



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 35-2

27 DECEMBER 2012

Personnel Procedures

NOTIFICATION PROCEDURES IN CASE OF DEATH, INJURY OR SERIOUS ILLNESS

This regulation prescribes requirements and notification procedures in case of death, injury or serious illness of Civil Air Patrol (CAP) members.

SUMMARY OF CHANGES.

General update to include notification to the NOC for deaths and serious injury or illness. Reorganized notification procedures so all death notifications, whether at a CAP activity or not, are listed in the same section. **Note: This regulation is revised in its entirety.**

SECTION A - EMERGENCY NOTIFICATION DATA

1. Individual Member Responsibility. Before participating in any CAP special activity away from the local unit the individual member must complete CAPF 60, *Emergency Notification Data*. This form should be completed before leaving the unit to ensure that the member has the unit commander's full name and correct telephone numbers. It should then be hand carried to the activity site and filed with the project officer for easy reference in the event of emergency. CAPFs 60 should be completed for all activities sponsored by National Headquarters (Cadet Officers' School, National Staff College, International Air Cadet Exchange (IACE), etc.). This form should also be completed for region and wing sponsored events attended by members from several different units; that is, drill team competition, summer encampments, etc., or any activity away from the local area where a member might require emergency notification data.

SECTION B – NOTIFICATION PROCEDURES FOR MEMBER DEATH

2. Member Death while participating in a CAP Activity.

a. Initial Notification. Contact the National Operations Center (NOC), 24/7, at 888-211-1812 extension 300.

The activity commander or sponsor will also notify the member's unit commander or designee at the telephone number listed on the member's CAPF 60, *Emergency Notification Data*. In the event the unit commander or designee cannot be reached, the reporting officer will contact the member's wing commander who will be responsible for notifying the next of kin through the local squadron.

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Notice: CAP publications and forms are available digitally on the CAP National website at:
http://www.capmembers.com/forms_publications_regulations/

b. Notification of Next of Kin. Upon notification of death, the unit commander will designate a member of the unit (usually the chaplain or a close friend of the deceased) to accompany him or her to notify the next of kin. Notification of the next of kin is an extremely delicate matter and must be handled with care. The next of kin should always be notified in person – no exceptions. Under no circumstances should the next of kin be notified by telephone, e-mail or letter. In all cases, utmost sympathy, understanding and assistance should be extended.

c. Notification to National Headquarters. The NOC will notify the Chief, Personnel and Member Actions (NHQ/DP), so no official report is necessary. In the event of an accident, follow the procedures in CAPR 62-2, *Mishap Reporting and Review*, for reporting to National Headquarters.

3. Member Death NOT involving a CAP Activity.

a. Initial Notification. If the death is caused by murder, suicide, accident or any other unusual circumstances, immediately contact the National Operations Center (NOC), 24/7, at 888-211-1812 extension 300.

Notification of other deaths due to natural causes should be provided by the deceased member's commander to NHQ/DP by telephone, email, mail or fax. The following information is required:

- (1) Name and CAPID number of the deceased.
- (2) Date of death.
- (3) Name, relationship and address of next of kin.

SECTION C – NOTIFICATION PROCEDURES FOR SERIOUS INJURY OR ILLNESS DURING A CAP ACTIVITY.

4. Notification. Contact the National Operations Center (NOC), 24/7, at 888-211-1812 extension 300.

The activity project officer, unit commander or the senior member escort will notify the individual listed on the member's CAPF 60, *Emergency Notification Data*. In addition, the activity director or unit commander will also notify the wing commander or designee. Report the incident to National Headquarters using the procedures outlined in CAPR 62-2, *Mishap Reporting and Review*.

CHARLES L. CARR, JR.
Major General, CAP
Commander