

TENNESSEE WING SQUADRON AND GROUP SUSPENSE SCHEDULE

Due Date	OPR	Deliverable	Reference/Required By	How is it Accomplished?	Where is it Sent?	Notes
Annually	CC	Annual Nondiscrimination Briefing	CAPR 36-1 para 4.4.2	Briefing at unit meeting or other means (online meeting, etc)	As requested by Wing (likely a Google Sheet)	Can be done at any time; Wing may request early completion
Annually	SE	Annual (O)RM Briefing	CAPR 62-1 para 4(i)	Log in SIRS	N/A - reported in SIRS	Any time during the year
Annually	DO	Update Squadron Alert Roster	CAPR 60-3 para 1-5c(6)			Any time during the year
Quarterly	FM	Finance Committee Meeting	CAPR 173-1 para 9c(8)	Via minutes placed in unit files	Unit files	Must include budget review; minutes must reflect that the budget was reviewed
Every 6 months	PD	Test Inventory	CAPR 40-2 para 6.8	Via test inventory log in unit files	Unit files	
1 Jan	SE	Annual Safety Day Window Opens	CAPR 62-1 para 4(l)	Log in SIRS	N/A - done in SIRS	Can be done 1 Jan - 31 Mar Indicate in SIRS that it's the safety day
1 Jan	PA	Maj Howell Balsem Exceptional Achievement Awards Submissions Open	CAPR 190-1 para 14	electronic		Submissions open 1 Jan-15 May. For excellence in the PA program.
5 Jan	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Jan	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
10 Jan	HC	Chaplain/CDI Statistical Report	CAPR 265-1 para 8	Online CAPF54 (eServices)	Not necessary: e-Services is the official report	
15 Jan	DP	Senior of the Year	CAPR 39-3 para 23	Award Recommendation Module	Paper forms to Group. Awards Module handles things automatically	Jan 15 is due date to WING; these go through Group first so allow time for that.
15 Jan	DP	Norm Edwards Counterdrug Officer of the Year	CAPR 39-3 para 31	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	Drug Demand Reduction Member of the Year	CAPR 39-3 para 33	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	Professional Development Officer of the Year	CAPR 39-3 para 34	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	Colonel Dion E. DeCamp Ground Team of the Year	CAPR 39-3 para 27	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	Col Edwin W. Lewis Jr. Incident Staff Member of the Year	CAPR 39-3 para 26	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	Communicator of the Year	CAPR 100-1 para 4.8	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	Col Robert V. "Bud" Payton Public Affairs Officer of the Year	CAPR 190-1 para 14	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	Property Manager of the Year	CAPR 174-1 para 1-7	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	Safety Officer of the Year	CAPR 62-1 para 8	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	DP	John V. "Jack" Sorenson Cadet Programs Officer of the Year	CAPR 60-1 para 6.4	Award Recommendation Module	Same as above	See note above regarding deadline

