

REPORTS CONTROL MATRIX

DATE DUE	REPORT / ACTION	REFERENCE	UNIT	GROUP	WING
0101	Annual Crisis Communications Plan completed window start (must be completed by 31 March)	CAPR 190-1, para 7.1			X
0101	Annual Public Affairs Plan completed window start (must be completed by 31 March). Send to Wing/PA	CAPR 190-1, para 7.1	X	X	X
0101	Annual Risk Management discussion during unit safety meeting	CAPR 62-1, para 4.i.	X	X	X
0101	Cadet units establish and publish Annual cadet program goals	CAPR 60-1, para 4-2	X	X	X
0101	Change User Level Passwords (NLT Every 6 months)	CAPR 120-1, para 8.10	X	X	X
0101	Commanders conduct annual CAP Nondiscrimination Policy briefing to all unit members	CAPR 36-1, para 4.4.2	X	X	X
0101	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0101	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0101	Review unit budget and log in finance committee minutes	CAPR 173-1, para 9.b.4.	X	X	X
0101	Unit completes annual Safety Day (starting date, must be accomplished by 31 March)	CAPR 62-1, para 4.i.	X	X	X
0101	Units update internal alert rosters	CAPR 60-3, para 1-5.c.(6)	X	X	X
0101	Update Wing Resource Report in WMIRS	CAPR 60-3, para 1-5.b.(1).(a)			X
0110	Each Chaplain and CDI submits semi-annual activity/statistical report in eServices	CAPR 265-1, para 8.c.	X	X	X
0110	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0110	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
0115	Cadet Programs Officer of the Year award nominations due to Wing/DP	CAPR 52-16, para 6-4.b	X	X	X
0115	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0115	Conduct Internal Financial Review for previous quarter and document it on CAPF 173	CAPR 173-1, para 9.b.7.			X
0115	Group nomination for MG Jeanne M. Holm CAP AE Officer of the Year due to Wing	CAPR 50-1, attachment 2		X	
0115	Group nomination for AE Teacher of the Year due to Wing	CAPR 50-1, attachment 2		X	
0115	Group nomination for Frank G. Brewer Award Category I - CAP Cadet due to Wing	CAPR 50-1, attachment 2		X	
0115	Group nomination for Frank G. Brewer Award Category II - CAP Senior Member due to Wing	CAPR 50-1, attachment 2		X	
0115	Group nomination for Frank G. Brewer Award Category III - Non CAP Individual due to Wing	CAPR 50-1, attachment 2		X	
0115	Group nomination for Frank G. Brewer Award Category IV - Lifetime Achievement due to Wing	CAPR 50-1, attachment 2		X	
0115	Unit Commander submits Air Force Association Outstanding Cadet Award to AFA	CAPR 39-3, para 42	X		
0115	Unit nomination for Air Force Sergeants Association Cadet NCO of the Year due to Wing	CAPR 39-3, para 35.a.	X		
0115	Unit nomination for Colonel Dion E. DeCamp Ground Team of the Year due to Wing	CAPR 39-3, para 27.a.	X		
0115	Unit nomination for Colonel Edwin W. Lewis Incident Staff Member of the Year due to Wing	CAPR 39-3, para 26.a.	X		
0115	Unit nomination for Colonel Robert (Bud) V. Payton Public Affairs Officer of the Year due to Wing	CAPR 190-1, para 14.1.1	X	X	
0115	Unit nomination for Communicator of the Year due to Wing	CAPR 100-1, para 4.8.2	X	X	
0115	Unit nomination for Drug Demmand Reduction Member of the Year due to Wing	CAPR 39-3, para 32.a.	X		
0115	Unit nomination for Norm Edwards Counterdrug Officer of the Year due to Wing	CAPR 39-3, para 31.a.	X		
0115	Unit nomination for Professional Development Officer of the Year due to Wing	CAPR 39-3, para 34.a.	X		
0115	Unit nominations for Cadet of the Year due to Wing	CAPR 39-3, para 24.b.(2)	X		
0115	Unit nominations for Senior Member of the Year due to Wing	CAPR 39-3, para 23.a	X		
0115	Wing AE Activity Report due to Region/AE	CAPR 280-2, para 7.c(1)(c) and 6.c.(2)(b)			X
0115	Wing AEPOA due to Region/AE	CAPR 280-2, para 6.c(1)(c) and 6.c.(2)(b)			X
0131	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0131	Wing AE Plan of Action due to Region	CAPR 50-1, attachment 2			X
0131	Wing/DOV provides pilot evaluation statistics in WMIRS	CAPR 70-1, para 9.11.2.1			X
0201	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0201	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0201	Wing/CP Encampment Commander schedules Wing Summer Encampment with NHQ/CP if appropriate	CAPR 60-1, para 9.2.3.1			X
0210	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0210	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
0215	Cadet Programs Officer of the Year award nominations due to Region/DP	CAPR 52-16, para 6-4.b			X
0215	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0215	Wing nomination for AE Teacher of the Year due to Region	CAPR 39-3, para 28.b.			X

