



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112

28 March 2016

MEMORANDUM FOR ALL CAP UNIT COMMANDERS AND SAFETY OFFICERS

FROM: CAP/CC

SUBJECT: Interim Change Letter - CAPR 62-1, *CAP SAFETY RESPONSIBILITIES AND PROCEDURES*

1. This interim change letter immediately changes CAPR 62-1, *CAP Safety Responsibilities and Procedures*, and will remain in effect until CAPR 62-1 is revised. Compliance with this letter is mandatory.
2. The "Introduction to Safety" course, referred to in 62-1 as "Introductory Safety Education" or "Introductory Safety Training" is no longer a requirement for CAP members, and references to this course are being deleted from CAPR 62-1. Level 1 training for new senior members, and the Wingman course for new cadets, have been updated to include entry-level material on the CAP Safety Program and Risk Management concepts, tailored to the needs of the new member. These courses negate the need for a standalone Introduction to Safety course. As such, references to "Introduction to Safety" and "Risk Management Familiarization" are not needed and are deleted.
3. CAPR 62-1 is changed as follows:
  - Paragraph 3.i.(2) is deleted*
  - Paragraph 4., Table 1. Safety Education Requirements, is deleted in its entirety. Remaining safety education requirements are outlined in paragraph form in the text of CAPR 62-1 as amended by ICL to CAPR 62-1, dated 29 June 2015.*
  - Paragraph 4.g. is deleted*
  - Paragraph 4.h. is deleted*
4. We are currently removing links to this content, as well as metrics from the commander's dashboard and eServices reports. If you have any comments or concerns, contact Mr. George Vogt, CAP/SE, at (334) 953-7748 ext 232, or e-mail at [gvogt@capnhq.gov](mailto:gvogt@capnhq.gov).

A handwritten signature in black ink, appearing to read "Joseph R. Vazquez".

JOSEPH R. VAZQUEZ  
Major General, CAP  
Commander



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29 June 2015

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FROM: CAP/CC

SUBJECT: Interim Change Letter - CAPR 62-1 *CAP SAFETY RESPONSIBILITIES AND PROCEDURES*

1. CAPR 62-1 is currently undergoing a major revision to reflect implementation of the new Safety Management System. This interim change letter will remain in effect until such time as the new CAPR 62-1 is complete and published.
2. Monthly safety education is an integral part of the quest to instill a high level of safety knowledge and a strong safety culture throughout the Civil Air Patrol. It is intended to compliment but not inhibit member participation in CAP missions. Under the terms of this change to CAPR 62-1, monthly safety education will still be mandatory for all members of Civil Air Patrol, however all references to safety “currency” are being removed from the regulation. Units at all levels are required to present a monthly safety education briefing as currently outlined in CAPR 62-1, and members are expected to attend. If scheduling conflicts do not allow attendance members may receive their monthly safety education through one of the alternate methods described in CAPR 62-1. Commanders at every level will be held responsible for ensuring compliance with this requirement, and attendance/participation rates will be scrutinized as a metric in the Commander’s Dashboard in eServices.
3. CAPR 62-1 is changed as follows:

*Paragraph 3.c.(7) has been changed to read: Commanders are responsible to ensure all members within their command are complying with the monthly safety education requirements outlined in Paragraph 4, Safety Education Requirements.*

*Paragraph 3.d.(6) has been changed to read: Develop a program of regular safety education and mishap prevention training for the units(s) to which they are assigned. They shall ensure that no less than 15 minutes per month of safety education training is delivered to the membership at a unit meeting, to include emphasis on proper application of risk management concepts in varying situations. This safety education training will be documented in the eServices online safety education database for all members attending.*

*Paragraph 3.f., the following verbiage (last two sentences) is deleted: Activity Directors/Commanders are responsible to ensure no members participate in their activities unless they are compliant with the safety education requirements described in Paragraph 4, Safety Education Requirements. Member currency shall be verified prior to participation in CAP activities.*

*Paragraph 3.i.(5) is deleted.*

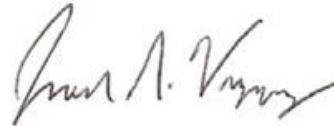
*Paragraph 4.a. has been changed to read: All active CAP members (seniors, cadets, cadet sponsors, 50 year and life members) must receive monthly safety education briefings. Unit meetings are the primary means for receiving monthly safety education, but monthly safety education may be obtained through the alternate means described in the following paragraphs when attendance at a meeting is not possible. ALL monthly safety education will be documented in the eServices online safety education database to ensure compliance.*

*Paragraph 4.b. is deleted.*

*Paragraph 4.d. The following sentence is deleted: Safety education currency is required for participation in activities for active members.*

*Paragraph 4.f. is deleted.*

4. The intent of this change is to ensure members are not barred from participating in CAP activities or events due to missing a monthly safety education briefing. The online tracking of member safety education will continue as a tool for commanders at all levels, to ensure the members under their command are getting the timely information needed to safely engage in CAP activities. This is just the first step in a process to improve safety throughout CAP, and make it relevant and timely to performing the missions at hand. If you have any comments or concerns, contact Mr. George Vogt, CAP/SE, at (334) 953-7748 ext 232, or e-mail at [gvogt@capnhq.gov](mailto:gvogt@capnhq.gov).



JOSEPH R. VAZQUEZ  
Major General, CAP  
National Commander



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 62-1

19 DECEMBER 2012

### Safety

## CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

This regulation establishes the requirements for an effective safety program within the Civil Air Patrol (CAP). This regulation guides CAP components in implementing effective safety programs.

