			November		
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	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
			December		
1st	Monthly Report of Individual S-8		CAPR 100-1		Monthly
1st	Public Affairs media Contact List	Narrative		or as needed to the Wing PAO	Quarterly
1st	Public Affairs Activity Report			or as needed to the Wing PAO	Quarterly
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	**COPY** sent 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
31st	Chaplain Statistical Report			To Chaplain	Bi-Annually
END	Monthly Safety Report (WMU, online only)	n/a	CAPR 62-1	Keep copy at unit, don't send to Wing	Monthly

NOTE:	**Professional Development Course**	**CAPF 11**	**to Wing DPD, with in 48 hours of the course**	**As needed**
NOTE:	**Professional Development Course**	**CAPF 24**	**to Wing DPD, with in 48 hours of the course**	**As needed**

Any needed changes should be sent to:

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