



**SOUTH DAKOTA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**



9 June 2016

MEMORANDUM FOR ALL SD WING CAP MEMBERS

FROM: SD Wing Commander
4275 Airport Road, Suite A
Rapid City, South Dakota 57703

SUBJECT: SD Wing Mishap Reporting Procedures

References: (a) CAPR 62-2, Mishap Reporting and Review

1. CAPR 62-2 requires Wings to develop mishap-reporting procedures, published in a letter or supplement to the regulation. This letter will serve as the SD Wing Policy Letter.
2. Squadron Commanders and Activity Officers are responsible for ensuring that all mishaps involving members of their command or assigned equipment are immediately reported to the SD Wing Commander and the SD Wing Safety Officer prior to the submission of a CAP Form 78 Mishap Report.
3. The Wing Commander and Wing Safety Officer will be promptly notified of all mishaps within the SD Wing. Notify the Wing Commander by telephone using the number listed below.
 - a. This notification to the Wing Commander and Wing Safety Officer is not complete until the notification has been acknowledged by the Wing Commander or Wing Safety Officer.
 - b. A message left on an answering machine or voicemail does not satisfy the notification requirement.
 - c. If the Wing Commander or Wing Safety Officer are not available then the Vice Commander or Chief of Staff will be notified in their stead.

Wing Commander
Col. David Small
605-431-2604

Safety Officer
Lt. Col. Mark Huntington
605-838-7566

Vice Commander
Lt. Col. Rodney Deweese
605-641-2362

Chief of Staff
Maj. Nicholas Gengler
605-864-1359

4. The CAP-USAF Liaison Region Assistant Director of Operations will be promptly notified of all mishaps within the SD Wing. The Wing Commander or Wing Safety Officer will notify the CAP-USAF State Director by telephone.

CAP-USAF ADO
Mr. Greg Maier
701-220-7061

5. The NCR Region Commander will be promptly notified of all mishaps within the SD Wing. The Wing Commander or Wing Safety Officer will notify the NCR Region Commander by telephone.

NCR Region Commander
Col. Regena Aye
785-633-7703

6. Squadron Commanders are responsible for being familiar with CAPR 62-2 and its further requirements in reporting mishaps.
7. Squadrons are required to develop their own local mishap reporting procedures, as stated in CAPR 62-1.

A handwritten signature in blue ink, appearing to read 'D. G. Small Jr.', with a stylized flourish at the end.

David G. Small Jr., Colonel, CAP
South Dakota Wing Commander