess and assign risk levels, select appropriate risk controls, and brief the activity/incident commander on the plan.
4. Write and submit an article on safety for national-level safety publication, using real-life examples to reinforce the steps in the risk management process. Articles may be submitted for national consideration by sending them as an attachment to [safety@capnhq.gov](mailto:safety@capnhq.gov)

### **MASTER LEVEL KNOWLEDGE**

Candidates for the Master Rating will be required to complete quizzes in AXIS to demonstrate their knowledge of assigned readings.

1. Read [CAPR 1-2](#), *CAP Publications Management*, Sections 1-4, and complete quiz.
2. Read [CAPR 160-1](#), *Civil Air Patrol Safety Program*, Chapters 4 and 5, and complete quiz.
3. Read [CAPR 160-1](#), *Civil Air Patrol Safety Program*, Attachment 1, and complete quiz.
4. Read [CAPR 160-2](#), *Safety Reporting, Review, and Action Planning* Chapter 6, and complete quiz.
5. Read [CAPR 160-2](#), *Safety Reporting and Review*, Attachment 1, and complete quiz.
6. Read [CAPP 163](#), *Safety Assurance & Continuous Improvement*, pages 11-19, and complete quiz.

7. Read [CAPR 20-3](#), *Inspections*, Chapters 1 and 2, and complete quiz.
8. Read [CAPR 35-2](#), *Notification Procedures in Case Of Death, Injury or Serious Illness*, and complete quiz.
9. Read [CAPR 40-1](#), *Civil Air Patrol Senior Member Education & Training Program*, and complete quiz.
10. Read [CAPR 50-1](#), *Aerospace Education Mission*, and complete quiz.
11. Read [CAPR 60-3](#), *CAP Emergency Services Training and Operational Missions*, and complete quiz.
12. Read [CAPR 160-1\(I\)](#), *Operation of the CAP Health Service Program*, and complete quiz.
13. Read [CAPR 174-1](#), *Property Management and Accountability*, and complete quiz.
14. Read [CAPR 190-1](#), *Civil Air Patrol Public Affairs Program*, and complete quiz.
15. Successfully complete the on-line CAP Safety Master end-of-level test in AXIS.