

# Safety Officer Specialty Track Study Guide



NATIONAL HEADQUARTERS CIVIL AIR PATROL  
Maxwell Air Force Base, Alabama

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## Preface

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Welcome to the Civil Air Patrol Safety Officer Specialty Track Study Guide of the Senior Member Professional Development Program. This study guide outlines the requirements for attaining ratings in the Safety Officer specialty track. Training in the Safety Officer specialty track is self-paced and intended to take place on-the-job and through self-study. This pamphlet guides senior members through that training and is designed to help them learn to function effectively as Safety Officers.

Specialty tracks are governed by CAPR 50-17, *Senior Member Professional Development Program*. Changes to the Safety Officer specialty track are highlighted.

## Overview

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The underlying goal of the CAP Safety Program is to minimize the risks faced by our membership in the performance of their volunteer duties. The material in this guide is divided into three sections related to attaining the Technician, Senior, and Master ratings in this specialty area. Progressively mastering the material in each section will prepare you for positions of increasing responsibility. Study each part and practice applying the information to actual situations on the job. You may be fortunate enough to be assigned a mentor to assist you, but you should have no problem learning the material through self-study. If further assistance is needed, students may contact the next higher headquarters safety officer, the CAP Safety Officer (CAP/SE), or the National Headquarters Chief of Safety (NHQ CAP/SE).

When you and your mentor/commander are convinced that you are proficient in the tasks described for each section, an appropriately-rated, higher echelon safety officer and your unit commander must certify your proficiency on Attachment 1, *Evaluation & Rating Certification for Safety Officer*, and working with the unit's Professional Development Officer (PDO), update your personnel records. Upon your commander's approval and entry into eServices, you are eligible to wear the Leadership Ribbon (Technician) with a bronze star (Senior) or a silver star (Master). You also become eligible to wear the safety badge appropriate for your rating.

## Training Objectives

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Each rating contains knowledge requirements, academic requirements and service requirements.

**Knowledge requirements** are objectives describing what the student is expected to know and be able to demonstrate before attaining the rating.

**Academic requirements** are on-line courses associated with the rating being sought, located on the safety section of the CAP website. After viewing and understanding the course material, the student will take the on-line test. Passing score for the Technician, Senior and Master ratings is 80%, correctable to 100%.

**Service requirements** mandate the minimum experience each student is expected to attain through active participation before award of the next rating.

## Achieving the Technician Rating

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### *Introduction*

The safety officer Technician rating involves implementing safety programs for education and accident prevention. A Technician rating prepares a safety officer for duty as a safety staff officer or support member at the squadron level. To enroll in the Safety Officer specialty track, the student must have completed Level I of the Senior Member Professional Development Program.

### *Knowledge Requirements*

To achieve the technician rating, the student must demonstrate knowledge of the CAP accident prevention program and procedures used in administration of the unit safety program. As a minimum, a safety technician must:

1. Explain the basic concepts of the CAP Safety Program as described in CAPRs 62- 1.
2. Explain the duties, responsibilities and scope of authority of a unit safety officer.
3. Provide an analysis of the material in a safety bulletin showing how the information applies to CAP.
4. Be able to perform a safety analysis and develop a written safety plan for a squadron meeting or activity, such as a training exercise, parade, etc.
5. Explain the procedures for the proper reporting of mishaps as described in CAPR 62-2.
6. Explain the concept of Operational Risk Management (ORM).
7. Become familiar with:
  - a. CAPR 62-1, *CAP Safety Responsibilities and Procedures*
  - b. CAPR 62-2, *Mishap Reporting and Investigation*
  - c. CAPR 77-1, *Operation and Maintenance of CAP Vehicles*
  - d. CAPF 73, *Vehicle Inspection Guide and Usage Data*
  - e. On-line Form 78, *Safety Mishap Report*
  - f. On-line Form 79, *Safety Mishap Report of Investigation*
  - g. On-line Safety Survey

## **Academic Requirements**

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1. Successfully complete the on-line CAP Basic Level Safety Course and pass the on-line test with a minimum grade of 80%.
2. Successfully complete the Basic ORM Course and pass the on-line test.
3. Complete Basic Communicator User Training.