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15 Jan	DP	Senior Chaplain of the Year (Group & Higher Chaplains) Squadron Chaplain of the Year Character Development Instructor of the Year	CAPR 265-1 para 11	Award Recommendation Module	Same as above	See note above regarding deadline
15 Jan	AE	Air Force Association AE Cadet of the Year	CAPR 50-1 para 9.2.4 CAPP 50-1 Chapter 6	Award Recommendation Module or CAPF 120 plus CAPF 50-4	Same as above	Use F120/Award Module as cover sheet and use other form for the nomination
15 Jan	DP	Aerospace Education Teacher of the Year	CAPR 39-3 CAPR 50-1 para 9.2.3 CAPP 50-1 Chapter 6	Award Recommendation Module or CAPF 120 plus CAPF 50-3	Same as above	Use F120/Award Module as cover sheet and use other form for the nomination
15 Jan	DP	Maj Gen Jeanne M. Holm Civil Air Patrol Aerospace Education Officer of the Year	CAPR 39-3 para 29 CAPR 50-1 para 9.2.2 CAPP 50-1 Chapter 6	Award Recommendation Module or CAPF 120 plus CAPF 50-2	Same as above	Use F120/Award Module as cover sheet and use other form for the nomination
15 Jan	DP	Frank G. Brewer Awards (Cadet, Senior, Non-CAP individual/orginazation, & Lifetime)	CAPR 39-3 CAPR 50-1 para 9.2.1 CAPP 50-1 Chapter 6	Award Recommendation Module or CAPF 120 plus CAPF 50-1	Same as above	Use F120/Award Module as cover sheet and use other form for the nomination
15 Jan	DP	Cadet of the Year	CAPR 39-3 para 24	CAPF58 + attachments or Award Recommendation Module	Same as above	See note above regarding deadline. If using Award Recommendation Module, attach CAPF58 w/other attachments
15 Jan	DP	AFSA Outstanding National Cadet NCO of the Year	CAPR 39-3 para 35	CAPF58 + attachments or Award Recommendation Module	Same as above	Same as above
15 Jan	DP	AFA Award to Outstanding CAP Cadets	CAPR 39-3 para 42	Apply to AFA	AFA (See CAPR39-3)	
15 Jan	CP	IACE Applications	CAPR 60-1 8.7.8.1, ncsas.com and capmembers.com/iace	In e-Services...see ncsas.com		1 Dec - 15 Jan
15 Jan	CP	Summer NCSA Applications	CAPR 60-1 para 8.7 and ncsas.com	In e-Services...see ncsas.com		1 Dec - 15 Jan
31 Jan	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
31 Jan	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	

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Due Date	OPR	Deliverable	Reference/Required By	How is it Accomplished?	Where is it Sent?	Notes
5 Feb	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Feb	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
28 Feb	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
28 Feb	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	
5 Mar	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Mar	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
31 Mar	SE	Annual Safety Day	CAPR 62-1 para 4(l)	Log in SIRS	N/A - done in SIRS	Can be done 1 Jan - 31 Mar Indicate in SIRS that it's the safety day
31 Mar	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
31 Mar	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	
5 Apr	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Apr	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
15 Apr	DP	AFSA Award to Outstanding Squadron Cadet NCO	CAPR 39-3 para 43	Apply to AFSA	AFSA (See CAPR39-3)	
15 Apr	DP	VFW Award to (Unit) Cadet NCOs VFW Award to (Unit) Cadet Officer	CAPR 39-3 para 44	Apply to VFW	VFW (See CAPR39-3)	
30 Apr	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
30 Apr	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	
5 May	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 May	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
15 May	PA	Maj Howell Balsem Exceptional Achievement Awards Submissions Close	CAPR 190-1 para 14	electronic		Submissions open 1 Jan-15 May. For excellence in the PA program.
31 May	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
31 May	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	

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5 Jun	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Jun	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
30 Jun	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
30 Jun	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	
5 Jul	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Jul	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
10 Jul	HC	Chaplain/CDI Statistical Report	CAPR 265-1 para 8	Online CAPF54 (eServices)	Not necessary: e-Services is the official report	
31 Jul	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
31 Jul	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	
5 Aug	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Aug	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
31 Aug	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
31 Aug	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	
5 Sep	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Sep	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
15 Sep	CP	Appoint CAC Representatives	CAPR 60-1 para 7.2.2	Cadet Duty Assignment in e-Services		Appointment window is 1 Aug through 15 Sep
15 Sep	CP	Winter NCSA application window opens	CAPR 52-16 para 8-4 CAPR 60-1 para 8.7.5 ncsas.com	In e-Services...see ncsas.com		15 Sep - 15 Oct
30 Sep	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
30 Sep	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	

