



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

ICL 18-01  
20 February 2018

MEMORANDUM FOR ALL CAP UNIT COMMANDERS AND SAFETY OFFICERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 62-2, *Mishap Reporting and Review*

1. CAPR 62-2 is currently being revised as a part of the publications reengineering project. This interim change letter will remain in effect until the new regulation is complete. There is no expiration date on this change letter.
2. The intent of this interim change letter is to clarify existing requirements, and implement new requirements, for notifying CAP and CAP-USAF leadership of significant mishaps and other occurrences. It addresses requirements for notifying the National Operations Center (NOC) and clarifies guidance on internal reporting requirements.
3. CAPR 62-2 is amended as follows. Paragraph 3 is deleted in its entirety, and replaced with the following:

**3. Reporting Requirements.** Following mishaps and other noteworthy events or occurrences (as defined below), it is imperative CAP leadership be informed in a timely manner. In addition to Mishap Reporting requirements in paragraph 4, the following guidance ensures appropriate CAP and CAP-USAF leadership at the wing, region and national levels are informed. Note: The guidelines herein do not usurp or change the death reporting guidance in CAPR 35-2.

**a. National Operations Center (NOC) Reporting.**

**(1) Reporting Accidents and serious mishaps.** It is often difficult to determine the extent of damage or injury immediately following a mishap. In the case of a mishap that clearly meets the "Accident" definitions in Attachments 1, 2, or 3, comply with paragraph 4.a. A wing or region leader (i.e., commander, vice commander, activity director, director of operations, director of safety, etc) should also call the NOC at 888-211-1812 x300 to report any mishap where they feel the National leadership team should be informed based on the perceived degree of damage/injury, the possibility of widespread visibility/media attention or any other extenuating circumstances they feel should be brought to the National Command Team's attention.

**(2) Additional NOC Reporting Requirements.** In addition to the mishap reporting outlined above, additional items which will be reported to the NOC via phone (888-211-1812 x300) include, but are not limited to:

(a) Safety Stand-downs. Report anytime a wing or region decides to suspend operations of any CAP missions, or suspend the operations of CAP aircraft or vehicles, based on mishaps or any safety concerns. This report should be made by the commander initiating the stand-down, or a designated representative, and include a brief summary of the reason for the stand-down.

(b) Report anytime a powered aircraft is required to make an off-airport landing due to mechanical or other issues (weather, fuel planning, etc).

(c) Report anytime a powered aircraft unintentionally departs the prepared surface of a runway or taxiway. Report anytime a glider unintentionally departs the prepared surface of a runway or taxiway, resulting in damage to the aircraft or airport property.

(d) Report any aircraft engine stoppage that occurs while airborne.

(e) Report anytime a CAP aircraft is the subject of an FAA-reported near mid-air.

(f) Report anytime there is a media inquiry regarding a mishap or other safety-related CAP event or occurrence, or the event might reasonably be expected to bring negative media (including social media) attention to CAP. NOC Staff will ensure CAP/PA is notified of the inquiry.

(g) Report anytime there is an inquiry from a General Officer or equivalent civilian of any military or other uniformed service, including the National Guard, Coast Guard and Public Health Service, related to any CAP activity, occurrence or mishap.

(h) Report anytime there is an inquiry from a Federal, State or local government official regarding a specific CAP activity or occurrence. Routine contact from a local FAA Flight Standards District Office is excluded from this requirement.

(i) Report any information the wing or region commander wants to bring to the immediate attention of the CAP and CAP-USAF Command teams.

**(3) Information to Include When Calling NOC.** Whenever possible, the member should be prepared to provide as much factual information as possible when calling the NOC. Information should include who, what, where, when as well as mission number and whatever other information is available. If possible provide a point of contact who is knowledgeable about the occurrence, and contact information. However, do not delay the call if desired information is not readily available.

**b. Internal Mishap Reporting.** Each wing will develop local internal mishap-reporting procedures in addition to the minimum mandatory reporting procedures described in this regulation. The procedures will, at a minimum, ensure the region and wing commander and their respective directors of safety are promptly notified of all mishaps within the region/wing. The procedure will also provide for notification of CAP-USAF personnel with oversight of the region/wing. Wing procedures will be published in a supplement to this regulation, coordinated and approved in accordance with CAPR 1-2. Refer to CAPR 1-2(I) for requirements for the protection of Personally Identifiable Information. This internal mishap reporting is in addition to the required eServices SIRS mishap reporting.

4. Any questions should be directed to my CAP Chief of Safety, George Vogt, at [gvogt@capnhq.gov](mailto:gvogt@capnhq.gov) or 1-888-211-1812 extension 232.



MARK E. SMITH  
Major General, CAP  
Commander

cc:  
CAP/CV/COO/COA/XO/DA/SE/DO/CP/DP/NOC  
All CAP Region and Wing CC/CV/CS/DC/DO/SE/CP  
CAP-USAF/CC/CV/DO/SE



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 62-2

20 MAY 2014

INCLUDES ICL 18-01 20 FEBRUARY 2018

Safety

### MISHAP REPORTING AND REVIEW

This regulation outlines mishap reporting and mishap board review procedures. The overall purpose of mishap reporting and review is mishap prevention. Prompt notification and reporting of all CAP safety mishaps in accordance with the procedures in this regulation is mandatory.