REPORTS CONTROL MATRIX

0215	Wing nomination for Air Force Sergeants Association Cadet NCO of the Year due to Region	CAPR 39-3, para 35.b.			X
0215	Wing nomination for Cadet of the Year due to Region	CAPR 39-3, para 24.b.(3)			X
0215	Wing nomination for Colonel Dion E. DeCamp Ground Team of the Year due to Region	CAPR 39-3, para 27.b.			X
0215	Wing nomination for Colonel Edwin W. Lewis Incident Staff Member of the Year due to Region	CAPR 39-3, para 26.b.			X
0215	Wing nomination for Communicator of the Year due to Region	CAPR 100-1, para 4.8.2			X
0215	Wing nomination for Drug Demmand Reduction Member of the Year due to Region	CAPR 39-3, para 32.b.			X
0215	Wing nomination for Finance Officer of the Year due to Region	CAPR 39-3, para 25.a.			X
0215	Wing nomination for Frank G. Brewer Award Category I - CAP Cadet due to Region	CAPR 50-1, attachment 2			X
0215	Wing nomination for Frank G. Brewer Award Category II - CAP Senior Member due to Region	CAPR 50-1, attachment 2			X
0215	Wing nomination for Frank G. Brewer Award Category III - Non CAP Individual due to Region	CAPR 50-1, attachment 2			X
0215	Wing nomination for Frank G. Brewer Award Category IV - Lifetime Achievement due to Region	CAPR 50-1, attachment 2			X
0215	Wing nomination for George Texido Legislative Officer of the Year due to Region	CAPR 39-3, para 30.a.			X
0215	Wing nomination for MG Jeanne M. Holm CAP AE Officer of the Year due to Region	CAPR 39-3, para 29.b.			X
0215	Wing nomination for Norm Edwards Counterdrug Officer of the Year due to Region	CAPR 39-3, para 31.b.			X
0215	Wing nomination for Professional Development Officer of the Year due to Region	CAPR 39-3, para 34.b.			X
0215	Wing nomination for Senior Member of the Year due to Region	CAPR 39-3, para 23.b			X
0215	Wing.CC nomination for National Character Development Instructor of the Year due to Region	CAPR 265-1, para 11.c.			X
0215	Wing.CC nomination for National Senior Chaplain of the Year due to Region	CAPR 265-1, para 11.a.			X
0215	Wing.CC nomination for Squadron Chaplain of the Year due to Region	CAPR 265-1, para 11.b.			X
0215	Wing/CC nominates an IG for the Inspector General of the Year Award to Region/IG	CAPR 39-3, para 32.a.			X
0228	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0301	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0301	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0301	Wing/CC requests unit strength waivers from Region/CC - Required for 0331 NHQ requirement	CAPR 20-3(I), para 10.c.			X
0310	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0310	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
0315	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0315	Wing/CC informs NHQ/CP of the Wing Squadron of Merit with copy to Region	CAPR 39-3, para 39			X
0331	Cadet units revisit / revalidate annual goals	CAPR 60-1, para 4-2.3	X	X	X
0331	Conduct and document quarterly finance meeting in minutes	CAPR 173-1, para 9.c.(8)	X	X	
0331	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0331	Upload quarterly finance meeting minutes in SmartVault	CAPR 173-1, para 9.b.(9)			X
0331	Wing/CC advises NHQ about retention of minimally staffed units	CAPR 20-3(I), para 10.b			
0401	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0401	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0401	Review unit budget and log in finance committee minutes	CAPR 173-1, para 9.b.4.	X	X	X
0410	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0410	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
0410	Wing Communications plan submitted to NHQ/DOK and a copy provided to Region/DC	CAPR 100-1, para 2.2.3			X
0415	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0415	Conduct Internal Financial Review for previouos quarter and document it on CAPF 173	CAPR 173-1, para 9.b.7.			X
0415	Unit Commander submits Air Force Sergeants Association Outstanding Unit Cadet NCO Award to AFSA	CAPR 39-3, para 43	X		
0415	Unit Commander submits VFW Cadet NCO Award to VFW	CAPR 39-3, para 44	X		
0415	Unit Commander submits VFW Cadet Officer Award to VFW	CAPR 39-3, para 44	X		
0430	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0501	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0501	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0510	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0510	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X

