



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.



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