#### SUMMARY OF CHANGES.

It stipulates that a mishap review officer will be assigned by a commander at the wing level or above. **Note: Shaded areas identify new or revised material.**

Table of Contents	Page
1. Definitions.....	1
2. Mishap Categories and Classifications .....	2
3. Internal Mishap Reporting.....	3
4. Reporting CAP Mishaps .....	5
5. Review of CAP Mishaps.....	6
6. Suspension of CAP Flying or Driving Privileges.....	8
Attachment 1 – Aircraft Mishap Classification Guidelines.....	9
Attachment 2 – Vehicle Mishap Classification Guidelines.....	11
Attachment 3 – Bodily Injury Mishap Classification Guidelines.....	13
Attachment 4 – Mishap Process Flow Chart.....	15
Attachment 5 – Mishap Notification Account Examples Appropriate for Initial Notification.....	16

**1. Definitions.** As used in this regulation, the following words will have the definition indicated:

a. The words “shall,” “will,” “must,” “should” and “may” are words that can be used in this regulation. These words have different meanings and are found in CAPR 5-4, *Publications and Forms Management*.

b. “CAP Aircraft” are those aviation assets authorized to participate in CAP activities or missions as described in CAPR 60-1, *CAP Flight Management*; they may be corporate-owned, leased, or specifically-authorized member-owned aircraft.

c. “CAP Vehicles” are those ground conveyances which are corporate-owned, leased, or specifically authorized, member-owned vehicles (in accordance with procedures outlines in CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, used during CAP activities).

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d. “Mishap” is defined as any unplanned or undesired, operational occurrence, or series of occurrences, that results in, or has the potential to result in, death, injury, or damage to equipment or property.

e. “First Aid”, within the Civil Air Patrol Safety Reporting System, is the immediate and temporary physical aid provided to a sick or injured person until a higher level of medical treatment can be provided by a licensed doctor, registered nurse, physician’s assistant, or emergency medical technician, if needed.

(1) First Aid generally consists of a series of simple medical techniques that an individual who does not have formal medical training can be trained to perform with minimal equipment.

(2) “Medical intervention above the level of First Aid” is treatment requiring someone who is a licensed member of the medical community. Going to the emergency room (ER) may not constitute medical intervention above the level of First Aid. As an example, if the ER only tells him/her to apply ice, this is not medical intervention above the level of First Aid since no medical licensing is required to apply ice. If the ER does something that can only be done by a licensed doctor, registered nurse, physician’s assistant, or emergency medical technician, then this is medical intervention above the level of First Aid. This includes diagnostic testing and intervention such as x-ray, Magnetic Resonance Imaging (MRI), ultrasound, blood tests, etc.

## 2. Mishap Categories and Classifications.

a. **Categories** – a mishap category is a determination of aircraft, vehicle, or bodily injury as explained below:

### (1) Aircraft.

(a) **Flight.** Mishaps involving CAP aircraft, which take place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked. (See attachment 1.)

(b) **Ground.** Mishaps involving CAP Aircraft, with no intent of flight; examples of this type mishap may include, but are not limited to, aircraft damaged while being repositioned for or after refueling; aircraft run into by a tug while parked, etc. (See attachment 1.)

(2) **Vehicle.** Mishaps involving CAP Vehicles, during authorized CAP activities; includes damage to structures such as buildings, fences, light poles, etc. (See attachment 2.)

(3) **Bodily Injury.** Mishaps involving personal injuries sustained during authorized CAP activities. This classification of mishap does not include injuries due to aircraft or vehicle accidents or incidents. (See attachment 3.)

### b. Classifications.

(1) **Accident:** is a mishap that results in death (within 30 days), serious bodily injury, or major damage to, or loss of, equipment or property.

(2) **Incident:** is a mishap, other than an accident or minor mishap, which results in bodily injury or damage to equipment or property.

**Note:** The following events do not (generally) require a mishap review and will not be counted toward mishap rates, but must be reported and tracked for trend identification, awareness and analysis.

**(3) Minor Mishap:** is a mishap that interrupts normal procedures or activities but does not result in significant injury or damage. (See attachments 1, 2 and 3.)

**(4) Mechanical:** is a mishap related to mechanical malfunction only; however is not a result of failure to perform routine maintenance.

**(5) Near Miss:** is a mishap in any circumstance where the in-flight separation between aircraft constitutes a hazardous situation involving potential risk of collision. This determination and reporting shall be the responsibility of all assigned crewmembers. The pilot-in-command (PIC) will be the designated official in filing any “Near Miss” report that involves his or her crew.

**(6) Weather:** is any mishap that is attributed to unforeseen weather events (e.g., hail, high wind, flooding, etc.) in which preventative measures cannot be put in place in a timely fashion.

**(7) Vandalism:** is any event that results from acts of malice (generally considered a crime) towards CAP property where a police report is filed.

**(8) Non-CAP:** is any mishap that is not the responsibility of CAP, e.g., a mishap occurring before or after a CAP activity where the home-to-work rule would apply.

**(9) Pre-existing Condition:** is any mishap where a member’s undisclosed, underlying medical condition results in a mishap, or significantly aggravates the ultimate outcome. This could also be attributed to a member’s failure to follow limitations set for a disclosed medical condition. This includes chronic (e.g., diabetes, asthma) and acute (e.g., knee sprain, concussion).