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Due Date	OPR	Deliverable	Reference/Required By	How is it Accomplished?	Where is it Sent?	Notes
1 Oct	LG	Begin annual inventory period (Must be completed by 31 Dec)	TNWG Supplement to CAPR 174-1	e-Services/ORMS	N/A - ORMS is the official report	Eyes-on inventory; Includes revalidation of property issued to individuals
1 Oct	FM	Annual Budget	CAPR 173-1 para 9(c)(9)	TNWG Admin	TNWGF 173-007	
1 Oct	FM	Consolidated Finance Authorization	CAPR 173-1 para 9(c)(1)	TNWG Admin	CAPF172	
5 Oct	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Oct	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
15 Oct	CP	Winter NCSA Applications	CAPR 52-16 para 8-4 CAPR 60-1 para 8.7.5 ncsas.com	In e-Services...see ncsas.com		15 Sep - 15 Oct
30 Oct	AE	Annual Squadron AE Activity Report	CAPR 50-1 Attach 2	AE Report Module in e-Services	Group (done automatically by the report module)	
31 Oct	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
31 Oct	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	
1 Nov	CC	CAP Form 171 (Unit CC Financial Disclosure)	CAPR 173-1 para 30(b)	Under Commander's Corner in e-Services	N/A	
5 Nov	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Nov	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
30 Nov	AE	Annual Group AE Activity Report	CAPR 50-1 Attach 2	AE Report Module in e-Services	Wing (done automatically by the report module)	This is a summary of subordinate squadron reports
30 Nov	AE	Annual Squadron AE Plan of Action	CAPR 50-1 Attach 2	AE POA Module in e-Services	Group (done automatically by the report module)	
30 Nov	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
30 Nov	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	

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1 Dec	CP	Summer NCSA application window opens	CAPR 60-1 para 8.7 ncsas.com	In e-Services (see ncsas.com)		1 Dec - 15 Jan
1 Dec	CP	IACE application window opens	CAPR 60-1 para 8.7 ncsas.com	In e-Services (see ncsas.com)		1 Dec - 15 Jan
5 Dec	LGT	Monthly Vehicle Usage	CAPR 77-1 & TNWG Supplement to CAPR 77-1	ORMS Scan of CAPF73	ORMS & transportation@tncap.us	
5 Dec	DO	Monthly Aircraft Reconciliation Worksheet Monthly Flight Logs (send scans)	TNWG Supplement to CAPR 70-1	TNWGF 60-1 Scans of logs	FlightLogs@tncap.us	
31 Dec	DC	Annual Inventory - Comms	TNWG Supplement to CAPR 174-1	e-Services/ORMS	N/A - ORMS is the official report	Eyes-on inventory; Includes revalidation of property issued to individuals
31 Dec	LG	Annual Inventory - Supplies/Equipment	TNWG Supplement to CAPR 174-1	e-Services/ORMS	N/A - ORMS is the official report	Eyes-on inventory; Includes revalidation of property issued to individuals
31 Dec	LG	Annual Inventory - Vehicles	TNWG Supplement to CAPR 174-1	e-Services/ORMS	N/A - ORMS is the official report	
31 Dec	LG	Annual Inventory - Aircraft	TNWG Supplement to CAPR 174-1	e-Services/ORMS	N/A - ORMS is the official report	
31 Dec	LG	Annual Inventory - Real Property	CAPR 174-1 para 6-10	e-Services/ORMS	N/A - ORMS is the official report	
31 Dec	CP	Cadet Academic and Flight Scholarships	CAPR 60-1 para 8.10 https://www.capmembers.com/cadet_programs/scholarships/			
31 Dec	AE	Annual Group AE Plan of Action	CAPR 50-1 Attach 2	AE POA Module in e-Services	Wing (done automatically by the report module)	This is a summary of subordinate squadron reports
31 Dec	LGT	Check tire pressure	CAPR 77-1 CAPF73	On current CAPF73	N/A - CAPF73 sent with monthly vehicle usage	Any time during month
31 Dec	LGT	Ensure blank usage forms are in vehicle for next month	N/A	N/A	N/A	

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