



## TX WING SUPPLEMENT 1

CAPR 62-1

19 November 2007

### Safety

## CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, dated 14 April 2006, is supplemented as follows:

**2.b.** 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 Form 6, ORM Aircrew, are mandatory on all AF or corporate funded missions. File the completed form with the mission paperwork or after-action reports.

**2.e.** Complete Annual Safety Surveys not later than 1 January. Send a signed copy to Group Headquarters NLT 10 January. Group Commanders shall review, sign, and return a copy to the unit, and send a courtesy copy of each unit survey to the Wing Director of Safety and the Wing Commander NLT 25 January. Group Safety Surveys will include a summary of all comments requiring action from their unit safety surveys. Add these comments as new item I to Attachment 1 to CAPR 62-1, Annual Safety Survey. The Wing Safety Survey will include all such comments from the Group Surveys. Group Surveys are due to Wing HQ NLT 25 January. The Wing Director of Safety will send the TX-001 survey through the Wing Commander to SWR Director of Safety NLT 31 January. Electronic signatures are acceptable.

**3.a.** 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.** Units shall document safety meeting duration, topics, and attendance in Wing Management Utilities (WMU) not later than the 5<sup>th</sup> of the next month (<https://wmu.nat.cap.gov/>). 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 the WMU Subject Box will be: time (in minutes), topic 1, topic 2, topic 3, etc. Unit safety officers shall develop a system that documents who has received the most recent safety information and who has not. Unit Commanders shall certify via a participation authorization letter that members of their unit authorized to attend a specific activity have received the most recent safety information and this is documented in WMU or at the unit. Flight Release Officers shall confirm all aircrew members on any aircraft sortie they release possess the most current safety program information.

**3.e.** Wing-level activity (encampment, NCPSC, SAREX, etc.) safety briefings and attendance will be documented in WMU by the activity director/incident commander as a TX-001 activity.

**3.h.** After completing the mandatory Safety Day in October, record "SAFETY DAY" as a topic on that date in WMU so it is clear when the unit conducted Safety Day. Record "ORM" as a topic in WMU when logging the mandatory, annual ORM briefing.

**4.e.** FAA Pilot Proficiency Program participation shall be recorded in E-Services Ops Qual.

**6.a.(5).** 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 change occurs. 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 FFAST membership (Y/N).

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Commander