



**HEADQUARTERS
CIVIL AIR PATROL INDIANA WING
UNITED STATES AIR FORCE AUXILIARY**
38TH INFANTRY DIVISION ARMORY AT STOUT FIELD (RM 225)
PO BOX 421102
INDIANAPOLIS, IN 46242-1102



21 January 15

MEMORANDUM FOR ALL INDIANA WING PERSONNEL

FROM: CC

SUBJECT: Indiana Wing Initial Mishap Reporting Procedures

1. Members of the Indiana Wing will adhere to the following initial reporting procedures for safety mishaps that qualify as reportable safety mishaps per CAPR 62-2, attachments 1, 2, and 3.
2. Mishaps will be reported, WITH THE TELEPHONIC ASSISTANCE OF THE WING SAFETY OFFICER, via the online CAP Form 78 Safety Management System Application, per CAPR 62-2. In the event an incident involves an aircraft, a vehicle, or a human injury requiring treatment beyond first aid (something which requires medical intervention that must be furnished by a licensed physician, registered nurse, physician's assistant, or emergency medical technician), you must also immediately notify:

Col Matthew Creed (cell) 502-664-7795 or
Lt Col Matthew Chastain (cell) 502-609-5765

If one of the above officers is unable to be contacted, notify one of the following:

Lt Col Darrel Williamson (cell) 812-972-1132
Lt Col Phil Argenti (cell) 248-497-6688
Lt Col Sam Hornbuckle (cell) 765-243-9617

Note, personal contact must be established. It is not sufficient to leave a message; continue calling until one of these officers is reached.

3. The officer receiving the initial phone call will review CAPR 62-2 and, if required, will immediately contact the NOC, the Great Lakes Liaison Region Assistant Director of Operations or Commander, and/or the Wing Director of Safety. Officers will not input data into the online CAPF-78 without the assistance of the Wing Director of Safety on the telephone giving step-by-step guidance.
4. Officers will not delay initial notification even though some of the desired information is unavailable. Supplemental data can be phoned in when available. Notification should include this information:

- Date, time, and geographic location,

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- Activity at time of mishap (e.g. practice SAR, cadet encampment, proficiency flying, etc), Equipment/property involved (if aircraft, include tail number),
- Personal injuries or fatalities (include names if known),
- Brief summary of the mishap,
- If involving an aircraft, whether the mishap qualifies per NTSB Part 830, Accident Reporting. (NOTE: The NOC Completes actual NTSB PART 830 Reporting.)

5. Completion of the CAPF 78 is a unit commander or activity director responsibility only with verbal real-time assistance via telephone from the Wing Director of Safety. Do not file the online form without consulting the INWG/SE. All CAPF 78s will be submitted within 48 hours following the incident and in accordance with CAPR 62-2 requirements.

A handwritten signature in cursive script that reads "Matthew R. Creed". The signature is written in black ink on a white background.

MATTHEW R. CREED, Colonel, CAP
Commander, Indiana Wing