### SUMMARY OF CHANGES.

This revision updates material associated with the changes in CAP governance. Amends ORM – Operational Risk Management to RM – Risk Management. Adds Attachment 3 – Safety Guidelines for Hot Environments. **Note: Shaded areas identify new or revised material.**

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**1. Program Goal.** The overarching goal of any safety program is to mitigate risks, control hazards and prevent mishaps. The primary goal of the CAP Safety Program is to protect both the membership and its assets in the performance of their volunteer duties. To do this, CAP leadership and its safety program managers shall use both education and training to promote the culture of safety within the Civil Air Patrol.

a. Education is intended to infuse an individual with a broad base of knowledge.

b. Training is intended to bring an individual to a level of proficiency for a specific skill. Civil Air Patrol’s Culture of Safety is a combination of both education and training.

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Supersedes CAPR 62-1, 25 March 2011.

Distribution: National CAP website.

OPR: SE

Pages: 17

Notice: CAP publications and forms are available digitally on the National CAP website at: [http://www.capmembers.com/forms\\_publications\\_regulations/](http://www.capmembers.com/forms_publications_regulations/)

## 2. Definitions.

a. The meaning of “shall,” “will,” “must,” “should” and “may” as used in this regulation, can be found in CAPR 5-4, *Publications and Forms Management*.

b. **Safety Education:** A presentation of a topic in a training environment where there is interaction and/or an assessment to measure comprehension and content retention. Safety education provides lessons and process learning to promote a strong safety awareness and habit pattern.

c. **Operational Risk Safety Briefing:** A briefing that discusses the associated risks and possible risk mitigation with a particular activity and/or sub-activity about to be engaged in and must be conducted “in-person” with the member(s) that is/are about to engage in such activity or sub-activity.

d. **In-Person:** A session where a participant can interact, ask questions and can contribute with other participants, the briefer, facilitator or instructor. The participant does not have to be physically at the same location, but the communications method must be interactive between the participants and the educator/briefer. This may be a meeting or session where multiple participants are physically located in the same room and provided the ability to interact in real time, ask questions and contribute to the meeting. Participation in a meeting held using telephonic or other technology that permits each participant to simultaneously hear and speak with other participants also constitutes “in-person” attendance.

## 3. Organization and Responsibilities.

### a. Staffing.

(1) Every chartered unit (except region HQ and wing 000 and 999) shall formally appoint a safety officer in eServices with qualifications appropriate to that unit’s operational activities. Members in command positions should not simultaneously serve as that unit’s safety officer. Whenever possible, and especially in flying units, members with flying experience should be selected as a safety officer. Safety officers will report directly to the commander (reference CAPR 20-1, *Organization of Civil Air Patrol*).

(2) For each CAP activity lasting two (2) days or longer, the activity director/commander will appoint a safety officer prior to the start of the activity.

### b. National Safety Officer Responsibilities.

(1) Provide advice and assistance on safety and risk management to the National Commander.

(2) Be the primary point of contact/coordination between Civil Air Patrol National leadership and region and wing commanders and safety officers for safety related matters.

(3) Mentor region and wing safety officers.

(4) Provide support to the NHQ safety department on content and changes to CAP safety programs and publications.

(5) Advise and assist the NHQ safety department in the publications of the national safety newsletter.

(6) Coordinate with the NHQ safety department on education and training programs.

(7) Be the primary agent for creating a positive safety culture throughout CAP.

**c. Commander Responsibilities.**

(1) Within 180 days of appointment wing and region commanders are required to complete the online Basic, Senior and Master safety courses and associated tests. Full completion of the specialty track is not required. These courses are only required upon first appointment of command.

(2) All levels of command will appoint a safety officer in accordance with paragraph 3a(1) above.

(3) All levels of command will ensure Operational Risk Safety Briefings are being performed at all required activities or sub-activities. The commander will verify with subordinate staff and participants of activities and sub-activities that these briefings are being completed.

(4) All levels of command shall work in partnership to develop effective safety education and mishap prevention measures to safeguard CAP members and preserve CAP physical resources.

(5) All levels of command shall seek to instill a culture of safety that guides the planning and execution of every CAP activity.

(6) Commanders at all levels carry the responsibility of taking immediate action regarding any CAP member who places a fellow member or CAP asset at unnecessary risk in accordance with appropriate CAP regulations.

(7) Commanders are responsible to ensure all members within their command do not participate in any CAP activities unless they are compliant with the safety education requirements described in Paragraph 4, *Safety Education Requirements*. Member currency shall be verified prior to participation in CAP activities.

(8) Review and/or comment on the online Safety Surveys of all subordinate units.

**d. Unit Safety Officer Responsibilities.** Delegation of authority is essential in any well-managed organization, but the command responsibility for a safety program cannot be delegated. Unit (region, wing, group, squadron and flight) safety officer positions have been established to assist and advise commanders. CAPR 20-1, *Organization of CAP*, outlines the responsibilities of the safety officer in assisting and advising the commander in the management of the overall CAP Safety Program. Unit safety officers shall:

(1) Ensure Risk Management (RM) analyses are completed on all required activities and sub-activities.

(2) Ensure required operational risk safety briefings are completed on all required activities and sub-activities.

(3) Perform online safety surveys annually in accordance with Paragraph 6, *Mishap Prevention*.