**(10) Safety Deviation:** is any departure from normal operations or an undesired/unexpected event. This is most commonly defined as any human omission or commission that is non-compliant with CAP rules, regulations or other defined policies, as well as local, state, or national laws or regulations, which could result in injury or damage to CAP members or equipment. Safety deviations that occur with aircraft after the first person embarks with the intent of flight will be filed as a Near Miss (see paragraph 2b(5)). These omissions or commissions represent “at-risk” behaviors and should not be confused with hazards (non-behavioral risk).

**(11) Hazards:** are identified and submitted in CAP’s online hazard reporting system, formerly known as a Form 26.

**(12) Other:** means any mishap that is a one-time occurrence that is not identified as human factors, and does not fall under a different classification.

**Note:** Damage to, or loss of, equipment not resulting from a mishap will be reported and accounted for in accordance with CAPR 174-1, *Property Management and Accountability*.

**3. Reporting Requirements.** Following mishaps and other noteworthy events or occurrences (as defined below), it is imperative CAP leadership be informed in a timely manner. In addition to Mishap Reporting requirements in paragraph 4, the following guidance ensures appropriate CAP and CAP-USAF leadership at the wing, region and national levels are informed. Note: The guidelines herein do not usurp or change the death reporting guidance in CAPR 35-2.

**a. National Operations Center (NOC) Reporting.**

**(1) Reporting Accidents and serious mishaps.** It is often difficult to determine the extent of damage or injury immediately following a mishap. In the case of a mishap that clearly meets the "Accident" definitions in Attachments 1, 2, or 3, comply with paragraph 4.a. A wing or region leader (i.e., commander, vice commander, activity director, director of operations, director of safety, etc) should also call the NOC at 888-211-1812 x300 to report any mishap where they feel the National leadership team should be informed based on the perceived degree of damage/injury, the possibility of widespread visibility/media attention or any other extenuating circumstances they feel should be brought to the National Command Team's attention.

**(2) Additional NOC Reporting Requirements.** In addition to the mishap reporting outlined above, additional items which will be reported to the NOC via phone (888-211-1812 x300) include, but are not limited to:

(a) Safety Stand-downs. Report anytime a wing or region decides to suspend operations of any CAP missions, or suspend the operations of CAP aircraft or vehicles, based on mishaps or any safety concerns. This report should be made by the commander initiating the stand-down, or a designated representative, and include a brief summary of the reason for the stand-down.

(b) Report anytime a powered aircraft is required to make an off-airport landing due to mechanical or other issues (weather, fuel planning, etc).

(c) Report anytime a powered aircraft unintentionally departs the prepared surface of a runway or taxiway. Report anytime a glider unintentionally departs the prepared surface of a runway or taxiway, resulting in damage to the aircraft or airport property.

(d) Report any aircraft engine stoppage that occurs while airborne.

(e) Report anytime a CAP aircraft is the subject of an FAA-reported near mid-air.

(f) Report anytime there is a media inquiry regarding a mishap or other safety-related CAP event or occurrence, or the event might reasonably be expected to bring negative media (including social media) attention to CAP. NOC Staff will ensure CAP/PA is notified of the inquiry.

(g) Report anytime there is an inquiry from a General Officer or equivalent civilian of any military or other uniformed service, including the National Guard, Coast Guard and Public Health Service, related to any CAP activity, occurrence or mishap.

(h) Report anytime there is an inquiry from a Federal, State or local government official regarding a specific CAP activity or occurrence. Routine contact from a local FAA Flight Standards District Office is excluded from this requirement.

(i) Report any information the wing or region commander wants to bring to the immediate attention of the CAP and CAP-USAF Command teams.

**(3) Information to Include When Calling NOC.** Whenever possible, the member should be prepared to provide as much factual information as possible when calling the NOC. Information should include who, what, where, when as well as mission number and whatever

other information is available. If possible provide a point of contact who is knowledgeable about the occurrence, and contact information. However, do not delay the call if desired information is not readily available.

**b. Internal Mishap Reporting.** Each wing will develop local internal mishap-reporting procedures in addition to the minimum mandatory reporting procedures described in this regulation. The procedures will, at a minimum, ensure the region and wing commander and their respective directors of safety are promptly notified of all mishaps within the region/wing. The procedure will also provide for notification of CAP-USAF personnel with oversight of the region/wing. Wing procedures will be published in a supplement to this regulation, coordinated and approved in accordance with CAPR 1-2. Refer to CAPR 1-2(I) for requirements for the protection of Personally Identifiable Information. This internal mishap reporting is in addition to the required eServices SIRS mishap reporting.

**4. Reporting CAP Mishaps.** It is extremely important to report all mishaps. There are lessons to be learned from each mishap which help identify trends and some mishaps, that may first appear to be minor, are found to be more severe upon further discovery. For this reason, all mishaps must be reported using the online safety reporting system. (See Attachment 4, Mishap Process Flow Chart.)

**a. Accidents.** Anytime a mishap occurs at CAP activities that could be serious enough to classify as an accident, (see attachments 1, 2 and 3), an appropriate CAP leader (e.g., wing commander, director of operations, activity director/ commander or safety officer) will:

(1) **Immediately notify the CAP National Operations Center (NOC)** toll-free at 888-211-1812, Ext 300, (24 hrs/day). The NOC will, in turn, make appropriate notifications to CAP leadership and required national advisors, CAP-USAF and NHQ key personnel. Do not delay notifying the NOC. Completion of the online mishap notification can be accomplished after the verbal notification.

