

HEADQUARTERS
 WEST VIRGINIA WING – CIVIL AIR PATROL UNITED STATES AIR FORCE AUXILIARY
 112 Airport Road Charleston, West Virginia 25311-1056
 Wing Recurring Report Schedule

Functional Area	Report/Action	OPR	Due Date	WV Due Date	Send to	Prescribing Regulation	✓
Logistics	CAPF 73, CAP Vehicle Inspection Guide and Usage Data	Unit LGT's	10th calendar day of each month	7th calendar day of each month	eServices/ORMS	CAPF 77-1 para. 5-1 (b)(1)	<input type="checkbox"/>
Operations	WVF 70-2 Aircraft Monthly Utilization Report	WVWG/DO	15th calendar day of each month	10th calendar day of each month	WVWG/DO	WVS 173-1 para. 12	<input type="checkbox"/>
Finance	State Grant Submission	WVWG/FM	10th calendar day of each month	10th calendar day of each month	WVWG/WA	WVWG Financial Procedure	<input type="checkbox"/>
Finance	Credit Card Receipts to Wing	WVWG/FM	Within 21 days of statement closing date	10th calendar day of each month	WVWG/WA	CAPR 173-1 para 20-d.	<input type="checkbox"/>
Finance	Checking Account Reconcile	WVWG/FM	30th calendar day after bank statement closing date		WVWG/WA	CAPR 173-1 para 11-p.	<input type="checkbox"/>

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Finance	Payment of Aircraft Maintenance Fee for Aircraft	WVWG/FM	15th calendar day of succeeding month	10th calendar day of each month	WVWG/WA	CAPR 173-1 para 12	<input type="checkbox"/>
HQ Finance	Internal Financial Review	WVWG/CC	NLT 45th calendar day after end of previous calendar quarter		WVWG/WA	CAPR 173-1, para 9-b. (7)	<input type="checkbox"/>
EVERY QUARTER							
Chaplain Corps	Quarterly Summary of AAR	WVWG/HC	15 Jan, 15 April, 15 July, 15 Oct		MAR/HC	CAPR 80-1 para 9.2	<input type="checkbox"/>
ANNUALLY							
Corporate Principles	CAPF 178, Conflict of Interest Statement	Interested Person	Annually	Date Initially Signed	NHQ/GC	CAPR 1-4 para 5	<input type="checkbox"/>
General Council	CAP Nondiscrimination Policy annual briefing	Unit CCs	Annually	31-Dec	WVWG/CC	CAPR 36-1 para 4.4	<input type="checkbox"/>
Safety	Annual Risk Management Day	WVWG/SE	Annually	1st Quarter Jan – Feb - Mar	WVWG/SE	CAPR 160-1 para 5.2.1.4	<input type="checkbox"/>

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1st Quarter							
Public Affairs	Annual Public Relations Plan and Crisis Communication Plan	Suspended WVWG/PA	First Quarter	30-Apr	MAR/PA	CAPR 190-1 para 7.1 Step 4 & 7.1.3	<input type="checkbox"/>
Public Affairs	Annual Public Relations Plan (Need to update WVWG PAO and Crisis Communication Plan in your files Annually)	Suspended Unit PAOs	First Quarter	1-May	WVWG/PA	SUI Tab – D-6 Public Affairs Worksheet	<input type="checkbox"/>
April							
Personnel	Air Force Sergeants Association Award to Outstanding Squadron Cadet NCO of the year	Unit CCs	15-Apr	1-Apr	Air Force Sergeants Association Member & Field Services (See CAPR 39-3 para 43 for address)	CAPR 39-3 para 43	<input type="checkbox"/>
Personnel	Veterans of Foreign Wars Award for Cadet NCOs and Cadet Officers	Unit CCs	15-Apr	1-Apr	Veterans of Foreign Wars Department of Youth Development Scholarship (See CAPR 39-3 para 44 for address)	CAPR 39-3 para 44	<input type="checkbox"/>
Wing Historian	Wing History	WVWG/HO	30-Apr	30-Apr	NHQ/HO	CAPR 110-1 para 7.2.1	<input type="checkbox"/>
May							
Public Affairs	Maj Howell Balsem Exceptional Achievement Awards submission	All PAOs	Jan thru 15-May	1-May	eServices/Public Affairs	CAPR 190-1 para 14.2	<input type="checkbox"/>