(4) Prepare mishap notifications and reports, and conduct mishap investigations when assigned.

(5) Develop training guides in coordination with NHQ Safety for safety programs through such media as bulletin boards, newsletters, websites, press releases, etc.

(6) Develop a program of regular safety education and mishap prevention training for the unit(s) to which they are assigned. They shall ensure that no less than 15 minutes per month of safety education training is delivered to the membership at a unit meeting. This safety education training will be documented in the National online safety database.

(7) Establish a file of safety educational material. This may include safety guides, magazine articles, FAA Advisory Circulars, posters, articles for bulletin boards, newspaper clippings, the monthly safety bulletins or a list of safety-related websites. This file should also include a list of safety meeting resources, i.e., nearby military safety personnel, local FAA Safety Team (FAASTeam) seminars, safety websites (including CAP) for different topics, videos, guest speakers, subject matter experts, etc. The safety file may be hardcopy or electronic. At a minimum, units must demonstrate their knowledge of how to access and navigate National HQ safety pages for safety education training material.

(8) Be encouraged to prepare presentations that are pertinent to local conditions, environmental, geographic and community needs and to submit new or updated presentation materials to NHQ for posting on the National HQ safety web page.

(9) Conduct staff visits to subordinate units to assist them in identifying and solving safety problems.

(10) Review reports of safety education briefings from subordinate units.

(11) Be familiar with how to access rosters of subordinate unit safety officers online.

(12) Ensure that mishap reporting is completed as required by CAPR 62-2.

(13) Establish local mishap reporting procedures as required by CAPR 62-2.

(14) Establish a schedule of safety events pertinent to the unit's scope of responsibility. This schedule should include safety inspections and surveys, safety presentations, staff visits and publicity of seasonal safety hazard items, i.e. thunderstorms, snow/ice, heatstroke, etc.

(15) Within 90 days of appointment, complete the online Basic Safety Course and test, located at eServices [Online Safety Education].

(16) Mentor cadet safety officers assigned in units or activities where cadets are actively participating.

**e. Cadet Safety Officer Responsibilities.** A cadet should be assigned as an assistant to the unit staff safety officer in all units (squadrons, wings, regions and national level) that have cadet members actively participating. The primary role of the cadet safety officer is to study and mentor under the supervision of the unit safety officer. The cadet safety officer will learn the primary functions of the unit safety officer and be given the opportunity to demonstrate skills in safety leadership, education and presentations. Cadet safety officers will provide liaisons between the unit safety officer and cadet command staff. This position is limited to cadets in Phases II through IV. **NOTE:** Cadet safety officers may be Phase II NCOs at the flight and squadron-level ONLY.

(1) Cadet safety officers will NOT act as the primary safety officer for a unit at any level and will not be held responsible for tasks that are the primary responsibility of the unit safety officer.

(2) Cadet safety officers will be responsible for completing appropriate cadet safety officer training.

**f. Activity Directors/Commander Responsibilities.** A safety officer will be appointed, prior to the start of the activity, to conduct the activity's safety program. Civil Air Patrol members who have activity-approving authority will not approve any activity expected to last two (2) days or longer unless a safety officer has been identified and formally appointed. Activity Directors/Commanders are responsible to ensure no members participate in their activities unless they are compliant with the safety education requirements described in Paragraph 4, *Safety Education Requirements*. Member currency shall be verified prior to participation in CAP activities.

**g. Mission Safety Officer Responsibilities.** Mission safety officer duties are defined in CAPR 60-3.

**h. Activity Safety Officer Responsibilities.**

(1) Ensure RM analyses are completed on all required activities and sub-activities.

(2) Ensure required operational risk safety briefings are completed on all required activities and sub-activities.

(3) Ensure full-time cadet and senior staff (not students) complete the Basic and Intermediate RM courses and also complete associated RM worksheet(s) before the activity officially begins.

(4) Ensure that on the first day of the activity, the activity staff leads the participants through the Basic RM course content for familiarization. These participants do not need to complete and pass the written test associated with this course. However, instructors need to facilitate a meaningful discussion about how the course's lessons relate to the particular activity.

(5) For activities or sub-activities that involve formal flight instruction, operational flying or intensive flight line work (excluding CAP or military orientation flights), ensure participants and staff have completed the CAP Aircraft Ground Handling Video and associated quiz.

(6) For glider program activities or sub-activities that involve actual flight operations, ensure participants and staff have completed the Soaring Safety Foundation's *Wing Runner Course*.

**i. Member Responsibilities.**

(1) Individual members will live the CAP motto of "Always Vigilant" in planning, conducting and participating in all CAP activities. Hazards and potentially unsafe behavior will be addressed immediately and then reported to higher authority to ensure proper leadership follow-up and trend reporting.

(2) Every active CAP member (seniors, cadets, cadet sponsors, 50 year and life members) who attends CAP meetings, participates in any flight and/or vehicle operation or participates in cadet or any ES missions, shall complete introductory and safety as outlined in Paragraph 4, *Safety Education Requirements*.

(3) Every CAP member will wear appropriate personal protective equipment (PPE) as outlined in paragraph 7.



(4) Every CAP member is responsible to ensure they receive an Operational Risk Safety Briefing for all activities or sub-activities that they participate in. If they are unsure they have met the requirement, they should contact the appropriate commander, director or safety officer for the activity. Participation in an activity without completing a required Operational Risk Safety Briefing is **prohibited**.

