

TENNESSEE WING SQUADRON AND GROUP SUSPENSE DATES

JANUARY		FEBRUARY		MARCH	
Finance committee meeting (at some point during quarter) Test Inventory (every 6 months) Risk Management Briefing (any time during year) Nondiscrimination/Equal Opportunity Briefing (any time during year) Update Squadron Alert Roster (any time during year) Annual Safety Day during this quarter					
1	Annual Safety Day Window Opens	5	Monthly Vehicle Usage	5	Monthly Vehicle Usage
5	Monthly Vehicle Usage	5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet	5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet
5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet	28	Check vehicle tire pressure	31	Annual Safety Day
10	Chaplain/CDI Statistical Report	28	Ensure blank usage forms are in vehicle	31	Check vehicle tire pressure
15	Of The Year Awards (see detailed awards listing)			31	Ensure blank usage forms are in vehicle
15	Air Force Association Award to Outstanding CAP Cadet				
15	IACE Applications				
15	Summer NCSA Applications				
31	Annual Safety Survey Due				
31	Check vehicle tire pressure				
31	Ensure blank usage forms are in vehicle				

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

TENNESSEE WING SQUADRON AND GROUP SUSPENSE DATES

APRIL		MAY		JUNE	
Finance committee meeting (at some point during quarter) Test Inventory (every 6 months) Risk Management Briefing (any time during year) Nondiscrimination/Equal Opportunity Briefing (any time during year) Update Squadron Alert Roster (any time during year)					
5	Monthly Vehicle Usage	5	Monthly Vehicle Usage	5	Monthly Vehicle Usage
5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet	5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet	5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet
15	AFSA Award to Outstanding Squadron Cadet NCO	15	Maj Howell Balsem Exceptional Achievement Awards (for PA program)	30	Check vehicle tire pressure
15	VFW Award to (Unit) Cadet NCOs VFW Award to (Unit) Cadet Officer	31	Check vehicle tire pressure	30	Ensure blank usage forms are in vehicle
30	Check vehicle tire pressure	31	Ensure blank usage forms are in vehicle		
30	Ensure blank usage forms are in vehicle				

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JULY		AUGUST		SEPTEMBER	
Finance committee meeting (at some point during quarter) Test Inventory (every 6 months) Risk Management Briefing (any time during year) Nondiscrimination/Equal Opportunity Briefing (any time during year) Update Squadron Alert Roster (any time during year)					
5	Monthly Vehicle Usage	5	Monthly Vehicle Usage	5	Monthly Vehicle Usage
5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet	5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet	5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet
10	Chaplain/CDI Statistical Report	31	Check vehicle tire pressure	15	Winter NCSA application window opens
31	Check vehicle tire pressure	31	Ensure blank usage forms are in vehicle	15	Appoint CAC representatives
31	Ensure blank usage forms are in vehicle			31	Check vehicle tire pressure
				31	Ensure blank usage forms are in vehicle

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OCTOBER		NOVEMBER		DECEMBER	
Finance committee meeting (at some point during quarter) Test Inventory (every 6 months) Risk Management Briefing (any time during year) Nondiscrimination/Equal Opportunity Briefing (any time during year) Update Squadron Alert Roster (any time during year)					
1	Annual Safety Survey period opens	1	CAP Form 171	1	IACE application window opens
1	Annual Inventory Period Begins (Aircraft, Supplies/Equipment Vehicles, Aircraft, and Real Property)	5	Monthly Vehicle Usage	1	Summer NCSA application window opens
1	Annual Budget	5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet	5	Monthly Vehicle Usage
1	Consolidated Finance Authorization	30	AE Plan of Action due to Group	5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet
5	Monthly Vehicle Usage	30	Group AE Report due to Wing	31	Group AE Plan of Action due to Wing
5	Monthly Flight Logs (send scans); Monthly Aircraft Reconciliation Worksheet	30	Check vehicle tire pressure	31	Cadet Academic and Flight Scholarships
15	Winter NCSA applications due	30	Ensure blank usage forms are in vehicle	31	Annual Inventory Due (Aircraft, Supplies/Equipment Vehicles, Aircraft, and Real Property)
30	Annual AE Activity Report due to Group			31	Check vehicle tire pressure
31	Check vehicle tire pressure			31	Ensure blank usage forms are in vehicle
31	Ensure blank usage forms are in vehicle				

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