

DEADLINES NOT TIED TO SPECIFIC DATES

GENERAL - Annual, Semiannual, and Quarterly Requirements

What is required?	When is it due?	Reference/Required By	How is it reported and where is that sent?	Notes
Finance Committee Meeting	Quarterly	CAPR 173-1 para 9c(8)	Via minutes placed in unit files	Must include budget review; minutes must reflect that budget was reviewed
Test Inventory	Every 6 Months	CAPR 40-2 para 6.8	Via test inventory log in unit files	
Wash Aircraft	Every 6 Months	CAPR 70-1 para 7.4.5		
Risk Management briefing	Annually	CAPR 62-1 para 4(i)	Log in SIRS	Be sure to indicate it's the annual briefing
Nondiscrimination briefing	Annually	CAPR 36-1 para 4.4.2	Notify wing	Wing may provide shared spreadsheet,etc.

GENERAL - Other Deadlines

What is required?	When is it due?	Reference/Required By	How is it reported and where is that sent?	Notes
Decorations	Any Time	CAPR 39-3	Award Recommendation Module or CAPF 120	Submit well in advance (~2 mon) of desired presentation date to allow HHQ review
Fundraiser - Prior approval	Any time	CAPR 173-4 para 3a	Via request on tncap.us	
Application for Encampment, PD Events, Conferences, etc.	As announced	Event director's discretion	As requested by activity director or in activity announcement	
Aircraft Corrosion Treatment	Biennially	CAPR 70-1 para 7.4.5		Can do at 100-hr near the 2-year mark
Reimbursement Request	As needed	TN WG Supplement to CAPR173-1	TN WG Form 173-001 emailed to Wing Administrator	Include receipts in email to Wing
Advance Funds Request	As needed	TN WG Supplement to CAPR173-1	TN WG Form 173-004 emailed to Wing Administrator	
Advance Funds Closeout	10 days after event	TN WG Supplement to CAPR173-1	TN WG Form 173-005 emailed to Wing Administrator	
Check tire pressure	Each Activity	N/A	On current CAPF73	Check each activity in the interest of safety Don't forget to check the spare!

This is a summary of suspense dates in CAP regulations and Tennessee Wing Supplements. In all cases, approved supplements and regulations take precedence over this summary sheet

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Upon assignment of new Commander

What is required?	Reference/Required By	How is it reported and where is that sent?	Notes
Changeover Inventory	CAPR 174-1 para 2-17	Inventory module in ORMS	Also upon change of Property Mgmt Officer
Change Test Container Combination	CAPR 40-2 para 6.7.3	Annotate on Test Inventory Log	Also upon change of Testing Officer or Asst.
Establish Finance Committee	CAPR 173-1 para 9c(1)	Memo to Wing Administrator or Committee Module in eServices	New finance committee must be established within 30 days of change of command
CAPF172	CAPR 173-1 para 9c(1)	CAPF172 emailed to Wing Administrator	Also required annually

Upon assignment of new Testing Officer or Testing Assistant

What is required?	Reference/Required By	How is it reported and where is that sent?	Notes
Change Test Container Combination	CAPR 40-2 para 6.7.3	Annotate on Test Inventory Log	Also upon change of Commander

Upon assignment of new Logistics Officer

What is required?	Reference/Required By	How is it reported and where is that sent?	Notes
Changeover Inventory	CAPR 174-1 para 2-17	Inventory module in ORMS	Also on change of Commander

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