(5) Members have a responsibility to know their safety education currency status and to understand that they may not participate in CAP activities unless they are compliant with the safety education requirements described in Paragraph 4, *Safety Education Requirements*.

#### 4. Safety Education Requirements.

**Table 1. Safety Education Requirements**

Safety Education Requirements	Method	Frequency
Introductory Safety Education	CBT (All) or Seminar (Cadets only)	Level I, Curry Achievement
RM Familiarization	CBT or In-Person <sup>1</sup>	Level I, Curry Achievement, Annually thereafter.
Safety Education, Misc. Topics	CBT or In-Person <sup>1</sup>	Monthly

<sup>1</sup>Note – In-Person attendance also includes telephonic or other technology that permits each participant to simultaneously hear and speak with other participants. See para 2, *Definitions*.

a. All active CAP members (seniors, cadets, cadet sponsors, 50 year and life members) must maintain monthly safety education briefing currency in order to participate in any CAP functions, with exception of meetings where members may attend for the purpose of completing the required safety education. The monthly requirement expires at the end of the month following its completion (e.g., a briefing attended or completed on 15 June will carry currency through to 31 July). Completion of required safety education will be documented in the National online safety education database so that currency can be reviewed through eServices.

b. Members may attend any unit meeting for the purpose of completing the monthly safety education requirement; however, non-current members should not expect to receive this training at events that require current ES qualifications to participate unless the operations plan and/or the event leader specifies that safety education will be provided as an adjunct to the event.

c. Safety education shall only be completed in-person or through computer-based training. (Note: In-Person attendance also includes telephonic or other technology that permits each participant to simultaneously hear and speak with other participants. See Paragraph 2, *Definitions*.)

d. There are no restrictions to the topics being presented, as long as the topic maintains relevance to CAP's mission scope as determined by the unit commander and/or safety officer. Safety education currency is required for participation in activities for active members. The monthly safety education training requirement may be met by completing an online safety education training module and quiz at eServices [Online Safety Education], in-person safety education or authorized safety education as defined below.

(1) National Headquarters (NHQ) will post online safety education modules and quizzes on topics relevant to CAP operational safety to be available for monthly education by CAP members. These modules can be located in eServices under Online Safety Education.

Successful course completion for online CAP safety education modules is documented automatically in the member's safety education database.

(2) Units shall present in-person safety education training for their members each month. Presentations should be oriented for local conditions/issues. If unable, units can easily use one of the NHQ presentations available in eServices, Safety Management System (SMS), *Online Safety Education*. Successful completion of this type of safety education is manually entered into the safety database by the safety officer or commander. Hard-copy documentation of attendance may be destroyed after entry is confirmed into the online safety management system.

e. Authorized alternative safety education includes, but is not limited to: safety education briefing conducted by a DoD safety officer, a FAA Safety Team (FAAST) presentation, an AOPA Air Safety Foundation online safety course or completing any FAA Safety approved online safety course that has a method where successful completion can be verified by the unit safety officer or commander by certificate of completion or training record documentation. Commanders at any level may approve any non-CAP safety education training as an authorized alternative monthly safety education briefing if, in the opinion of the commander, the meeting is relevant to the member's safe performance of CAP duties. Examples might include occupational safety professional meetings or work-related HAZMAT briefings. Proof of completion must be provided to the applicable safety officer or commander and must be documented within the online safety management system for safety education credit. Commanders should approve alternative safety education in advance whenever possible.

f. Commanders at any level may waive all safety education requirements for meetings or activities which do not require a General Emergency Services (GES) rating if, in the opinion of the commander, such waiver serves the best interests of CAP. An example of a situation which might justify such a waiver includes meeting attendance by legislators or distinguished visitors who happen to be CAP members; however, regularly scheduled unit meetings, whether or not they require GES ratings (see above), still require regular safety education and operational risk safety briefings under this regulation, since fire prevention and general housekeeping, warehouse (storage) and hazard communication are valid safety requirements for regularly scheduled meetings and unit facilities. Waivers of safety education requirements should be the exception, not the rule.

g. New members will receive initial Risk Management (RM) familiarization training. This is accomplished within the Introductory Safety Training module, *Introduction to CAP Safety*, accessed in the online safety briefing application within eServices.

h. All members are required to complete introductory safety education. This is a part of the Level I requirements for senior members and the Curry Achievement for cadets. This is accomplished within *Introduction to CAP Safety*, accessed through eServices online safety education. This course is available in seminar format for cadets only. New members may only participate in CAP functions within the limits set for Level 1 senior members or Phase 1 cadets IAW CAPR 50-17, *CAP Senior Member Professional Development Program*, and CAPR 52-16, *Cadet Program Management*, respectively.

i. At least once annually, Risk Management (RM) will be discussed during a unit safety meeting.

j. Sample briefings and educational material are available within eServices, Safety Management System (SMS), *Online Safety Education*.

**k.** Brief reports of topics covered and total members attending shall be entered into the National HQ online safety database to be available for review by the next higher echelon of command.

**l.** An annual Safety Day will be held in all active units during the months of January, February or March to focus on improving safety knowledge and attitudes. This will require a day focused entirely on safety subjects applicable to the unit. The Safety Day education to meet this requirement may take place at a regularly scheduled unit meeting providing the entire academic content for that meeting is devoted to safety.

