

REPORTS CONTROL MATRIX

| DATE DUE | REPORT / ACTION | REFERENCE |
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| 0101 | Annual Public Affairs Plan completed window start (must be completed by 31 March). Send to Wing/PA | CAPR 190-1, para 7.1 |
| 0101 | Annual Risk Management discussion during unit safety meeting | CAPR 62-1, para 4.i. |
| 0101 | Cadet units establish and publish Annual cadet program goals | CAPR 60-1, para 4-2 |
| 0101 | Change User Level Passwords (NLT Every 6 months) | CAPR 120-1, para 8.10 |
| 0101 | Commanders conduct annual CAP Nondiscrimination Policy briefing to all unit members | CAPR 36-1, para 4.4.2 |
| 0101 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0101 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0101 | Review unit budget and log in finance committee minutes | CAPR 173-1, para 9.b.4. |
| 0101 | Unit completes annual Safety Day (starting date, must be accomplished by 31 March) | CAPR 62-1, para 4.i. |
| 0101 | Units update internal alert rosters | CAPR 60-3, para 1-5.c.(6) |
| 0110 | Each Chaplain and CDI submits semi-annual activity/statistical report in eServices | CAPR 265-1, para 8.c. |
| 0110 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0110 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0115 | Cadet Programs Officer of the Year award nominations due to Wing/DP | CAPR 52-16, para 6-4.b |
| 0115 | Unit Commander submits Air Force Association Outstanding Cadet Award to AFA | CAPR 39-3, para 42 |
| 0115 | Unit nomination for Air Force Sergeants Association Cadet NCO of the Year due to Wing | CAPR 39-3, para 35.a. |
| 0115 | Unit nomination for Colonel Dion E. DeCamp Ground Team of the Year due to Wing | CAPR 39-3, para 27.a. |
| 0115 | Unit nomination for Colonel Edwin W. Lewis Incident Staff Member of the Year due to Wing | CAPR 39-3, para 26.a. |
| 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 |
| 0115 | Unit nomination for Communicator of the Year due to Wing | CAPR 100-1, para 4.8.2 |
| 0115 | Unit nomination for Drug Demand Reduction Member of the Year due to Wing | CAPR 39-3, para 32.a. |
| 0115 | Unit nomination for Norm Edwards Counterdrug Officer of the Year due to Wing | CAPR 39-3, para 31.a. |
| 0115 | Unit nomination for Professional Development Officer of the Year due to Wing | CAPR 39-3, para 34.a. |
| 0115 | Unit nominations for Cadet of the Year due to Wing | CAPR 39-3, para 24.b.(2) |
| 0115 | Unit nominations for Senior Member of the Year due to Wing | CAPR 39-3, para 23.a |
| 0131 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 0201 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0201 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0210 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0210 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0228 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 0301 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0301 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0310 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0310 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0331 | Cadet units revisit / revalidate annual goals | CAPR 60-1, para 4-2.3 |
| 0331 | Conduct and document quarterly finance meeting in minutes | CAPR 173-1, para 9.c.(8) |
| 0331 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 0401 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0401 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0401 | Review unit budget and log in finance committee minutes | CAPR 173-1, para 9.b.4. |

REPORTS CONTROL MATRIX

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| 0410 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0410 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0415 | Unit Commander submits Air Force Sergeants Association Outstanding Unit Cadet NCO Award to AFSA | CAPR 39-3, para 43 |
| 0415 | Unit Commander submits VFW Cadet NCO Award to VFW | CAPR 39-3, para 44 |
| 0415 | Unit Commander submits VFW Cadet Officer Award to VFW | CAPR 39-3, para 44 |
| 0430 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 0501 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0501 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0510 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0510 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0531 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 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 |
| 0601 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0601 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0610 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0610 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0630 | Cadet units revisit / revalidate annual goals | CAPR 60-1, para 4-2.3 |
| 0630 | Conduct and document quarterly finance meeting in minutes | CAPR 173-1, para 9.c.(8) |
| 0630 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 0701 | Change User Level Passwords (NLT Every 6 months) | CAPR 120-1, para 8.10 |
| 0701 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0701 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0701 | Review unit budget and log in finance committee minutes | CAPR 173-1, para 9.b.4. |
| 0710 | Each Chaplain and CDI submits semi-annual activity/statistical report in eServices | CAPR 265-1, para 8.c. |
| 0710 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0710 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0731 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 0801 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0801 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0810 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0810 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0831 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 0901 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 0901 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 0901 | Units submit WCAC appointments in eServices Cadet Duties Module | CAPR 52-16, para 7-4b |
| 0910 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 0910 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 0915 | Unit Commanders appoint one primary and one alternate CAC representative in eServices | CAPR 60-1, para 7.2.2 |
| 0930 | Cadet units revisit / revalidate annual goals | CAPR 60-1, para 4-2.3 |
| 0930 | Conduct and document quarterly finance meeting in minutes | CAPR 173-1, para 9.c.(8) |
| 0930 | IT Document Review and Approval | CAPR 120-1, para 5.2.2. |
| 0930 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |

REPORTS CONTROL MATRIX

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| 1001 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 1001 | Develop and approve an annual budget | CAPR 173-1, para 9.b.4. and CAPR 173-1, para 9.c.(9) |
| 1001 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 1001 | Start of Annual Physical Inventory period (must be complete prior to 31 December) | CAPR 174-1, para 2-16.b. |
| 1001 | Start of Real Property Inventory period (must be complete prior to 31 December) | CAPR 174-1, para 6-10 |
| 1001 | Unit completes annual Safety Survey (starting date, must be accomplished by 31 January) | CAPR 62-1, para 6.c. |
| 1001 | Units complete CAPF 172 and submit to Wing | CAPR 173-1, para 6.g. |
| 1010 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 1010 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 1030 | Unit AE Activity Report due to Group | CAPR 50-1, attachment 2 |
| 1031 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 1101 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 1101 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 1110 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 1110 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 1130 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |
| 1130 | Unit AE Plan of Action due to Group | CAPR 50-1, attachment 2 |
| 1201 | Destroy inactive member records if member is inactive for five (5) years | CAPR 39-2, para 1.8 |
| 1201 | Monthly Full Backup of CAP-owned IT Assets | CAPR 120-1, para 11.6 |
| 1210 | Original Aircraft Flight Logs and member checks sent to Wing. | OKWG Supp 1 to CAPR 66-1. para 4.1 |
| 1210 | Submit COV information to the Vehicle Usage Entry module in ORMS | CAPR 77-1, para 5-1.b.(2) |
| 1215 | Unit nomination for AE Teacher of the Year due to Group | CAPR 50-1, attachment 2 |
| 1215 | Unit nomination for Frank G. Brewer Award Category I - CAP Cadet due to Group | CAPR 50-1, attachment 2 |
| 1215 | Unit nomination for Frank G. Brewer Award Category II - CAP Senior Member due to Group | CAPR 50-1, attachment 2 |
| 1215 | Unit nomination for Frank G. Brewer Award Category III - Non CAP Individual due to Group | CAPR 50-1, attachment 2 |
| 1215 | Unit nomination for Frank G. Brewer Award Category IV - Lifetime Achievement due to Group | CAPR 50-1, attachment 2 |
| 1215 | Unit nomination for MG Jeanne M. Holm CAP AE Officer of the Year due to Group | CAPR 50-1, attachment 2 |
| 1231 | Conduct and document quarterly finance meeting in minutes | CAPR 173-1, para 9.c.(8) |
| 1231 | Remove CAPF73 from COV and replace it with a new CAPF73 | CAPR 77-1, para 5-1.b.(1) |