



**SAFETY REPORTING, REVIEWING, AND ACTION PLANNING**

CAP Regulation 160-2, dated 28 December 2022, is supplemented as follows:

**6.3.8. Added.** Individual Wing Notification Process:

**6.3.8.1. Added.** SSOs involving an injury or illness for which first aid is the only treatment received need not be notified beyond the Wing level.

**6.3.8.2. Added.** The individuals IAW CAPR 160-2 Sections 6.3.2 – 6.3.7 making a notification shall review CAPR 160-2 and applicable Interim Change Letters to determine the appropriate notification requirements and gather important SSO information using the guidance found in CAPR 160-2 Attachment 3: Safety Significant Occurrence Notification Guidelines.

**6.3.8.3. Added.** Contact information for notifications can be acquired from eServices. All SSO notifications must be made in person, via a telephone call, or an acknowledged text message. If text message acknowledgement is not received within 30 minutes, notification must be accomplished via an above listed alternative.

**6.3.8.4. Added.** Activity directors, Squadron, Group, and Incident Commanders, may implement procedures for notification of SSOs occurring within their respective activities, units, or incidents; however, notification to the respective Wing Commander cannot be delayed if intermediate commanders are not available.

**6.3.8.5. Added.** Wing Commanders will be notified of all SSOs as quickly as possible through the applicable chain of command. “Quickly” is defined as being as soon as possible after personnel needing immediate care have been treated and SSO events have stabilized.

**6.3.8.6. Added.** Except as excluded under Section 6.3.8.1, Wing Commanders will promptly notify the Region Commander and Wing Director of Safety of all SSOs.

**6.3.8.7. Added.** The Region Commander will notify the Region Director of Safety of all SSOs reported by the Wing Commanders.

**6.3.8.8. Added.** The Region Commander will ensure the CAP-USAF Liaison Region is notified of all reported mishaps. The Region Commander will also be responsible for notifying the National Operations Center (NOC) where required IAW CAPR 160-2. Wing Commanders will inform the Region Commander if the NOC and/or CAP-USAF Liaison Region have already been notified.

**6.3.8.9. Added.** In the event of an SSO at a Region activity or involving RMR-001 assigned members, vehicles, aircraft, or equipment, the Region Commander will be the first level of notification.

Eugene L. Egry, Colonel, CAP  
Commander

Attachment 1  
Compliance Elements

There are no compliance elements associated with this supplement.