**m.** Additional recommended educational elements include, but are not limited to:

- (1) Placement of a bulletin board in the unit meeting area devoted to safety issues.
- (2) Participation or partnership in activities sponsored by other safety oriented organizations.
- (3) Use of special safety seminars, discussions or focus groups to address specific issues.
- (4) Participation by pilots in the FAA's Wings – Pilot Proficiency Program (<https://www.faa.gov/WINGS/pppinfo/default.aspx>).
- (5) Adding safety messages to other routine communications.

## **5. Operational Risk Safety Briefing Requirements.**

**a.** RM is a logic-based, common sense methodology to making calculated decisions on human, material and environmental factors associated with any type of activity. It is a methodical, six-step process to manage inherent or induced risk.

**b.** CAP commanders, activity directors, safety directors and/or safety officers, shall reference the list of Risk Management analyses for CAP activities available on the National CAP Safety web page [Authorized Activity RM Worksheets] at <http://www.capmembers.com/safety/>. CAP leaders are required to use these forms to quantify and mitigate risk during CAP activities in conjunction with required Operational Risk Safety Briefings. If an RM sheet is not available for specific activity, it is expected that the blank RM worksheet on the National Safety web page will be utilized for all activities and sub-activities prior to the activities commencement.

**c.** CAP members involved in all aspects of the CAP program are encouraged to submit new or modified RM analyses to NHQ Safety for review and posting on the National HQ safety web page. Members should submit RM analyses in those areas where they have subject matter expertise.

**d.** Operational Risk Safety Briefings. These briefings are mandatory. Documentation of accomplishment for individual participation is not required.

(1) An example of an operational risk safety briefing is a briefing by a flight release officer that advises an aircrew if moderate or greater turbulence is forecast, the briefer might discuss mitigation possibilities with the crew, such as alternate transit routes which avoid high terrain or raising the search altitude.

(2) An example of a sub-activity operational risk safety briefing is a briefing before an obstacle course at an encampment, a briefing for working in an encampment kitchen or a discussion of terrain hazards before entering a land navigation course at a search and rescue exercise.

(3) At the start of each new day, operational risk safety briefings must be accomplished to ensure all participants are briefed on the risks of the day. Additionally, new participants that arrive throughout an activity or sub-activity must receive a mandatory operational risk safety briefing pertaining to their roles and responsibilities before participating.

(4) The National Safety Team, in coordination with region and wing leadership, safety officers and NHQ directorates, shall establish a list of approved activities and sub-activities that require operational risk safety briefings, to include who is authorized to give those briefings. If an activity or sub-activity is not listed on the approved activities list, commanders, activity directors or safety personnel, may require an operational risk safety briefings to be completed prior to member participation. A copy of the new activity and risk briefing must be forwarded to the NHQ safety department and the National Safety Team (via [safety@capnhq.gov](mailto:safety@capnhq.gov)) to be considered for addition to the approved activities list (attachment 1).

(5) The CAPF 62, *CAP Standard Safety Briefing Card*, is available to assist members in providing a basic safety briefing if needed.

## **6. Mishap Prevention.**

a. Mishap Reporting. All mishaps will be promptly reported in accordance with CAPR 62-2, *Mishap Reporting and Investigation*.

b. Hazard Reporting. *The Hazard Report*, available online at eServices, and/or FAA Form 8740-5, *Safety Improvement Report*, shall be used to report hazards or suggest ways to reduce risk to members.

c. Safety Surveys. Each unit shall complete the online Safety Survey available to safety officers and commanders as an eServices application between 1 October and 31 January for the preceding fiscal year. Items to be addressed in this survey shall include, but are not limited to, those listed in the online Safety Survey found in eServices. Once completed, this report will be sent automatically to the safety officer and the commander at the next higher echelon. The commander at the next higher echelon, or designee, will review and/or comment on the surveys of all subordinate units. The commander of the next higher echelon or designee will be the final approval authority of all safety surveys for subordinate reporting units. The effectiveness of each commander's safety efforts shall be evaluated yearly through the online Safety Survey process to be completed by the next level commander.

d. Recommended Program Elements. Attachment 2 lists recommended additional elements for safety programs. This is by no means an all inclusive list. Safety officers are highly encouraged to use their imaginations and all resources at their disposal to make their programs pertinent and effective.

## 7. Personal Protective Equipment

a. Every CAP member will wear appropriate safety vests or safety apparel as outlined below when participating in CAP ground functions during all times, day or night. Safety vests or safety apparel may be orange or lime green and may be worn with or without the CAP logo. Examples of applicable ground functions are, but not limited to:

- (1) All outdoor ground functions of emergency services.
- (2) This guidance applies to formations only to the degree determined necessary to maintain formation visibility to traffic. Road guards or safety spotters should be utilized to safely warn traffic of formation movements.
- (3) All individuals performing volunteer activities who are exposed to traffic hazards, including flight line support. The exception to this is for flight crews in transit between operations/flight planning and the aircraft, and while performing duties within the shadow of their aircraft (i.e., performing pre-flight or post-flight tasks).
- (4) At all times during night in unlighted areas of operation when outside of vehicles or facilities while participating in any ground activity.
- (5) Outdoor field activities where exposure to hunting or recreational use of weapons could be encountered.

b. Safety vests are approved for wear over the outermost garment of AF-style uniform or corporate uniform and must be ANSI compliant as defined in paragraph 7d below.

c. Safety apparel is approved for wear as the outermost garment over the corporate uniform only and must meet ANSI Class 2 or 3 standards as noted on the ANSI classification tag which must be affixed to the garment. Examples of safety apparel are coats, jackets, rainwear and may include orange or lime green reflective pants in conjunction with upper-body wear.

d. ANSI and non-ANSI compliance standards are as follows:

(1) ANSI compliant – All Safety Vests or Safety Apparel worn by CAP members must meet the American National Standards Institute, Inc (ANSI) Class 2 or Class 3 requirements. To ensure compliance with federal law, CAP members must comply with this anytime duties exposed them to public vehicular traffic such as directing traffic, investigating crashes, handling lane closures, obstructed roadways and disasters within the vehicle traffic lanes.

