



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

20 January 2006

MEMORANDUM FOR CAP AND CAP-USAF PERSONNEL

FROM: CAP/CC and CAP-USAF/CC

SUBJECT: Mishap and Accident Reporting

1. Recent events have highlighted the need to reemphasize the importance of timely accident and mishap reporting. The Civil Air Patrol has specific mishap notification procedures outlined in CAP REGULATION 62-2. The purpose of these procedures is threefold:

a. The first is mishap prevention. By promptly notifying the appropriate officials, it is possible for the CAP and CAP-USAF leadership to put measures in place to hopefully protect personnel from similar incidents in the future.

b. Secondly, expeditious reporting is required to ensure accident claims are processed IAW the Federal Employees Compensation Act (FECA) guidelines. This quick dissemination minimizes any delays personnel might encounter receiving compensation following a mishap.

c. Lastly, it keeps the command channels informed. Mishap and accident details are forwarded to both the CAP/CC and the AU/CC through CAP-USAF as soon as they are received. This allows leadership to have an understanding of the situation and to be able to field questions from HQ Air Force and the media in a knowledgeable manner.

2. Mishap reporting must not be thought of as a punishment or a needless "paperwork drill." Quickly informing CAP and CAP-USAF commanders of accidents and mishaps allow each region; each state; each volunteer and Air Force officer to operate more safely and help keep America safe.

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Commander

cc:

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