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July							
Operations	Annual Operations Training Plan	WVWG/DO	31-Jul	15-Jul	eServices/WMIRS	CAPR 60-3 para 1-7	<input type="checkbox"/>
Personnel	American Legion Award to Outstanding CAP Squadrons	WVWG/CC	30-Jul	15-Jul	National Security-Foreign Relations Div. The American Legion 1608 K Street, NW Washington, DC 20006	CAPR 39-3 para 41	<input type="checkbox"/>
August/ September							
Cadet Programs	Cadet Advisory Councils (CAC) representatives	All CCs	Between 1 Aug and 15 Sept	10 Sept	eServices/Duty Assignments	CAPR 60-1 para 7.2.2	<input type="checkbox"/>
Finance Management	CAPF 172 Consolidated Finance Authorizations	All CCs	1-Oct	15-Sep	WVWG/WA	CAPR 173-1 para 6 (g)	<input type="checkbox"/>
Finance Management	Annual Operating Budget	WVWG/CC	1-Oct	15-Sep	WVWG/WA	CAPR 173-1 para 9(b)(4)	<input type="checkbox"/>
Finance Management	Annual Budget	Unit CCs	1-Oct	15-Sep	WVWG/WA	CAPR 173-1 para 9(c)(9)	<input type="checkbox"/>
							<input type="checkbox"/>

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October							
Aerospace Education	Annual AE Activity Report	Unit AEO	30 Oct	15-Oct	eServices	CAPR 50-1 Para 11 & Attach 2	<input type="checkbox"/>
Property Management	Annual Physical Inventory	Unit LGs	1-Nov (Region)	30-Oct	eServices/ORMS	CAPR 174-1 para 2-16(b) and (d)	<input type="checkbox"/>
Property Management	Annual Real Property Inventory	Unit LGs	1-Nov (Region)	30-Oct	eServices/ORMS	CAPR 174-1 para 6 10	<input type="checkbox"/>
November							
Aerospace Education	Annual AE Plan of Action (AE POA)	WVWG DAE	30-Nov	15-Nov	eServices	CAPR 50-1 Para 10 & Attach 2	<input type="checkbox"/>
Safety	Annual Safety Management Program Review	WVWG SE	30-Nov	15-Nov	eServices/SMS	CAPR 160-1 para 4.8	<input type="checkbox"/>
Cadet Programs	National Cadet Special Activities	All members	Winter Activities 20 Nov	Summer Activities 15 Jan (Opens 1 Dec)	eServices/Cadet Programs/Registration and Payment System	CAPR 60-1 para 8.5.1.1	<input type="checkbox"/>
December							
Cadet Programs	Squadron Goals	Unit CCs / Deputy CC of Cadets	30-Dec	15-Dec	Wing/CC	CAPR 60-1 para 4.2	<input type="checkbox"/>

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Aerospace Education	Annual AE Activity Report	WVWG DAE	31-Dec	15-Dec	eServices	CAPR 50-1 Para 11 & Attach 2	<input type="checkbox"/>
Operations	Update Personnel Alert Roster	WVWG/DO	31-Dec	15-Dec	eServices/WMIRS	CAPR 60-3(I) para 1-5b(1) & (1a)	<input type="checkbox"/>
Property Management	CAPF 175 Vehicle Justification	WVWG/CC	1st Qtr.	31-Dec	MAR/CC	CAPR 174-1 para 5-2(a)	<input type="checkbox"/>
Cadet Programs	Academic and Flight Scholarships (Open on 15 October)	Unit CCs	31-Dec	15-Dec	eServices /CadetInvest / Scholarships	CAPR 60-1 para 8.2 and 8.5.3.2.	<input type="checkbox"/>
January							
Finance	W-9's for all services performed by Wing and all Units	WVWG/CC/ Unit CCs	1-Jan	15-Dec	WVWG Administrator	CAPR 173-1 para 6-k.	<input type="checkbox"/>
Aerospace Education	AE Award Nominations	WVWG DAE /AEO	15-Jan	1-Jan	MER/AE	CAPR 50-1 para 9.2 & Attach 2	<input type="checkbox"/>
Personnel	Air Force Association Award to Outstanding CAP Cadet	Unit CCs	15-Jan	1-Jan	Air Force Association HQ 1501 Lee Highway Arlington VA 22209-1198	CAPR 39-3 para 42	<input type="checkbox"/>