Schedule of Required Paperwork Due to PAWG HQ

			January		
	Roster of Key Personnel				
1st	Monthly Report of Individual S-8		CAPR 100-1		Monthly
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	copy sent to wing	Monthly
5th	Flight Release Log	CAPF 99	CAPR 60-1	From RLO's	Monthly
5th	Flight Logs	VAF 10	CAPR 60-1	send to wing	Monthly
5th	Aircraft Utilization Report	VAF 13	CAPR 60-1	send to wing	Monthly
10th	H1 Reports, Communications		CAPR 100-1	Due to national	Quarterly
10th	Emergency Communication Report		CAPR 100-1	Due to National	Yearly
10th	Repeat Plan and Comm Training Plan		CAPR 100-1		Yearly
15th	Safety Calendar of Events	Narrative	CAPR 62-1	Keep copy at unit, Send copy to Wing	Annually
15th	Safety Policy Letter	Narrative		Keep copy at unit, Send copy to Wing	Annually
15th	Senior of the Year nominations	Narrative	CAPR 39-3	send to wing	Annually
15th	Cadet of the Year nominations (must be Earhart Award Recipient)	Narrative	CAPR 39-3	send to wing	Annually
15th	Cadet NCO of the Year	Narrative		send to wing	Annually
15th	Public Affairs Officer of the Year	Narrative	CAPR 190-1	send to wing	Annually
15th	Professional Development Officer of the Year	Narrative		send to wing	Annually
15th	Administration Officer of the Year	Narrative		send to wing	Annually
15th	Logistics Officer of the Year	Narrative		send to wing	Annually
15th	Safety Officer of the Year	Narrative	CAPR 62-1	send to wing	Annually
15th	Communicator of the Year	Narrative	CAPR 100-1 V1	send to wing	Annually
15th	Chaplain of the Year	Narrative	CAPR265-1	send to wing	Annually
15th	Counter Narcotic Team Member of the Year	Narrative		send to wing	Annually
15th	AE Activity Report			send to wing	Annually
15th	Appointment for LG, AE, Safety Officers	2A		Only if new officer is assigned	Annually
15st	Application for CAP Scholarships	CAPF 95		send to cadet@capnhq.gov	Annually
30th	Vehicle Justification Form	CAPF 175	CAPR 77-1	as needed, to request a new/replacement vehicle from Na	Annually
31st	Annual Safety Survey (online only)	n/a	CAPR 62-1	Keep copy at unit, don't send to Wing	Annually
END	Monthly Safety Report (WMU, online only)	n/a	CAPR 62-1	Keep copy at unit, don't send to Wing	Monthly
			February		
1st	Monthly Report of Individual S-8		CAPR 100-1		Monthly
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	**COPY** sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71		send to wing	Monthly
5th	Flight Release Log	CAPF 99	CAPR 60-1	send to wing	Monthly
5th	Flight Logs	VAF 10	CAPR 60-1	send to wing	Monthly
5th	Aircraft Utilization Report	VAF 13	CAPR 60-1	send to wing	Monthly
END	Monthly Safety Report (WMU, online only)	n/a	CAPR 62-1	Keep copy at unit, don't send to Wing	Monthly