REPORTS CONTROL MATRIX

0515	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0531	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0601	Aircraft Inspected with CAPF 71 and sent to Wing/LGM (must be completed during the month of June)	OKWG Supp 1 to CAPR 66-1. para 6.4.6.1	X	X	X
0601	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0601	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0610	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0610	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
0615	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0615	Wing historical narrative and supporting documentation due to NHQ/HO and Region/HO	CAPR 210-1, para 6.a.(5) and para 6.a.(6)			X
0630	Cadet units revisit / revalidate annual goals	CAPR 60-1, para 4-2.3	X	X	X
0630	Conduct and document quarterly finance meeting in minutes	CAPR 173-1, para 9.c.(8)	X	X	
0630	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0630	Upload quarterly finance meeting minutes in SmartVault	CAPR 173-1, para 9.b.(9)			X
0701	Change User Level Passwords (NLT Every 6 months)	CAPR 120-1, para 8.10	X	X	X
0701	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0701	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0701	Review unit budget and log in finance committee minutes	CAPR 173-1, para 9.b.4.	X	X	X
0710	Each Chaplain and CDI submits semi-annual activity/statistical report in eServices	CAPR 265-1, para 8.c.	X	X	X
0710	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0710	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
0715	Annual Operations Training Plan uploaded to WMIRS	CAPR 60-3, para 1-7			X
0715	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0715	Conduct Internal Financial Review for previous quarter and document it on CAPF 173	CAPR 173-1, para 9.b.7.			X
0730	Wing/CC submits American Legion Outstanding Squadron Award	CAPR 39-3, para 41			X
0731	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0731	Wing/CC includes SUI budget request in annual training plan in WMIRS	CAPR 20-3, para 9.9			X
0731	Wing/DOV provides pilot evaluation statistics in WMIRS	CAPR 70-1, para 9.11.2.1			X
0801	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0801	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0810	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0810	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
0815	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0831	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0901	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
0901	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
0901	Units submit WCAC appointments in eServices Cadet Duties Module	CAPR 52-16, para 7-4b	X		
0901	Wing submits WCAC and RCAC appointments in eServices Cadet Duties Module	CAPR 52-16, para 7-4b			X
0910	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
0910	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
0915	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
0915	Unit Commanders appoint one primary and one alternate CAC representative in eServices	CAPR 60-1, para 7.2.2	X	X	X
0930	Cadet units revisit / revalidate annual goals	CAPR 60-1, para 4-2.3	X	X	X
0930	Conduct and document quarterly finance meeting in minutes	CAPR 173-1, para 9.c.(8)	X	X	
0930	IT Document Review and Approval	CAPR 120-1, para 5.2.2.	X	X	X
0930	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
0930	Upload quarterly finance meeting minutes in SmartVault	CAPR 173-1, para 9.b.(9)			X
0930	Wing/IT reviews and documents a list of all approved domain names and websites	CAPR 120-1, para 5.2.2.			X
1001	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
1001	Develop and approve an annual budget	CAPR 173-1, para 9.b.4. and CAPR 173-1, para 9.c.(9)	X	X	X