(2) For mishaps involving death or serious bodily injury accidents, **DO NOT** fill in the “account” portion of the online mishap notification without prior coordination with the office of General Counsel at NHQ (NHQ/GC). The final responsibility for the timely completion of the online mishap notification after coordination rests with the appropriate unit or activity commander.

**b. Aircraft Mishap Reporting.** It is the responsibility of the pilot-in-command (PIC) to immediately report any aircraft mishaps to the wing/region commander and/or wing/region safety officer in accordance with the wing/region mishap reporting procedure (see paragraph 3). This will be a brief, fact-based report via telephone or e-mail. This report is in addition to an online mishap notification.

(1) Reporting Aircraft Accidents - The wing/region commander/safety officer will, in turn, contact the NOC for all qualifying accidents (see 4a(1)).

(2) Reporting Aircraft Incidents - The wing/region commander/safety officer will, in turn, contact NHQ Safety for all aircraft mishaps that may be classified as incidents. When in doubt follow the requirements for Reporting Aircraft Accidents.

**c. National Transportation Safety Board (NTSB) Reporting.** It is the responsibility of NHQ Safety, upon notification of a qualifying aircraft mishap, to immediately report to the NTSB the mishap as defined by CFR Title 49, Part 830, *Notification and Reporting of Aircraft Accidents or Mishaps and Overdue Aircraft*. All NTSB reports will be originated by NHQ

Safety as the representative of the “Operator” defined by CFR Title 49, Part 830, as any person who causes or authorizes the operation of an aircraft, such as the owner, lessee or bailee of an aircraft. “Civil Air Patrol, Maxwell Air Force Base, Alabama” is the registered owner or lessee of all CAP aircraft (excluding authorized member-owned aircraft) and “authorizes” all operations through the flight release program (including authorized member-owned aircraft).

**d. Online Mishap Notification.** Unit/activity commanders are responsible for ensuring an online mishap notification is accomplished within 48 hours of a mishap. The online mishap management database documents all mishaps and is an important legal document that must be completed correctly. Failure to complete an online mishap notification could result in the member being held personally responsible for damages or medical expenses incurred, and loss of government or corporate provided insurance benefits.

(1) The entry in the “ACCOUNT” block of the online mishap notification has a limited number of characters. There is sufficient space to enter a description of the mishap, up to and including a brief initial assessment of injuries and/or property damage. The account of the mishap should not include any reference to fault or blame. Attachment 5 provides examples of both inappropriate mishap accounts and proper mishap accounts.

(2) The mishap management database reports the creation of an online mishap notification, by e-mail to the appropriate CAP (squadron, group, wing, region) commanders, safety officers, the National Safety Team, NHQ Safety and the CAP-USAF Director of Safety.

**e. Safety Mishap Report Worksheet.** This worksheet is a printable form used to collect safety mishap information when access to the online reporting system is not immediately available. The information on the worksheet is in the same order as it will be entered into the online reporting system. The worksheet can be downloaded and printed from the online mishap management system. Commanders and activity directors should pre-print a supply of worksheets and place them in mission/activity planning kits for use when online access is not readily available. Use of the worksheet to collect and organize mishap information prior to live, online mishap notification entry is highly-recommended even if internet access is readily available.

**f. Classification of Mishap.** NHQ Safety is responsible for classification of all mishaps. Mishaps that meet certain criteria will be classified automatically by the Safety Management System. Remaining mishaps will be classified by NHQ Safety.

## 5. Review of CAP Mishaps.

**a. Death or Bodily Injury Accident.** When a death or bodily injury accident is involved, there will be no formal or informal mishap review conducted by CAP unless authorized by NHQ General Counsel’s office. Refer to CAPR 35-2, *Notification Procedures in Case of Death, Injury, or Serious Illness*, for more information.

**b. Outside Agency Involvement.** When an outside agency, including but not limited to NTSB, FAA, EPA, law enforcement, fire marshal, medical examiner, etc., is actively participating in any CAP mishap, there will be no formal or informal mishap review initiated or conducted by CAP unless authorized by NHQ Safety or General Counsel’s office. CAP members may still be expected to take steps to preserve mishap evidence **on a non-interference basis** with duly-appointed civil or military personnel. This may include taking pictures, making diagrams of the scene, or obtaining witness contact information as permitted by civilian or military authorities. In other words, do not get in the way of outside agency authorities, but anticipate the possibility of a follow-on CAP mishap review after the outside agency has concluded their inquiry.

