



**AIR ACADEMY
CADET SQUADRON
CIVIL AIR PATROL**

United States Air Force Auxiliary
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October 19, 2016

MEMORANDUM FOR ALL MEMBERS OF AACS

FROM: AACS/CC

SUBJECT: AACS Policy Letter, Safety Mishap Reporting Procedures

1. All mishaps will be reported IAW CAPR 62-2, paragraph 4, dated 20 May 2014. A "Mishap" is defined as any unplanned or undesired, operational occurrence, or series of occurrences, that results in, or has the potential to result in death, injury, or damage to equipment or property.
2. Immediate notification will be made to the Wing Commander, Wing Safety Officer, Squadron Commander, Squadron Safety Officer, or their designated representative, via telephone using the contact numbers in paragraph 4. Voice messages do not satisfy the immediate notification requirement. The Wing Commander will, in turn, notify the Region Commander and, if necessary, the National Operations Center.
 - a. Aircraft Mishap Reporting: The Pilot in Command (PIC) is responsible for making the immediate telephone notification. The unit Commander and Unit Safety Officer will be notified.
 - b. Vehicle Mishap Reporting: The driver of the vehicle is responsible for making the immediate telephone notification. The Unit Commander then Unit Safety Officer will be notified.
 - c. Bodily Injury Reporting: The Senior Member in charge of the activity will make the immediate telephone notification. The Unit Commander and unit Safety officer will be notified.
3. The Wing Safety Officer will provide guidance in preparation of the two-part online Mishap Report in the eServices Safety Management System. Unit/Activity Commanders are responsible for ensuring both parts of the two-part online Mishap Report is accomplished within forty-eight (48) hours of a mishap. There are no exceptions to the forty-eight (48) hour requirement for submitting the online Mishap Report in the eServices Safety Management System.
4. Contact Information:
 - a. Col Celeste Gamache, Wing Commander – (C) 719-238-0652
 - b. Maj Kristine McGovern, Wing Director of Safety – (C) 970-270-3073, (H) 970-487-0155
 - c. Capt John Mitchell, Group 3 Safety Officer – (C) 303-204-4358, (H) 303-755-8290
 - d. Lt Col Michael Fay, Squadron Commander – (C) 719-440-2925, (H) 719-391-9302
 - e. 2d Lt Michael Fournier, Squadron Safety Officer – (C) 303-845-0831, (H) 720-202-4899

A handwritten signature in black ink that reads "Michael A. Fay".

Michael Fay, Lt Col, CAP
Commander