

CIVIL AIR PATROL  
Headquarters Northeast Region  
P.O. Box 2543  
Vincentown, NJ 08088-2543

NER Supplement 1  
CAPR 62-2  
01 January 2004

## Safety

### MISHAP REPORTING AND INVESTIGATION

CAPR 62-2 (E), 8 November 2002, is supplemented as follows:

4.e. *Added:* In the case of any and all serious aircraft accidents within the region, the Northeast Region Commander is to be IMMEDIATELY and PERSONALLY notified. If he can not be contacted within two hours, notify one of the Northeast Region Vice Commanders (see attachment 7). This notification is in addition to the procedures specified in CAPR 62-2, which will be followed regardless. The Northeast Region designee to receive notification of mishaps is the NER Director of Safety. Units will notify the NER/SE within 24 hours of all reportable mishaps by either telephone, fax or e-mail (see attachment 7).

4.f. *Added:* Wings will maintain a mishap notification roster, with instructions on how to make notification of any mishaps. A copy of the current wing notification roster will be provided 30 January and 30 June each year to the NER/CC.

5.f. *Added:* In all cases, unless directed otherwise by CAP National General Council, wings will submit a CAPF 79 for each and every CAPF 78 submitted, regardless of severity of accident or injury. All CAPF 79s will bear the wing commander's signature and comments where applicable.

Page 3, Add to list of attachments: Attachment 7, NER supp. (Notification Procedures Roster)

Reminder: All CAPF 79's must be forwarded via Wing for CC comments and concurrence then to Region for CC comments and concurrence before being forwarded to NHQ.



NICHOLAS TAYLOR, Lt Col, CAP  
Director of Administration

RICHARD A. GREENHUT, Col, CAP  
Commander

1 Attachment  
1. #7 Notification Procedures  
and Roster

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Supersedes NER Supplement 1, 01 January 2003  
OPR: SE  
DISTRIBUTION: In accordance with CAPR 5-4

## NOTIFICATION PROCEDURES AND ROSTER

All CAP Activities Under the Administration of NER Headquarters

1. NER Supplement to CAPR 62-2 requires that all units maintain a mishap notification roster to specify the procedures to be followed when reporting a mishap and to identify those members to be notified.
2. Personnel assigned to the Northeast Region Headquarters or appointed as a project officer for a Region sponsored activity are responsible for the safety of all personnel and property at that activity. All NER Headquarters staff will maintain a familiarity with CAPR 62-1 and CAPR 62-2, as supplemented. In the event of a mishap that causes injury or damage to resources, any member that is present and able is required to *immediately notify the Region Commander*, or in his absence, a Vice Commander or the Director of Operations and the Region Director of Safety.

2. Contact: Region Commander, Col **Robert Diduch**, CAP, Cell Phone: (609) 731-5600

Vice Commander – South

**Col David Mull**, CAP

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Vice Commander – North

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Region Director of Operations

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Region Director of Safety

**Lt Col E. Bruce Brown**, CAP

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4. A mishap is defined as an unplanned or unsought event or series of events, that results in death, injury, occupational illness or damage to or loss of equipment or property.
5. Failure to comply with these notification procedures may result in disciplinary action against the offender.

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OPR: SE

In accordance with CAPR 62-2, NER Supplement 1, 15 Nov 2005

Supersedes CAPR 62-2, NER Attachment 7-1, 1 January 2005

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