(2) Non-ANSI compliant – Safety vests and safety apparel that does not meet ANSI class 2 or 3 visibility and reflectivity standards are not authorized. CAP's policy on safety vests and apparel required that all members, by October 1, 2012, meet ANSI Class 2 or 3 visibility and reflectivity standards as stated in 7 (d) 1, above.

e. Members working in an official capacity are authorized to wear ANSI Class 2 or 3 safety vests or safety apparel with the mission position duty title logoed on their safety vests or safety apparel to ensure position identity during CAP sponsored events. Additionally, during non-mission related activities the Safety officers working in an official safety capacity are authorized to wear ANSI Class 2 or 3 safety vests or safety apparel with the words "safety" or "safety officer" logoed on their safety vests or safety apparel to ensure identity during CAP sponsored events.

f. Members of CAP may be exposed to environments with elevated sound levels both in duration and/or decibel intensity (for example, 85 dB at 10 minutes duration). CAP members should wear appropriate hearing protection to reduce exposure. See tables 2 – 5, for examples.

**Table 2. Noise Levels for Person-to-Person Voice Communications**

Voice Levels				
Noise Level (dBA)	Normal Voice	Raised Voice	Shouting	Telephone Use
40 to 50	Satisfactory to 30 feet			Satisfactory
50 to 60	Satisfactory to 6 feet	Satisfactory		Satisfactory
60 to 70	Satisfactory to 3 feet	Satisfactory to 6 feet		Satisfactory to slightly difficult
70 to 80*	Satisfactory to 1 foot	Satisfactory to 3 feet		Slightly difficult
80* to 90		Satisfactory to 1 foot,	Slightly difficult	Difficult
90 to 95		Slightly difficult to 2 feet	Slightly difficult to 3 feet	Very Difficult
Above 95			Slightly difficult to 1 foot	Unsatisfactory

\*Noise exposure limits may be exceeded by a combination of noise plus voice.

**Table 3. Noise Levels for Offices\***

Range of Levels (dBA)	Communication Environment
30 to 40	Very quiet office, telephone use satisfactory, suitable for large conferences.
40 to 45	Quiet office, satisfactory for conferences at a 15 foot table; telephone use satisfactory; normal voice 10 to 30 feet.
45 to 50	Satisfactory for conferences at a 6 to 8 foot table; telephone use satisfactory; normal voice 6 to 12 feet
50 to 60	Satisfactory for conference at 4 to 5 foot table; telephone use occasionally slightly difficult; normal voice 3 to 6 feet; raised voice 6 to 12 feet.
60 to 65	Unsatisfactory for conference of more than two or three people; telephone use slightly difficult; normal voice 1 to 2 feet; raised voice 3 to 6 feet.
Above 65	Very noisy; office environment unsatisfactory; telephone use difficult.

**Table 4. Noise Level for Work Spaces\***

Range of Levels (dBA)	Communication Environment
70 to 80	Person-to-person communication with raised voice satisfactory 1 to 2 feet; slightly difficult 3 to 6 feet. Telephone use difficult.
80 to 90	Person-to-person communication slightly difficult with raised voice 1 to 2 feet; slightly difficult with shouting 3 to 6 feet. Telephone use very difficult.
Above 90	Person-to-person communication extremely difficult. Telephone use unsatisfactory.

**Table 5. Noise Levels for Group Meetings, Study, Rest and Relaxation\***

Range of Levels (dBA)	Type of Space and Activities
34 to 45	Group gatherings to listen to speech and music; low background noise and good hearing conditions required; sleeping.
45 to 55	Areas where some concentration and relaxed communication may be desirable; reading rooms, sedentary relaxation; radio and television listening.
55 to 65	Good communication conditions not essential; some distraction due to external noise can be permitted; internal noise generation due to other activities may be present.

\*Based on recommendations outlined in ANSI S3.14-1977 (R1997), American National Standard for Rating Noise with Respect for Speech Interference

## 8. Recognition.

**a. Paul W. Turner Safety Award** - An annual award, named for a former CAP National Commander, presented to the CAP wing with the most outstanding safety program and safety record. The award consists of a plaque and includes the wing's name being placed on the CAP safety scroll at National Headquarters. Each region commander may submit one nomination for the previous calendar year to the Chief, Personnel and Member Actions (NHQ/DP), which must be postmarked (dated in the case of e-mail) not later than 15 March. The award will be presented to the wing commander at the annual National Conference. Nominations that are late, or that have not been coordinated through the region commander, will not be considered for the award.

(1) The region commander's letter of nomination should include, but not be limited to, the following:

- (a) Safety program and its implementation.
- (b) Public Affairs (PA) support of the safety program.
- (c) Safety officer manning.
- (d) Hazards faced by the wing that were successfully mitigated.
- (e) Outstanding facts.
- (f) Comments on mission accomplishment.