**c. Mishap Review Procedures.**

(1) Subject to the restrictions outlined in paragraph 5a or 5b, region/wing commanders must ensure all CAP accidents or incidents within their regions/wings are reviewed. Mishap reviews may be conducted by a single mishap review officer, or a board of three or more members, depending on the complexity and seriousness of the mishap. The mishap review may be delegated to the group or squadron commander level; however, the appointment of a mishap review officer (fact gatherer) must be issued by a commander at the wing level or above. Appointment through the online safety database generates a written appointment to the e-mail address on file in e-Services for the appointed mishap review officer (fact gatherer). This is sufficient to meet a written appointment requirement. However, commanders are expected to provide members of their commands with a more personal notification of this appointment. The most qualified member(s) available should be used to conduct a mishap review. "Qualified" means a member who has experience, knowledge, and training relevant to the nature and circumstances of the mishap. It is preferred that this member has received formal mishap review training from CAP or other agencies, such as FAA, Law Enforcement, NTSB, OSHA, or military services. Whenever feasible, the member(s) selected to conduct the mishap review should not be a member of the same unit(s) as the person(s) involved in the mishap to avoid conflicts of interest (or the appearance of conflicts).

(2) The primary purpose of CAP mishap reviews should be to determine how to prevent similar mishaps from recurring. Mishap reviews will be conducted as quickly as possible and will be focused on collecting facts and establishing fact patterns to identify and positively mitigate future risks. The mishap review will determine the sequence of events leading to the mishap (findings), and the events or acts of commission or omission which, done differently, could have prevented the mishap. CAP mishap reviews will not involve attempts to determine liability, disciplinary actions or pecuniary assessments, but may recommend remedial training.

(3) Mishap reporting and review documentation related to CAP mishaps will be retained in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*. Documentation uploaded into the national mishap management database does not have to be maintained at the local level.

**d. Mishap Review Report.** Mishap review reports will be submitted using the online mishap review (Form 79) in the mishap management system. Every attempt will be made to obtain a police report for vehicle mishaps. This is dependent on state law and local police availability. Vehicle mishap review reports should include a copy of the local police report, if available. The online mishap review is due at National Headquarters within 60 days of the mishap, to include commander checks and approvals. If circumstances require additional time for completion, an extension of an additional 30 days may be requested from and provided by NHQ Safety or the National Safety Officer. The extension must be requested by e-mail or letter prior to the 60-day expiration. For mishap reviews that are being performed in conjunction with an outside federal, state or local agency, extension requests will not be required while the outside agency is the controlling authority.

(1) The individual entered by a as the mishap review officer (fact gatherer) or board chairperson on the online mishap notification (Form 78) is the person responsible for completing the online mishap review (Form 79). After the mishap review officer (fact gatherer) or board chairperson has electronically signed the report it will be automatically forwarded to the wing commander for his or her review and endorsement. Intermediate level commanders will automatically be notified by e-mail when this occurs.

(2) The wing commander will review the online report and will approve it or return the report for further action, with comments if needed. Prior to approval, the wing commander must define the wing/region's corrective action plan. This corrective action plan will outline the steps or processes that are required to mitigate the risks or provide a detailed education plan for members to prevent future occurrences of similar events. This plan will become part of the online mishap review (Form 79). After the wing commander approves the online mishap review (Form 79), the online database will forward it to the region commander. The region commander will evaluate the online mishap review (Form 79) and will approve it or return it, with comments, to the wing for further action as needed. After the region commander has approved the mishap review, a notification of his or her approval will go to all appropriate echelons within the scope of action for the mishap. The report will automatically be forwarded to NHQ Safety and the National Safety Team for a final audit, classification, and closure, as applicable. In all cases, mishap reviews will be completed by the next higher echelon, as applicable.

e. If a member involved in the mishap disagrees with the validity of a mishap review, he/she may request an appeal to the region safety officer. Requests for appeal involving region-level personnel will be submitted to the National Safety Officer for a decision. The appeal request must occur within 30 days of receiving the results of the mishap review in question. Results of the appeal will be sent to the requester within 60 days of the date of the request. This appeal process may only be elevated one level. Simply disagreeing with the findings will not constitute sufficiency for an appeal of mishap reviews. The request must be in writing, give specific reasons why the member(s) believes the original mishap review was not valid or adequate, and provide additional information to justify higher level action. The mishap review appeal process is separate from the grounding appeal described in CAPR 60-1 which goes through the chain of command. Members may exercise both appeals concurrently.

**6. Suspension of CAP Flying or Driving Privileges** following a mishap is outlined in CAPR 60-1, *CAP Flight Management*, or CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, as appropriate.

**Note:** Suspension of privilege serves two purposes: First, the suspension preserves testimony and evidence. It is a proven human factors fact that memory is affected by how recent an event occurred and how many events have occurred since. If a pilot's (driver's) operating privilege is suspended until a mishap review officer can interview him or her, then that recollection will be clearer than if the pilot (driver) operates an aircraft (vehicle) several more times with more events filling short-term memory. Second, for members who may be shaken up by a significant mishap, the suspension provides a "cooling-off" period for the member to regain composure.

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

## Attachment 1 – Aircraft Mishap Classification Guidelines

**1. Aircraft Accident** is an occurrence associated with the operation of a CAP aircraft in which any one of the following occur:

- a. Any person
  - (1) suffers death due to injuries sustained in the mishap within 30 days of the event;
  - (2) requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury;
  - (3) receives a fracture of any bone (except simple fractures of fingers, toes, teeth or nose);
  - (4) suffers severe hemorrhages, nerve, muscle, or tendon damage;
  - (5) injures any internal organ;
  - (6) suffers second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

b. The aircraft receives substantial damage adversely affecting the structural strength, performance, or flight characteristics of the aircraft, which would normally require major repair or replacement of the affected component (Reference CFR Title 49 Part 830). Substantial damage includes, but is not limited to:

(1) Damage or failure to the **internal structure** of the wing, fuselage or empennage (i.e. spars and ribs). This is structure aft of the engine mounts to include the firewall back to the vertical and horizontal stabilizers.

