Information Collection Worksheet	
Who: List of CAP members and CAPIDs and names of non-	Name:
members involved in the mishap, including persons affected, any injuries sustained,	CAPID:
illnesses experienced, witnesses, pilot and all individuals onboard an aircraft,	Name:
or driver and all passengers in a vehicle.	CAPID:
	Name:
	CAPID:
What: Brief synopsis of what occurred, equipment involved, damage sustained, vehicle ID, aircraft tail number, and region, wing, or NHQ directorate	Synopsis:
responsible for the equipment. Confirm whether operation was a CAP Air Force Assigned	Type (aircraft, vehicle, etc.):
Mission or Corporate Mission (mission number and/or mission symbol), if applicable	Registration/ID:
	Wing:
	☐ Air Force Mission
	□Corporate Mission
	Mission/Sortie#:
When: Date, approximate local time, and time zone in which the event occurred.	Date:
	Local time:
NATA NATA	Time zone:
Where: Where did the mishap occur? Airport identifier or cardinal direction and distance	City:
from nearest airport, intersection/highway and	State:
town/city, or physical addresses. Provide the specific	Airport:
name of the CSA, NCSA, NFA, or Encampment.	Other:
	Activity:
Local or national media attention (if known)	
A brief synopsis of any significant mission impact to the CAP Region/Wing or operational mission	

Version: 18 October 2022 OPR: CAP/SE