- (2) Also considered will be other information available at National Headquarters, such as:
  - (a) Aircraft utilization rates.
  - (b) Aircraft condition and quality of maintenance.
  - (c) Number of reportable aircraft mishaps.
  - (d) Number of reportable vehicle mishaps.
  - (e) Personnel injuries.
  - (f) Adequacy of mishap reports.

**b. Region Safety Award** - A plaque presented annually to one wing from each region with the most outstanding safety program and safety record. This selection is made by the region commander. The wing receiving the plaque becomes the region's Paul W. Turner Award nominee. Presentation will be made by the region commander at an appropriate function.

**c. Safety Officer of the Year Award** - An annual award presented to the safety officer who has contributed most to the CAP safety program. Each wing may submit a nomination to region. The region commander will review all nominations submitted and will select one nominee believed to be the most deserving of the award. The region commander will forward the nomination to NHQ/DP for final selection. All nominations must be forwarded by the region to National Headquarters postmarked (dated in the case of e-mail) not later than 15 March. Nominations that are late, or that have not been coordinated through the region commander, will not be considered for the award.

**d. Distinguished Aviator Award** - This award recognizes outstanding airmanship by a CAP pilot while performing flight duties for CAP. The pilot must demonstrate heroic measures or an extraordinary level of skill, alertness, ingenuity or proficiency in averting or minimizing the seriousness of a flight mishap. The National Safety Officer (CAP/SE) will convene an Awards Board to review the nomination and evaluate the seriousness of the incident as well as the nominee's action in coping with the situation.

- (1) The emergency must have resulted from any of these situations:
  - (a) Mechanical difficulty with the aircraft while in flight or on the ground.
  - (b) Errors made by others, in the air or on the ground.
  - (c) Environmental factors beyond the nominee's control.

**Note:** Members who prevented a potential mishap that they caused by their own misdeeds, lack of judgment or foolhardy/excessive risk-taking are ineligible.

(2) Nominations must be initiated by the unit commander following the flight mishap. Nomination packages will then be forwarded and endorsed through the chain of command to CAP/SE for review by the Awards Board. The nomination must include as a minimum:

- (a) The nominee's name.
- (b) Grade.
- (c) Unit name and charter number.
- (d) Date of the event.
- (e) Aircraft type and N-number.
- (f) A description of the event, detailed enough to allow the Awards Board to accurately evaluate the seriousness of the event and determine the extent of the nominee's corrective action.



(3) After the awards board review, nominations that meet the eligibility for this award would be presented to the National Commander for final approval.

(4) Approved awards will be sent to the respective region commander for presentation at an appropriate function.

**e. Certificate of Safety Achievement** - Certificates will be given to provide positive recognition based on the Milestones for Success program, which provides recognition success in areas of performance in aircraft operations, vehicle operations and bodily injury risk management. The levels of these benchmarks will be maintained in the NHQ Safety Office Procedures manual. This program will produce certificates of achievement automatically for benchmark achievements and no action is required by unit safety officers or commanders. This program design allows units to focus on the details of a safe operation without mishap reporting barriers.

**f. FAA Wings Program** - Wing safety officers will encourage pilot members to participate in the FAA Wings Program. Members who complete the basic phase of this program will be eligible to wear the Pilot Proficiency Patch on flight clothing.

**g. Safety Badge** - A safety specialty badge is approved for wear with the Civil Air Patrol uniform. To qualify for the basic safety badge, the member must complete the specialty track requirements for the safety rating as described in CAPP 217. The senior safety specialty badge requires completion of the senior rating and the master safety specialty badge requires completion of the master rating. Placement of the badge on AF-Style and corporate uniforms is described in CAPM 39-1.

**h. Safety Patch** - A safety specialty patch is approved for wear with the Civil Air Patrol uniform. To qualify for the safety patch, the member must complete the specialty track requirements for the safety rating as described in CAPP 217. The safety patch is the same for all levels of specialty track achievements. Placement of the patch on the AF-Style BDU, flight coverall, corporate utility uniform, field uniform and flight coverall is described in CAPM 39-1.

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

**Attachment 1 – Approved CAP Activities and Sub-Activities List**

Activities	Authorized Briefer
1. All Non-Mission Flight Activities .....	CC, SE, FRO, PIC
2. All Mission Operations .....	Areas of Supervision as authorized in the Qualified Supervisor Chart.

## Qualified Supervisor Chart:

[http://www.capmembers.com/emergency\\_services/operations\\_support/education\\_and\\_training/qualified\\_supervisors.cfm](http://www.capmembers.com/emergency_services/operations_support/education_and_training/qualified_supervisors.cfm)

- |   |   |
|---|---|
| 3. Cadet Activities and Sub-Activities.....   | CC, DCC, SE, Activity<br>Director, Activity Safety Officer, or<br>other activity leader, to include 3 <sup>rd</sup><br>party HAA's leaders, as appropriate. |
| 4. Seated classroom environments only require operations risk safety briefings that explain the emergency evacuation procedures, i.e. routes, assembly areas, etc., and other localized facility risks or procedures. These can be completed by anyone familiar with the topic. |   |

## Attachment 2 - Recommended Program Elements

The following is a list of program features. This is by no means an all inclusive list. Safety officers are highly encouraged to use their imaginations and all resources at their disposal to make their program unique, pertinent and effective.

