



NCR Briefing Item of the Month, May 2025

# When is a CAPF 160 Required?

- When you must document the *full deliberate risk management process*
  - NCSAs, region cadet activities, **wing encampments**
  - When a significant activity is conducted for the *first time*, or at a *new venue*
  - When a unit receives a *new model aircraft* or *new model vehicle*
  - When activities *outside the normal scope* of unit activities are conducted: road-trips, air show support, squadron moves, organized cadet trips, **events lasting longer than 24 hours**
  - **When in doubt, RM it out... on a Form 160!**
- When planning CAP activities, completing a CAPF 160 is *never wrong*
- Ask for help up the chain of command
- Mission/exercise activities may use ICS forms, but still must document *all RM steps*
- Complete the *After-Action Feedback and Lessons Learned!*
- Save forms for *updating* and reuse
- Reference: CAPR 160, sec. 3.3