(2) Parts such as the gear, flaps, elevator, skin, rudder, trim tabs, propeller, engine, and wing tips shall be included in the report, but only be considered substantial damage if the above criteria is met.

c. The total cost to CAP resulting from the mishap, including payments to third parties, exceeds \$75,000.

**2. Aircraft Incident** is an occurrence associated with the operation of a CAP aircraft that does not meet the criteria for an accident but in which any one of the following occur:

a. Any person requires medical intervention above the level of first aid treatment that must be furnished by a licensed doctor, registered nurse, physician's assistant, or emergency medical technician.

b. The aircraft receives damage which involves bent fairings or cowling, dented skin, damage to propeller blades requiring maintenance above and beyond normal preventive maintenance and inspection procedures, damage to landing gear assembly, wheel rims, flaps, engine accessories, brakes, or wingtips requiring maintenance repair or replacement (Reference CFR Title 49 Part 830).

c. The total cost to CAP resulting from the mishap, including payments to third parties, exceeds \$5,000.

d. The mishap involves an unplanned, off-airport landing of a powered aircraft.

e. An event is deemed important enough to trend for mishap prevention. Such mishaps include, but are not limited to:

- (1) emergency landing due to fuel starvation;
- (2) unintentional departure from a runway or taxiway;
- (3) unintentional departure from controlled flight;
- (4) any physiological episode that affects the pilot's ability to safely complete the flight.

**3. Aircraft Minor Mishap** is a mishap associated with the operation of a CAP aircraft which does not meet the minimum criteria to be classified as an accident or incident.

**4. Aircraft Mechanical** is a mishap related to mechanical malfunction only; however is not a result of failure to perform routine maintenance.

**5. Aircraft Near-Miss** is a mishap in any circumstance where the in-flight separation between aircraft constitutes a hazardous situation involving potential risk of collision. This determination and reporting shall be the responsibility of all assigned crewmembers. The PIC will be the cognizant official in filing any "Near Miss" report that involves his or her crew.

**6. Aircraft Weather** is any mishap that is attributed to unforeseen weather events, e.g., hail, high wind, flooding, etc., where preventative measures cannot be put in place in a timely fashion.

**7. Aircraft Vandalism** is any mishap that is a result of acts of malice towards CAP property where a police report is filed.

**8. Aircraft Non-CAP** is any mishap that is not the responsibility of CAP, e.g., a mishap such as 3<sup>rd</sup> party damage to an unattended CAP aircraft.

**9. Aircraft Safety Deviation** is any departure from normal operations or unsought/unexpected event. This is most commonly defined as any omission or commission that is non-compliant with CAP rules, regulations, or other defined policies, as well as local, state, or national laws or regulations that could result in injury or damage to CAP members or equipment. Safety deviations that occur with aircraft after the first person embarks with the intent of flight will be filed as a Near-Miss (see paragraph 2h). These omissions or commissions represent "at-risk" behaviors that involve CAP members and should not be confused with hazards.

**10. Hazards** are identified and submitted in CAP's online hazard reporting system, formerly known as a Form 26.

**11. Aircraft Other** is any mishap that is a one-time occurrence that is not the result of human factors and does not fall into a different classification that is defined in this attachment. e.g., a tree falls on an aircraft parked at an airport unrelated to weather.

## Attachment 2 – Vehicle Mishap Classification Guidelines

**1. Vehicle Accident** is an occurrence associated with the operation of a CAP vehicle in which any one of the following occur:

- a. Any person
  - (1) suffers death due to injuries sustained in the mishap within 30 days of the event;
  - (2) requires hospitalization for more than 48 hours, commencing within 7 days from the date of injury;
  - (3) receives a fracture of any bone (except simple fractures of fingers, toes, teeth or nose);
  - (4) suffers severe hemorrhages, nerve, muscle, or tendon damage;
  - (5) injures any internal organ;
  - (6) suffers second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- b. The vehicle receives damage
  - (1) that causes the vehicle to not be drivable;
  - (2) which would require repair or replacement of a component critical to the safe operation of the vehicle costing \$500 or more;
  - (3) which renders the CAP vehicle uneconomical to repair.
- c. The total cost to CAP resulting from the mishap, including payments to third parties, exceeds \$10,000.

**2. Vehicle Incident** is an occurrence associated with the operation of a CAP vehicle that does not meet the criteria for an accident but in which any one of the following occur:

- a. Any person requires medical intervention above the level of first aid treatment that must be furnished by a licensed doctor, registered nurse, physician's assistant, or emergency medical technician;
- b. The vehicle receives damage which negatively effects the value of the vehicle by \$500 or more;
- c. The mishap involves a non-CAP vehicle;
- d. The total cost to CAP resulting from the mishap, including payments to third parties, exceeds \$5,000.

**3. Vehicle Minor Mishap** is a mishap associated with the operation of a CAP vehicle which does not meet the minimum criteria to be classified as an accident or incident.

**4. Vehicle Mechanical** is a mishap related to mechanical malfunction only; however is not a result of failure to perform routine maintenance.

