



## TX WING SUPPLEMENT 1

CAPR 62-1

18 May 2011

Safety

### CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

**CAPR 62-1, dated 25 March 2011, is supplemented as follows:**

**3.a.1.** In those extremely rare cases where a unit commander also serves as the safety officer, written justification approved by the Group Commander must be sent to the Wing Commander.

**3.d.** Wing-level activity (encampment, LESA, SAREX, etc.) safety briefings and attendance will be documented as a TX-001 activity by the activity coordinator or their designate.

**3.e.11** Group Safety Officers shall maintain a list of Unit Safety Officers in their Group. Forward copies of updated rosters to the Wing Director of Safety NLT 10 days after a staffing change. This roster will include, as a minimum: unit number and name, flying unit (Y/N), safety officer name, phone, email, appointment date, AFIADL 02170 completion date, highest Safety Specialty track rating and completion date, safety officer pilot or aircrew rating, and FAAST membership (Y/N).

**3.i.** Use of TXWG Form 8, ORM Worksheet, is mandatory for all wing/unit activities outside of normal meetings. Use of TXWG Form 4, ORM Ground, and CAP AIF, ORM Aircrew, are mandatory on all AF or corporate funded missions. Upload the completed form with the mission paperwork or after-action reports.

**4.a** Units shall document safety meeting duration, topics, and attendance in the eServices "CAP Safety Education Application", no later than the 5<sup>th</sup> day of the month following the training. Group Commanders shall email the Wing Commander with an explanation of why any of their units have not recorded safety meeting information in the previous month not later than the 10<sup>th</sup> of each month. Units failing to conduct and document participation in the safety program by the 10<sup>th</sup> of the following month are automatically suspended from participation in any CAP activities until that is done, unless specifically exempted in writing by the Wing Commander. The format for recording meeting information in eServices will be Meeting Type: (Regular meeting, ES activity, Cadet Activity, etc) Subject: Length of educational topics (in minutes), topic 1, topic 2, etc. All other fields are self explanatory. Unit Commanders shall certify via a participation authorization letter that members of their unit authorized to attend all operational activities have received the most recent safety information and this is documented in eServices. Flight Release Officers shall confirm all aircrew members on any aircraft sortie possess the most current safety program information prior to flight release.

**4.m.** After completing the mandatory annual Safety Day in January, February or March, record "SAFETY DAY" as a topic on that date in eServices so it is clear when the unit conducted Safety Day. Record "ORM" as a topic in eServices when logging the mandatory, annual ORM briefing.

**4.n.** FAA Pilot Proficiency Program participation shall be recorded in eServices Ops Qual.

**6.c.** Complete Annual Safety Surveys not later than 31 December via eServices. Group Commanders shall review each unit survey, which will then be forwarded to the Wing Director of Safety and the Wing Commander NLT 15 January. Group Safety Surveys will include a summary of all comments requiring action from their unit safety surveys. The Wing Safety Survey will include all such comments from the Group Surveys. Group Surveys are due to Wing Director of Safety NLT 15 January. The Wing Director of Safety will send the TX-001 survey through the Wing Commander to SWR Director of Safety NLT 31 January.

//SIGNED//

BROOKS CIMA, Col, CAP  
Commander