

**WEST VIRGINIA WING-CIVIL AIR PATROL
MASTER REPORTING RECORD FOR UNIT USE**

UNIT NUMBER WV _____

UNIT NAME _____

**MONTHLY REPORTS DUE AT WING HQ NLT THE 5th OF THE FOLLOWING MONTH.
Send to WV Wing LNCO.**

(Circle month below to keep track of what reports are mailed to Wing)

CAPF 99 FLIGHT AUTHORIZATION

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

MONTHLY REPORTS DUE AT WING HQ NLT THE 10th OF THE FOLLOWING MONTH.

(Circle month below to keep track of what reports are mailed to Wing)

MONTHLY or QUARTERLY NEWSLETTERS.

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

WVF 60-2 AIRCRAFT STATUS & MAINTENANCE REPORT

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

WVF 60-4 AIRCRAFT FLIGHT RECORD-INDIVIDUAL FLIGHT

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

WVF 62-1 MONTHLY UNIT SAFETY OFFICER'S REPORT

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

WVF 73 VEHICLE REPORT

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

WVF 190-1 PAO REPORT

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

(OVER)

ANNUAL, SEMI-ANNUAL, AND QUARTERLY REPORTS

FORM #	TITLE	OPR	DUE NLT
ES Adm. Form	WV Wing Alert/Resource Report	DOS	01 JAN
WV Supp 1, CAPR 50-17, (A1)	APPOINTMENT OF ECI (AFIADL) TEST CONTROL OFFICER & ALTERNATE (Annually)	ETP	01 JAN
PA	PILOT DESIGNATION RECOMMENDATION	DOO	01 JAN
CAPF 71	ANNUAL AIRCRAFT INVENTORY CHECKLIST	DOO	01 JAN
CAPF 34	SEMI-ANNUAL CHAPLAINS REPORT	HC	01 JAN
CAPP 15	BREWER AWARD NOMINATIONS (P-56)	ETA	15 JAN
LETTER	UNIT SUPPLY WANT LIST	LGS	15 MAR
S3	ANNUAL SUPPLY INVENTORY	LG	01 APR
ES Adm. Form	WV Wing Alert/Resource Report	DOS	01 APR
INTERIM	AEROSPACE EDUCATION ACTIVITY REPORT	ETA	15 JUN
CAPP 15 (P-26)	Updated AE Roster	ETA	15 JUN
ES Adm. Form	WV Wing Alert/Resource Report	DOS	01 JUL
CAPF 34	SEMI-ANNUAL CHAPLAINS REPORT	HC	01 JUL
ES Adm. Form	WV Wing Alert/Resource Report	DOS	01 OCT
CAPF 173	ANNUAL UNIT FINANCE REPORT	FM	01 NOV
CAPF 174	ANNUAL UNIT BUDGET	FM	01 NOV
FINAL	AEROSPACE EDUCATION ACTIVITY REPORT	ETA	15 DEC
WVF 60-5	WV WING PILOT CURRENCY STATEMENT (ONCE EVERY 90 DAYS)	DOV	
CAPR 62-1 Attach. 4	Annual Safety Survey (then 6 months after Annual Safety Survey)	SE	

REQUIRED ANNUAL CAPF 2a

DEPARTMENT

CAPR/CAPM

CADET ADVISORY COUNCIL (Primary and Alternate Representatives) CAPR 52-16

All other appointments (board appointments, and pilot orders) can be done on a **Personnel Authorization** using **Grade, Name, CAPID, Qualifications, and Aircraft Type** as column headers according to which PA is being issued. Need to submit a new PA when there is a change in committee members. (CAPR 35-1). Pilot orders are due annually in January. (CAPR 60-1)

All NEW Appointments require WRITTEN notice (copy of CAPF 2A) to Wing HQ.