

**WEST VIRGINIA WING
CIVIL AIR PATROL
MASTER REPORTING RECORD FOR UNIT USE**

UNIT NUMBER WV _____ UNIT NAME _____

MONTHLY REPORTS ARE DUE ON LINE.

(circle month below to keep track of what reports are reported on line)

MONTHLY SAFETY TRAINING

[Submit safety training into database immediately after the training is held.]

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

MONTHLY REPORTS ARE DUE AT WING HQ NLT THE 10th OF THE FOLLOWING

(circle month below to keep track of what reports are mailed to Wing)

MONTHLY or QUARTERLY NEWSLETTERS

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

WVF 60-2 AIRCRAFT STATUS & MAINTENANCE REPORT

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

CAPF 73 VEHICLE REPORT

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

MONTHLY REPORT DUE AT WING HQ NLT THE 30th OF THE MONTH.

WVF 190-1 PUBLIC AFFAIRS MONTHLY ACTION REPORT

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

ANNUAL, SEMI-ANNUAL, AND QUARTERLY REPORTS

FORM/REG #	TITLE	OPR	DUE NLT
ES Adm. Form	WV Wing Alert / Resource Report (sent again only if change in personnel or contacts or resources)	DOS	01 JAN
CAPR 50-4	APPOINTMENT OF ECI HQ AU A4/6 TEST CONTROL OFFICER AND ALTERNATE (ANNUALLY)	TCO	01 JAN
CAPF 71	ANNUAL AIRCRAFT INVENTORY CHECKLIST	DOO	01 JAN
CAPF 34	SEMI – ANNUAL CHAPLAINS REPORT	HC	05 JAN
CAPR 190-1	Annual Public Relations Plan	PAO	05 JAN
CAPP 15(pg. 29)	BREWER AWARD NOMINATIONS	ETA	15 JAN
CAPP 15(pg. 29)	AEROSPACE EDUCATION ACTIVITY REPORT	ETA	15 JAN
CAPP 15(pg. 29)	AE Plan of Action (CAPR 280-2)	ETA	15 JAN
CAPP 15	Updated AE Roster	ETA	15 JAN
LETTER	UNIT SUPPLY WANT LIST	LGS	31 MAR
S3, S2, S1, S8	Annual Supply Inventory, Vehicle Inventory, Aircraft Inventory, Communications Inventory (To be completed online in ORMS)	LG	31 MAR
CAPF 34	SEMI – ANNUAL CHAPLAINS REPORT	HC	05 JUL
CAPR 39-3	End of the Year Awards	DP	01 OCT
CAPR 173-1	ANNUAL UNIT BUDGET	DF	01 OCT
CAPR 173-1	*List of Finance Members	FM	30 OCT
CAPF 171	Unit Financial Disclosure Form	DF	30 OCT
CAPF 174	Contributed Facilities Worksheet	DF	30 OCT
CADET	Annual DDR Report	DDR	01 NOV
CAPF 171	Wing Authorization Letter (signed by Wing CC)	DF	31 DEC
WVF 60-5	WV WING PILOT CURRENCY STATEMENT (REQUIRED WITH EVERY CHECK RIDE)	DOV	
CAPR 62-1	ANNUAL SAFETY SURVEY (Done Online and open from OCT through JAN)	SE	

REQUIRED ANNUAL CAPF 2A

CAPR	DEPARTMENT or Action	OPR	DUE NLT
CAPR 52-16	CADET ADVISORY COUNCIL (Primary /Alternate Rep)	CAC	01 JAN
CAPR 10-3	All other appointments (board or committee) can be done on a <u>Personnel Authorization</u> using Grade, Name and CAPID as column headers. Submitted via email or mail on Squadron Letterhead.	DA	01 JAN

*Need to submit a new PA when there is a change in committee members (CAPR 35-1).

**Need to submit a new 2a when there is a change in CAC. (CAPR 52-16)

January 2012
OPR DA