**5. Vehicle Weather** is any mishap that is attributed to unforeseen weather events, e.g., hail, high wind, flooding, etc. where preventative measures cannot be put in place in a timely fashion.

**6. Vehicle Vandalism** is any mishap that is a result of acts of malice towards CAP property where a police report is filed.

**7. Vehicle Non-CAP** is any mishap that is not the responsibility of CAP, e.g., a mishap occurring before or after a CAP activity where the home-to-work rule would apply, unauthorized use of a POV, or 3<sup>rd</sup> party damage to an unattended COV.

**8. Vehicle Safety Deviation** is any mishap that is perceived as an unsought safety act, most commonly defined as any act that is non-compliant with CAP rules, regulations, or other defined policies, as well as local, state, or national laws or regulations, that could result in injury or damage to CAP members or equipment. These “at-risk” behaviors that occur in motion that involved CAP members, not to be confused with static risks, defined as hazards, which are identified in CAP’s online hazard reporting system, formerly known as a Form 26.

**9. Hazards** are identified and submitted in CAP’s online hazard reporting system, formerly known as a Form 26.

**10. Vehicle Other** is any mishap that is a one-time occurrence that is not the result of human factors and does not fall into a different classification that is defined in this attachment (e.g. a tree falls on parked vehicle).

### Attachment 3 – Bodily Injury Mishap Classification Guidelines

**1. Bodily Injury Accident** is an occurrence involving bodily injury, where an aircraft or vehicle is not involved, in which an individual:

- a. suffers death due to injuries sustained in the mishap within 30 days of the event;
- b. requires hospitalization for more than 48 hours, commencing within 7 days from the date of injury;
- c. receives a fracture of any bone (except simple fractures of fingers, toes, teeth or nose);
- d. suffers severe hemorrhages, nerve, muscle, or tendon damage;
- e. injures any internal organ;
- f. suffers second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**2. Bodily Injury Incident** is a non-serious injury, which may include any one of the following:

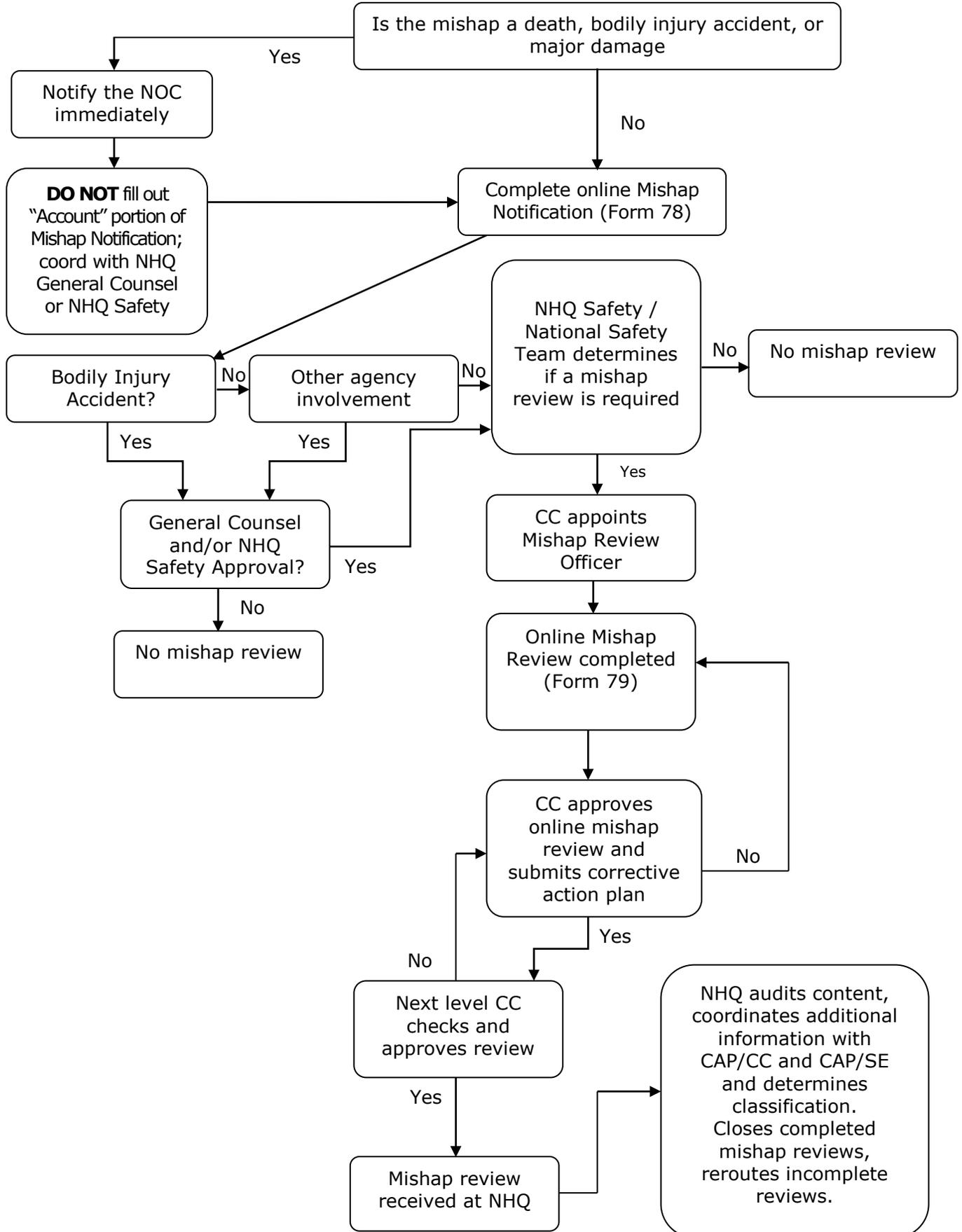
- a. Any person requires medical intervention above the level of first aid treatment that must be furnished by a licensed doctor, registered nurse, physician's assistant, or emergency medical technician;
- b. simple fractures of nose, fingers or toes;
- c. lacerations requiring sutures (other than hemorrhage);
- d. all injuries that result in a loss of consciousness (not including fainting);
- e. insect bites that result in adverse reactions;
- f. injuries to the eyes, ears, throat, or head, including foreign objects in the eye;
- g. back injuries caused by improper lifting, twisting, etc;
- h. all cases of injuries caused by inhalation, absorption, ingestion or contact with hazardous materials;
- i. poisoning of any kind
- j. all cases of heatstroke, sunstroke, heat exhaustion, frostbite, or hypothermia;
- k. dislocated bones/joints;
- l. injuries involving internal organ damage.

