



OFFICE OF THE NATIONAL COMMANDER  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

December 20, 2022

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: CAP CC

SUBJECT: Annual Safety Risk Management Day and Safety Focus Areas for 2023

1. As we approach the end of 2022, we have a lot of successes to celebrate and a lot to look forward to in 2023. With the start of a new calendar year, I need to remind you that our safety regulations ask you to conduct and log an annual Safety Risk Management (SRM) Day. Here's the specific reference in CAPR 160-1:

a. "Commanders of all active units will set aside one meeting day during the months of January, February, or March to conduct an Annual Safety RM Day. The sole focus of the day is a RM refresher for all members, specifically geared towards the hazards and risks they face in their daily lives, their CAP activities, and their specific missions." You can find the refresher material on the CAP Safety website: [2023 Safety Focus Areas and Resources](#).

2. This year, I'm asking you, once again, to join me in sponsoring the message, "People First," because care and concern for the wellbeing of people as the most important part of our success – no mission or activity can be successful without the people to support it. No matter what our regulations say or what rules we put in place, without caring and responsible members, rules and regulations alone can't protect our people and equipment.

3. The "People First" message is this:

- a. Every mission and activity carries safety risk to our people and our resources, and we all play a critical part to ensure people and resources are at their best capability and highest potential. Without everyone doing their part, we put people – and our mission-vision – at risk.
- b. Activities and missions need to be carried out with minimized exposure to unnecessary risk, which can impede our ability to deliver on our promises: effective controls that address safety concerns allow us to continuously do what we do best – serve America's communities, save lives, and shape futures.
- c. Every member is a critical link that connects a mission or activity to the best possible outcome -- one that includes minimizing the potential for harm or loss and maximizing our readiness, reliability, and credibility.

4. The National Safety Team has published the [2023 Safety Focus Areas and Resources](#) that are worthy of our collective attention. Not every item on the list is going to be universally applicable, but because these represent the most prevalent risks to safe outcomes, they lead to other risks that threaten the accomplishment of our combined mission/vision statement: Volunteers Serving America's Communities, Saving Lives, and Shaping Futures. As you hold your Annual SRM Day, talk with your members about things that are relevant to their daily lives, their participation in CAP, and what care and responsibility looks like in practice.

5. Lastly, I'm asking that you spend time on the [Safety Focus Areas](#) more than once this year. Work with your safety officers to develop a plan for regularly reinforcing key contributing factors and the need to adhere to CAP directives and guidance in our missions, activities, and other events – especially our risk management requirements.

6. Public trust is one of the most precious resources we have. Without that, we cannot honor our longstanding legacy, nor can we assure our relevance and credibility for the future. Every member deserves our highest integrity, respect, and excellence in their service to our communities and each other. Safety is one of the guarantors of CAP's readiness, reliability, and credibility, and you represent the best safeguard we have in protecting our members, equipment, and legacy.

EDWARD D. PHELKA  
Major General, CAP

cc:

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