### ***Service Requirements***

1. Complete a minimum 6-month internship as a unit safety officer or assistant safety officer.
2. Become qualified in General Emergency Services.
3. Conduct at a minimum six safety briefings/meetings for the unit IAW CAPR 62-1.
4. Be in training as a Mission Safety Officer.
5. Complete at least one CAPF 26, *Civil Air Patrol Safety Improvement or Hazard Report*, or an FAA Form 8740-5, *Safety Improvement Report*, and submit to commander (this can be simulated if no identifiable hazard exists).
6. Establish a safety hazard reporting notification program for his/her unit.
7. Completion of the Technician level requirements must be evaluated and approved using Attachment 1, *Evaluation & Rating Certification for Safety Officer*, by a Senior or Master rated safety officer and processed in accordance with CAPR 50-17.

### ***Awarding of Badge***

Completion of the above requirements earns the Basic safety badge.

## Achieving the Senior Rating

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### *Introduction*

The safety officer Senior rating involves developing safety programs for education and accident prevention. This differs from the Technician who implements programs that have already been established. A senior rating prepares a safety officer for duty at the group (if applicable) or wing level. To achieve the senior rating, the student must have earned the technician rating.

### *Knowledge Requirements*

To achieve the senior rating, the student must demonstrate an advanced knowledge of CAP's safety programs by participation in educational and accident prevention activities; a basic knowledge of the CAP wing's functional working areas (see CAPR 20-1 for a listing of functional areas); and be prepared to operate as a supervisor and mentor to safety officers at subordinate levels. As a minimum, the Senior rated safety officer must:

1. Explain the safety issues associated with each staff directorate at the member's unit.
2. Explain the difference between an accident, incident and minor mishap event relating to aircraft, vehicle and bodily injury mishaps.
3. Explain how to conduct an ORM analysis for an ES mission sortie (air or ground).
4. Explain how to analyze and create a safety plan for squadron and group level activities that encompasses the principles of ORM.
5. Become familiar with:
  - a. CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*
  - b. CAPF 71, *CAP Aircraft Inspection Checklist*
6. Demonstrate an understanding of:
  - a. CAPR 60-1, *CAP Flight Management*.
  - b. CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*
  - c. CAPR 62-2, *Mishap Reporting and Investigation*
  - d. CAPR 77-1, *Operation and Maintenance of CAP Vehicles*.
7. Know how to successfully complete and submit the following:
  - a. On-line Form 78, *Safety Mishap Report*.
  - b. On-line Form 79, *Safety Mishap Report of Investigation*.

- c. On-line Safety Survey.
- d. CAPF 73, *Vehicle Inspection Guide and Usage Data*

### ***Academic Requirements***

1. Successfully complete the on-line CAP Senior Level Safety Course and pass the on-line test with a minimum grade of 80%.
2. Successfully complete the Intermediate ORM Course and pass the on-line test.

### ***Service Requirements***

1. Serve on at least a group or squadron staff as a Technician rated safety officer for a minimum of 12 months.
2. Conduct at least three ORM familiarization training sessions for new members.
3. Become a qualified Mission Safety Officer.
4. Conduct, under supervision of a qualified Senior or higher rated safety officer, three vehicle safety inspections using the CAPF 73, *Vehicle Inspection Guide and Usage Data*. Include how discrepancies are documented and corrected.
5. Completion of the Senior level requirements must be evaluated and approved using Attachment 1, *Evaluation & Rating Certification for Safety Officer*, by a Master rated safety officer and processed in accordance with CAPR 50-17.

### ***Awarding of Badge***

Completion of the above requirements earns the Senior safety badge.

