

Civil Air Patrol Reports Due

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Immediate:

- Safety – accidents requiring Form 78 - immediate command notification or NOC with Form 78 to follow NLT than 48 hrs (after consultation)
- Specified complaints submitted to the Wing IG; immediate notification to provide IG time to respond within IG suspense date requirements
- Cadet abuse – squadron commander/wing commander notification.

Monthly:

- Vehicle usage reports NLT 5th of following month. Includes WMU entry, e-services entry, and CAPF 73 to Wing admin officer
- Aircraft usage report NLT 5th of following month. Includes WMIRS entry and a/c inspection to Wing a/c manager
- Safety briefing for squadron members. Maintain documentation. Insure topic and attendance is documented in e-services.
- Monthly training schedule to Dep Cmdr and selected staff
- Wing commander's call, 2d Tuesday of each month (except for Feb and Jun), 1900 hrs, 712=432=1690, 612145#
- Wing staff call, 3rd Tuesday of each month (except for Feb and Jun). Expect evening conference call, time TBD. Squadron commanders invited but not required.

Quarterly:

- Finance committee meeting/minutes beginning Oct 31 of each year, maintain in squadron file, no distribution required
- Cadet activities report to Wing cadet programs officer NLT 10th of Jan, Apr, Jul, Oct

Semi-Annual

- Wing staff/commanders training meeting, Feb and Jun, typically in Tonopah / Hawthorne, specific date as determined by Wing Hqs

Annual:

- Finance committee roster to Wing finance officer NLT 1 Oct
- Financial report NLT 31 Oct to Wing finance officer
- Squadron approved budget for following fiscal year NLT 31 Sep to Wing finance officer
- Squadron commander financial disclosure report NLT 31 Oct to Wing commander
- Safety survey NLT 5 Jan through e-services
- Safety training day – Conducted 1 Jan through 31 Mar (specific date with this range may be set by Wing safety officer)

- Property inventory NLT 1 Jan through 31 Mar (specific date within the range may be set by Wing logistics officer)
- Wing conference on the weekend preceding Halloween
- AE activity report for preceding year, NLT 15 Jan to Wing AEO
- AE annual plan for following year, NLT 31 Dec to Wing AEO
- SUI (alternating self conducted/Wing conducted) as assigned by Wing IG (typically about Mar)
- EO refresher training – maintain documentation.
- All pilots and selected positions – Aircraft Ground Handling and quiz.
- Any person whose duties include flight activities or working around aircraft – PCR hanger rash training
- Planned fund raising activities

On change of status:

- Finance committee member change (includes change of member, finance officer, commander) – within 30 days of change
- Squadron commander finance disclosure to Wing commander
- Property inventory NLT 30 days after change of command
- Lost/damaged property – NLT seven days of loss/damage discovery, update status in ORMS to missing/ damaged