

Wisconsin Wing Reports Due Schedule

January

Date Due	Name of Report	Report Form	Regulation/Manual	Send To
1-Jan	Wing Alert Officer Schedule	Letterhead	CAPR 60-3	NHQ/WEM
1-Jan	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
1-Jan	Wing Resource Report Validation	WMIRS	CAPR 60-3	NHQ
1-Jan	Unit Alert Officer Validation	Ops Qual/Wg Directory	CAPR 60-3	NHQ/WIWG
5-Jan	Chaplain Semi-Annual Report	CAPF 24	CAPR 265-1	Wing Chaplain
5-Jan	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Jan	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Jan	Monthly Safety Meeting Report-December	e-Services	CAPR 62-1	WISE
15-Jan	CAP Scholarships and Grants	CAPF 95	CAPM 52-16	WIWG HQ
15-Jan	Cadet Application for Special Activities	CAPF 31 & E-Services	CAPM 52-16	WIWG HQ
15-Jan	Nominations for Annual Awards to Wing	Various (See page 4)	CAPR 39-3	WIWG HQ
15-Jan	UNIT AE Plan of Action Due	CAPP 15, Chap 7	CAPP 15	AE Director
15-Jan	UNIT AE Report Due	CAPP 15, Chap 7	CAPP 15	AE Director

February

1-Feb	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Feb	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Feb	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Feb	Monthly Safety Meeting Report - January	e-Services	CAPR 62-1	WISE

March

1-Mar	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Mar	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Mar	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Mar	Monthly Safety Meeting Report - February	e-Services	CAPR 62-1	WISE
31-Mar	Safety Down Day Report Due	e-Services	CAPR 62-1	WISE
31-Mar	Annual Inventories Due	e-Services	CAPR 174-1	ORMS

April

1-Apr	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Apr	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Apr	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Apr	Monthly Safety Meeting Report - March	e-Services	CAPR 62-1	WISE

Wisconsin Wing Reports Due Schedule

May

Date Due	Name of Report	Report Form	Regulation/Manual	Send To
1-May	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-May	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-May	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-May	Monthly Safety Meeting Report - April	e-Services	CAPR 62-1	WISE

June

1-Jun	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Jun	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Jun	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Jun	Monthly Safety Meeting Report - May	e-Services	CAPR 62-1	WISE
30-Jun	AF Association Grant Applications Due		Publication 15 Chapter 7	
30-Jun	Change to Unit CAC Representative	CAPF 2a	Wg Supplement to CAPR 52-16	WIWG HQ

July

1-Jul	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Jul	Chaplain Semi-Annual Report	CAPF 24	CAPR 265-1	WIWG HQ
5-Jul	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Jul	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Jul	Monthly Safety Meeting Report - June	e-Services	CAPR 62-1	WISE

August

1-Aug	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Aug	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Aug	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Aug	Monthly Safety Meeting Report - July	e-Services	CAPR 62-1	WISE

September

1-Sep	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Sep	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Sep	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Sep	Monthly Safety Meeting Report - August	e-Services	CAPR 62-1	WISE

Wisconsin Wing Reports Due Schedule

October

Date Due	Name of Report	Report Form	Regulation/Manual	Send To
1-Oct	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Oct	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Oct	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Oct	Monthly Safety Meeting Report - September	e-Services	CAPR 62-1	WISE
31-Oct	CAP Financial Record for Units Below Wing	Wg Banker	CAPR 173-1	WIWG HQ

November

1-Nov	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
5-Nov	Daily CAP Vehicle Inspection and Mileage Report	CAPF 73	CAPR 174-1	WIWG HQ
10-Nov	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
10-Nov	Aircraft Statistics Report	WIWGF 21	Wg Supplement to CAPR 66-1	WIWG HQ
15-Nov	Monthly Safety Meeting Report - October	e-Services	CAPR 62-1	WISE

December

1-Dec	Wing Alert Officer List Update	WMIRS/Ops Qual	CAPR 60-3	NHQ
1-Dec	CAP Real Property Survey	CAPR 87-1 Atch 2	CAPR 87-1	WIWG HQ
10-Dec	Wing Monthly Aircraft Report	WMIRS	Wg Supplement to CAPR 60-1	WIDOO
15-Dec	Unit AE Activity Report	CAPP 15, Chap 7	CAPP 15	WIETA
15-Dec	Monthly Safety Meeting Report - November	e-Services	CAPR 62-1	WISE
31-Dec	Annual Safety Survey	E-Services	CAPR 62-1	WISE

As Changes Occur

Monthly Membership Listing - Corrected	Computer Generated	CAPM 52-16 and 52-17	CAP NHQ
Fundraiser Request Form	WIWGF 22	WIWG Financial Mangement Procedures	WIWG HQ
Donation Request Form	Form 23	WIWG Financial Mangement Procedures	WIWG HQ
Squadron Safety Officer Change	E-Services	CAPR 62-1	WISE
Unit Alert Officer Update	Ops Qual/Wg Directory	CAPR 60-3	NHQ/WIWG

Wisconsin Wing Reports Due Schedule

Annual Awards Due to WIWG HQ by 15 January on Unit Letterhead:

Senior Member of the Year
Emergency Services Officer of the Year
Squadron Chaplain of the Year
Character Development Instructor of the Year
Communicator of the Year
Public Affairs Officer of the Year
Cadet Programs Officer of the Year
Colonel Edwin W Lewis, Jr. Incident Staff Member of the Year
Colonel Dion C DeCamp Ground Team of the Year
Safety Officer of the Year
Historian of the Year
Communications Officer of the Year
Public Affairs Officer of the Year
Finance Officer of the Year
Logistician of the Year

Annual Awards Due to WIWG HQ/WICP by 15 January:

Cadet of the Year (Submitted on CAPF 58)
Cadet NCO of the Year (Submitted on Unit Letterhead)
Torch Award (Submitted by Cadet of the Year)

Annual Awards Due to WIWG HQ/DAE by 15 January:

Frank G Brewer CAP Memorial AE Award
CAP Aerospace Education Officer of the Year
CAP Aerospace Education Teacher of the Year