## Achieving the Master Rating

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### *Introduction*

The safety officer Master rating involves developing safety programs throughout CAP's three mission areas. It provides commanders, other staff offices and subordinate safety officers with technical and non-technical assistance and guidance concerning flight, ground and bodily injury mishap prevention. A Master rating qualifies a safety officer for duty at the wing, region, or National level. To achieve the Master rating, the student must have earned the Senior rating.

### *Knowledge Requirements*

To achieve the Master rating, the student must demonstrate advanced performance and thorough knowledge of CAP's safety program.

1. Read, demonstrate a thorough understanding of the safety aspects of, and obtain a current copy of these references as part of a safety library (paper or electronic).
  - a. CAPR 60-1, *CAP Flight Management*
  - b. CAPR 60-3, *CAP Emergency Services Training and Operational Missions*
  - c. CAPR 62-1, *CAP Safety Responsibilities and Procedures*
  - d. CAPR 62-2, *Mishap Reporting and Investigation*
  - e. CAPR 66-1, *CAP Aircraft Maintenance Management*
  - f. CAPR 77-1, *Operation and Maintenance of CAP Vehicles*
  - g. CAPR 52-16, *Cadet Program Management*
  - h. CAPR 50-20, *CAP Model Rocketry Program*
  - i. CAPP 52-18, *Cadet Physical Fitness Program*
  - j. Title 49, Transportation, Chapter VIII, Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft* (read only; not required in the library).
2. Demonstrate an understanding of what is expected when answering questions in CAP wing or subordinate unit inspection guides.

## **Academic Requirements**

To earn a Master rating the student must complete the following academic requirements:

1. Successfully complete the Master Level Safety Course and pass the on-line test with a minimum grade of 80%.
2. Successfully complete the Advanced ORM Course and pass the on-line test.

## **Service Requirements**

1. Serve on staff as a Senior rated safety officer for a minimum of 12 months.
2. Conduct, under supervision of a qualified Master or higher rated safety officer, three aircraft safety inspections using the CAPF 71, *CAP Aircraft Inspection Checklist*. Include how discrepancies are documented and corrected.
3. Serve as a safety officer on staff at a group level or higher cadet competition, cadet encampment, cadet or senior member leadership school, or cadet special activity lasting longer than two consecutive days. This requirement may have been met at anytime during the candidate's CAP career.
4. Conduct at least two ORM safety analyses of a mission base prior to a unit, group, wing or joint training exercise; report all issues and recommended corrective actions to the activity/incident commander.
5. Become a qualified Mission Safety Officer trainer.
6. Completion of the Master level requirements must be evaluated and approved by a Master rated safety officer at higher echelon using Attachment 1, *Evaluation & Rating Certification for Safety Officer*, and approved by the CAP National Safety Officer, or his/her designee.

## **Safety Badge**

Completion of the above requirements earns the Master safety badge.

## Attachment 1 – Evaluation & Rating Certification for Safety Officer

Evaluation and Rating Certification for Safety Officer		
Rating Being Attempted: <input type="checkbox"/> Technician <input type="checkbox"/> Senior <input type="checkbox"/> Master Student's Name: _____ CAP Grade: _____    CAPID: _____    Unit Charter No.: _____ Current Position Title: _____		
Evaluation Item(s)	Date Start and End	Evaluator's Grade, Name, Charter No., Position Title, and Date
<b>1. Knowledge Requirements.</b> Demonstrates understanding of CAP's safety requirements, procedures, and ORM suitable to the training level.		
<b>2. Service Requirements.</b> Successfully complete training, with proof provided by documentation, suitable to the training level.		
<b>3. Academic Requirements.</b> Successfully completed all training, with proof provided by completion certificates, suitable to the training level.		
<b>Evaluator's Comments:</b>     		
<b>Certification of Completion of Skill Level Rating.</b> <b>Commander's (Technician/Senior) or National Safety Officer's (Master) Grade, Name, Charter No., Position Title, and Date:</b>		