



**HEADQUARTERS  
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UNITED STATES AIR FORCE AUXILIARY**  
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5 Jan 09

MEMORANDUM FOR IN WG GROUP AND UNIT COMMANDERS

FROM: IN WG/CC

SUBJECT: Indiana Wing Safety Policy

Reference: CAPR 62-1, "Civil Air Patrol Safety Responsibility and Procedures"  
CAPR 62-2, "Mishap Reporting and Investigation"  
IN WG "Mishap Reporting Procedures" Policy

1. **COMMANDER'S INTENT.** I take the safety of our unpaid professionals and the assets with which we are entrusted very seriously. This memo outlines procedures that our units will follow to ensure a high quality Safety Program in Indiana Wing.
2. **MISHAP REPORTING.** Indiana Wing and its subordinate units will ensure prompt and accurate mishap reporting in accordance with Civil Air Patrol directives and the "Indiana Wing Mishap Reporting Policy" found in the publications section of the Wing website.
3. **UNIT SAFETY OFFICERS.** Commanders will:
  - a. Appoint a Safety Officer in the online Duty Assignment module. Commanders should NOT serve as the unit safety officer. The Safety Officer will report directly to the commander. Commanders should ensure that when a new safety officer is appointed the group and wing safety officers are provided with contact information.
  - b. Ensure that if they have a unit with active pilots and/or the unit is serving as an aircraft custody unit, that the Safety Officer has flying experience. While a CAP rated pilot is optimal for this role, anyone who has flown as a pilot or has held a Mission Observer qualification meets this requirement.
  - c. Ensure their Safety Officers complete the online Base Safety Course and Test within 90 days of appointment regardless of which primary specialty track in which they are enrolled. **Note, the new online course must be taken regardless of prior Safety Specialty Track accomplishments.** The website address is [http://level2.cap.gov/visitors/programs/safety/basic\\_safety\\_course/](http://level2.cap.gov/visitors/programs/safety/basic_safety_course/). The Wing Safety Officer will track compliance and report monthly to the Wing Commander. Safety Officers will notify the Wing and appropriate Group Safety Officer with notification of completion date.
4. **ANNUAL SAFETY SURVEY REQUIREMENTS.** The Annual Safety Survey is conducted on-line through e-services by the unit safety officer later than 31 January of each year. Group Safety Officers are the approving authority for units and the Wing Safety Officer is the approving authority for groups. Units that do not submit their Annual Safety Survey by the required date will have operations (including flying, ground and weekly meetings) suspended until the survey is submitted. The Wing Safety Officer will report compliance on 23 January to the Wing Commander, Vice Commander, Chief of Staff and group commanders for action and will continue reporting until all units are complete.

5. UNIT SAFETY TRAINING. Each group headquarters and local unit must develop a program of regular safety education and mishap prevention.

a. This training will be no less than 15 minutes per month of face to face education and training provided by the unit. Members who miss the face to face meetings will review the information and endorse the unit maintained safety report before they participate in any Civil Air Patrol activities.

b. The training may be provided by face to face, recorded audio or video, electronic mail, safety briefing file/folder at the unit or any other method that encourages awareness and education. I strongly suggest that units develop flexibility in accessing training materials to encourage participation. Using CAP's monthly "Safety Sentinel" will provide pertinent training to members in an easy to use format.

c. Each group headquarters and unit must report participation in the safety training each month by using the WMU system. Instructions on the use of the WMU are available at [http://indiana-wing.org/IN001/images/7/72/WMU\\_SAFETY\\_REPORT\\_INSTRUCTIONS\\_updated\\_05Dec08.pdf](http://indiana-wing.org/IN001/images/7/72/WMU_SAFETY_REPORT_INSTRUCTIONS_updated_05Dec08.pdf).

1) The training report is due no later than the 5<sup>th</sup> of the month following the training month. The training should be recorded in the WMU. If the WMU is not available for some reason, submission by email is authorized on a very limited basis to [se@inwg.cap.gov](mailto:se@inwg.cap.gov). The Wing Safety Officer will report compliance on the 6th of each month to the Wing Commander, Vice Commander, Chief of Staff and group commanders for action.

2) Per CAPR 10-2, Table 9, Rule 1, units MUST retain initialed or signed copies of safety training participation reports for one year with a cutoff date of 31 Dec each year.

d. Operational Risk Management protocols will be briefed by group headquarters and units at least once a year in October as part of the Wing's Annual Safety Training Day. Sample ORM briefings are available at <http://level2.cap.gov/visitors/programs/safety/orm.cfm>.

6. MISSION/ACTIVITY SAFETY TRAINING REQUIREMENTS. In addition to the required monthly unit safety briefing, the following safety awareness briefings and documentation are required:

a. *For mission activities*, the incident commander will ensure a documented, daily mission safety brief, and that either an IN WG Form 9115, Air Operational Risk Management or IN WG Form 959, Ground Operational Risk Management, is completed before crew dispatch from mission base. Documentation will be maintained in the mission file. The Director of Emergency Services will validate this requirement during regular audits.

b. *For flight activities not involving an incident commander*, the FRO will complete the required Safety portion of the FRO checklist and the FRO report will serve as the documentation of a safety briefing. The Director of Operations will maintain FRO reports.

c. *All other Cadet Programs, Aerospace Education and Professional Development* activities will hold a safety briefing appropriate to that environment and the hosting unit or headquarters will ensure documentation is placed in the WMU of this briefing. The Wing Safety Officer will ensure compliance and awareness throughout the Wing.

7. PROGRAM MANAGEMENT. The Wing Safety Program will be managed by the Wing Safety Officer. Contact information is available in the Wing Staff Roster or by emailing [se@inwg.cap.gov](mailto:se@inwg.cap.gov).

  
W. MARK REEVES, Colonel, CAP  
Commander, Indiana Wing

cc: GLR/CC, GLR/SE, IN WG/SD