**3. Bodily Injury Minor Mishap** is a bodily injury which does not meet the minimum criteria to be classified as an accident or incident. These injuries may include:

- a. fainting where there is no lasting trauma, i.e., fainting during drill exercises, etc;
- b. simple sprains, muscle pulls, muscle spasms;
- c. intentional, inflicted injuries, i.e., hitting the wall with the fist, fighting, etc;
- d. minor sports or activity injuries such as black eyes, bruises, sore muscles, bloody nose, skinned knees, scrapes, minor cut lips, fishhook in finger, etc;
- e. crushing injuries to fingers or toes where no bone is broken, e.g., mashing finger in car door, etc;
- f. other minor injuries of similar nature to those listed above.

4. **Bodily Injury Weather** is any mishap that is attributed to unforeseen weather events, e.g., hail, high wind, flooding, etc., where preventative measures cannot be put in place in a timely fashion.
5. **Bodily Injury Pre-existing Condition** is any mishap where medical conditions of a member that are undisclosed result in a mishap. This could also be attributed to a member's failure to follow limitations set due to a pre-existing condition.
6. **Bodily Injury Non-CAP** is any mishap that is not the responsibility of CAP, e.g., a mishap occurring before or after a CAP activity where the home-to-work rule would apply.
7. **Bodily Injury Safety Deviation** is any mishap that is perceived as an unsought safety act, most commonly defined as any act that is non-compliant with CAP rules, regulations, or other defined policies, as well as local, state, or national laws or regulations, that could result in injury or damage to CAP members. These "at-risk" behaviors that occur in motion that involved CAP members, not to be confused with static risks, defined as hazards, which are identified in CAP's online hazard reporting system, formerly known as a Form 26.
8. **Bodily Injury Other** is any mishap that is a one-time occurrence that is not the result of human factors and does not fall into a different classification that is defined in this attachment.

**Attachment 4 – Mishap Process Flow Chart**



**Attachment 5 – Mishap Notification Account Examples Appropriate for Initial Notification**

Inappropriate Account	Proper Account
Propeller tips damaged. Unknown culprit.	PIC conducted a preflight of AC N#####L. During the preflight the PIC identified that there was damage to both propeller tips. Flight canceled, aircraft grounded, maintenance notified.
AC hit hangar door. Bent static tab and a 4” dent to right aileron.	During aircraft parking, the aircraft was pushed into the hangar door resulting in a bent static tab and a 4”dent to the right aileron. Aircraft was grounded, maintenance notified.
Civilian aircraft hit the right wingtip of CAP aircraft.	A civilian aircraft, being hand towed, struck the right wingtip of the CAP aircraft that was parked. No injuries. No damage.
Hurt foot	Cadet was participating in a mile run when he stepped on a curb along the mile course and twisted his ankle. Ace bandage applied by member trained in first aid. No further treatment required.
Cadet J. Jones, CAPID XXXXXX , was walking with 6 other cadets when she suddenly slipped. She later complained that her hip starting hurting. Cadet Jones had recently walked through a large puddle of motor oil at the last convenient stop and the bottoms of her boots were slippery, and that caused her to slip while climbing over a rock.	Cadet (NO PERSONAL INFORMATION HERE) slipped while completing navigation activity and stated that her hip started hurting while walking afterward, but that it did not hurt while sitting still. Sent to emergency room for evaluation. Evaluation resulted in ..... Parents notified.
Cadet injured arm lifting luggage.	Cadet with <u>pre-existing</u> injury re-injured arm lifting luggage upon arrival at activity. Transported to hospital; diagnosed as a sprain.
Driver hit planter/barricade.	Driver hit planter/barricade. Passenger side rear door was dented. No injuries.
CAP van was traveling the speed limit and was hit by a Ford SUV that was speeding and weaving in lanes causing damage to engine and front end areas of CAP van.	CAP van and Ford SUV collided. SUV not affiliated with CAP. Police report filed. No injuries.