REPORTS CONTROL MATRIX

1001	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
1001	Start of Annual Physical Inventory period (must be complete prior to 31 December)	CAPR 174-1, para 2-16.b.	X	X	X
1001	Start of Real Property Inventory period (must be complete prior to 31 December)	CAPR 174-1, para 6-10	X	X	X
1001	Unit completes annual Safety Survey (starting date, must be accomplished by 31 January)	CAPR 62-1, para 6.c.	X	X	X
1001	Units complete CAPF 172 and submit to Wing	CAPR 173-1, para 6.g.	X	X	X
1001	Wing/CP Encampment Commander schedules Wing Winter Encampment with NHQ/CP if appropriate	CAPR 60-1, para 9.2.3.1			X
1010	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
1010	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
1015	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
1015	Conduct Internal Financial Review for previous quarter and document it on CAPF 173	CAPR 173-1, para 9.b.7.			X
1030	Unit AE Activity Report due to Group	CAPR 50-1, attachment 2	X		
1031	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
1101	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
1101	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
1110	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
1110	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
1115	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
1130	Group AE Activity Report due to Wing	CAPR 50-1, attachment 2		X	
1130	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
1130	Unit AE Plan of Action due to Group	CAPR 50-1, attachment 2	X		
1201	Destroy inactive member records if member is inactive for five (5) years	CAPR 39-2, para 1.8	X	X	X
1201	Monthly Full Backup of CAP-owned IT Assets	CAPR 120-1, para 11.6	X	X	X
1210	Original Aircraft Flight Logs and member checks sent to Wing.	OKWG Supp 1 to CAPR 66-1. para 4.1	X		
1210	Submit COV information to the Vehicle Usage Entry module in ORMS	CAPR 77-1, para 5-1.b.(2)	X	X	X
1215	Completed glider sorties for the previous month must be validated in WMIRS	CAPR 60-1(I), page 5			X
1215	Unit nomination for AE Teacher of the Year due to Group	CAPR 50-1, attachment 2	X		
1215	Unit nomination for Frank G. Brewer Award Category I - CAP Cadet due to Group	CAPR 50-1, attachment 2	X		
1215	Unit nomination for Frank G. Brewer Award Category II - CAP Senior Member due to Group	CAPR 50-1, attachment 2	X		
1215	Unit nomination for Frank G. Brewer Award Category III - Non CAP Individual due to Group	CAPR 50-1, attachment 2	X		
1215	Unit nomination for Frank G. Brewer Award Category IV - Lifetime Achievement due to Group	CAPR 50-1, attachment 2	X		
1215	Unit nomination for MG Jeanne M. Holm CAP AE Officer of the Year due to Group	CAPR 50-1, attachment 2	X		
1215	Wing/IG submits annual SUI Plan of Action to Region/IG for review	CAPR 20-1, para 7.4			X
1231	Conduct and document quarterly finance meeting in minutes	CAPR 173-1, para 9.c.(8)	X	X	
1231	Group AE Plan of Action due to Wing	CAPR 50-1, attachment 2		X	
1231	Remove CAPF73 from COV and replace it with a new CAPF73	CAPR 77-1, para 5-1.b.(1)	X	X	X
1231	Update Wing Alert Roster in WMIRS	CAPR 60-3, para 1-5.b.(1).(a) and CAPR 60-6, para 1.5.e.(1)			X
1231	Upload quarterly finance meeting minutes in SmartVault	CAPR 173-1, para 9.b.(9)			X
1231	Wing AE Activity Report due to Region	CAPR 50-1, attachment 2			X