



HEADQUARTERS NEW YORK WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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01 February 2016

MEMORANDUM FOR ALL NYW UNIT COMMANDERS
ALL NYW SAFETY OFFICERS

FROM: NYW/CC

SUBJECT: Assignment of Activity Safety Officer for Activities of One (1) or more Days
Duration

1. In addition to the requirements of CAPR 62-1 [CAP Safety Responsibilities and Procedures, dated 19 December 2012, and Interim Change Letter, 29 June 2015], NYW requires all Groups and Units to provide to the New York Wing Commander, the Vice-Commander, the Director of Cadet Programs and the Safety Officer, the name, CAP ID and contact information for the member acting as the Activity Safety Officer for any activity that is one (1) or more days in length.
2. This information must be provided at least three (3) days in advance of the start of the activity using the template located at: <http://www.nywcap.org/activitiesafetyofficer.htm>
3. When the activity is complete, the After Activity report must be completed within five (5) days using the template located at: <http://www.nywcap.org/afteractivity.htm>
3. The Activity Safety Officer cannot be the Activity Director/Commander.
4. Example of activities that this policy pertains to include training courses like SLS, CLC, TLC, UCC, bivouacs, training events, Group SAREX, cadet activities, cadet competitions, model rocketry launches, etc.
5. If a NYW staff member is in charge of an activity, they will provide the Activity Safety Officer information to the New York Wing Commander, the Vice Commander and the Safety Officer per the above time-line and templates.
6. The NYW staff member in charge cannot be the Activity Safety Officer.

7. Any NYW sponsored event must have an Activity Safety Officer assigned, even if the event is only one (1) day in duration, examples include Cadet Competition or CD training.

8. The request for Emergency Services Training (available on www.nywg.cap.gov) requires the name of the Mission Safety Officer to be entered as well as the name of the CAP IC to be entered.

9. The NYW DOS will not approve any request without a Mission Safety Officer assigned.

A handwritten signature in black ink that reads "Steven J. Perta". The signature is written in a cursive, slightly slanted style.

STEVEN J. PERTA, Col, CAP
Commander