- a. Review of safety newsletters published by the Civil Air Patrol and other safety oriented organizations.
- b. Placement of a bulletin board devoted to safety issues.
- c. Participation or partnership in activities sponsored by other safety oriented organizations.
- d. Use of special safety seminars, discussions or focus groups to address specific issues.
- e. Participation by pilots in the Federal Aviation Administration's FAASafety Program ([www.faa.gov](http://www.faa.gov/flightops/flightops/flightops.cfm)).
- f. Adding safety messages to other routine communications.
- g. Use of the optional safety award program authorized in this directive.
- h. Use of the Unit, Wing and Region Websites to promote and distribute safety information to CAP members and the general public.
- i. Providing content that extends beyond operational factors such as aircraft or vehicles and to provide safety information relevant to all activities in which members of CAP are at risk.
- j. Suggested Reference Material Publications.
  - (1) CAP Regulations 60-1, 62-1, 62-2, 66-1, 76-1 and 77-1.
  - (2) Title 49, Transportation, Chapter VIII, National Transportation Safety Board (NTSB), Part 830, Notification and reporting of Aircraft Accidents, Incidents and Overdue Aircraft.
  - (3) State Driver's Handbook.
  - (4) Supplemental safety directives established by higher headquarters.
  - (5) FAA Advisory Circulars.
  - (6) Federal Aviation Regulations and Aeronautical Information Manual (FAR/AIM).
  - (7) Monthly Safety Newsletters.
- k. Suggested Reference Material Forms and Applications.
  - (1) Safety Mishap Notification Worksheet.
  - (2) Safety Mishap Report of Investigation Worksheet.
  - (3) Pertinent CAP wing forms, safety reports, inspection reports, etc.
  - (4) CAP Hazard or Safety Improvement Report (eServices online submission).
  - (5) FAA Form 8740-5, *FAA Safety Improvement Report*.
  - (6) NASA Aviation Safety Reporting System (ASRS) Form 277B. online at <http://asrs.arc.nasa.gov>.
- l. Suggested Reference Safety websites on the National Safety web page [Resource Links].

### Attachment 3 - Safety Guidelines for Hot Environments

The following tables provide safety guidelines to be used for hot environments for all Civil Air Patrol activities.

#### SAFETY GUIDELINES FOR HOT ENVIRONMENTS

HEAT STAGE	TEMPERATURE RANGE	FLAG COLOR	WORK PERMITTED	EASY WORK (QTS/HOUR)	MODERATE WORK (QTS / HOUR)	HARD WORK (QTS/HOUR)
1	78 - 81.9° F WBGT	White	Easy, Moderate & Hard	½	½	¾
2	82 - 84.9° F WBGT	Green	Easy, Moderate & Hard	½	¾	¾
3	85 - 87.9° F WBGT	Yellow	Easy & Moderate	¾	¾	1
4	88 - 89.9° F WBGT	Red	Easy	¾	1	1
5	90° F + WBGT	Black	No prolonged physical exertion	1	1	1

Table 1. Work Restrictions and Fluid Replacement.

EASY WORK	MODERATE WORK	HARD WORK
<ul style="list-style-type: none"> <li>◆ Walking on level terrain or hiking with ≤ 15 lb. load</li> <li>◆ Drill and ceremonies</li> <li>◆ Marksmanship training</li> </ul>	<ul style="list-style-type: none"> <li>◆ Walking on rolling terrain or hiking with 15-25 lb load</li> <li>◆ Calisthenics, team sports, CPFT</li> <li>◆ Rappelling</li> </ul>	<ul style="list-style-type: none"> <li>◆ Hiking on steep terrain or with ≥ 25 lb. load</li> <li>◆ Obstacle courses</li> <li>◆ Intense fitness drills</li> </ul>

Table 2. Work Categories. It would be impossible to create an exhaustive list of every activity and catalog each as easy, moderate, or hard work. This table provides a basis for commanders to make sound decisions. They must use good judgment in classifying the particular activities of their unit as easy, moderate, or hard work, and then follow the appropriate guidelines.

HEAT STRESS & WATER INTOXICATION WARNING SIGNS & SYMPTOMS			
EARLY SIGNS & SYMPTOMS		ACTIONS	
<ul style="list-style-type: none"> <li>◆ Dizziness</li> <li>◆ Headache</li> <li>◆ Dry mouth</li> </ul>	<ul style="list-style-type: none"> <li>◆ Unsteady walk</li> <li>◆ Weakness</li> <li>◆ Muscle cramps</li> </ul>	<ul style="list-style-type: none"> <li>◆ Remove from training</li> <li>◆ Rest in shade</li> <li>◆ Sip water</li> </ul>	<ul style="list-style-type: none"> <li>◆ If symptoms do not improve in 15-30 minutes, transport to medical facility</li> </ul>
LATER SIGNS & SYMPTOMS		IMMEDIATE ACTIONS	
<ul style="list-style-type: none"> <li>◆ Hot body, high temperature</li> <li>◆ Confusion; unresponsiveness</li> <li>◆ Vomiting</li> </ul>	<ul style="list-style-type: none"> <li>◆ Involuntary bowel movements</li> <li>◆ Convulsions</li> <li>◆ Weak or rapid pulse</li> </ul>	<ul style="list-style-type: none"> <li>◆ Call ambulance immediately</li> <li>◆ Lay victim down in shade</li> <li>◆ Elevate feet</li> <li>◆ Give sips of water</li> </ul>	<ul style="list-style-type: none"> <li>◆ Begin active cooling if skin is hot</li> <li>◆ Undress as much as possible</li> <li>◆ Pour cool water over victim</li> </ul>

Table 3. Heat Stress & Water Intoxication.