

REPORTS CONTROL MATRIX

| DATE DUE | REPORT / ACTION  | REFERENCE                                 |
|----------|--|---|
| 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)                 |
| 0101     | Annual Crisis Communications Plan completed window start (must be completed by 31 March)           | CAPR 190-1, para 7.1                      |
| 0101     | Update Wing Resource Report in WMIRS   | CAPR 60-3, para 1-5.b.(1).(a)             |
| 0110     | Each Chaplain and CDI submits semi-annual activity/statistical report in eServices                 | CAPR 265-1, para 8.c.                     |
| 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     | Completed glider sorties for the previous month must be validated in WMIRS                         | CAPR 60-1(l), page 5                      |
| 0115     | Conduct Internal Financial Review for previous quarter and document it on CAPF 173                 | CAPR 173-1, para 9.b.7.                   |
| 0115     | Wing AE Activity Report due to Region/AE   | CAPR 280-2, para 7.c(1)(c) and 6.c.(2)(b) |
| 0115     | Wing AEPOA due to Region/AE  | CAPR 280-2, para 6.c(1)(c) and 6.c.(2)(b) |
| 0131     | Remove CAPF73 from COV and replace it with a new CAPF73  | CAPR 77-1, para 5-1.b.(1)                 |
| 0131     | Wing AE Plan of Action due to Region   | CAPR 50-1, attachment 2                   |
| 0131     | Wing/DOV provides pilot evaluation statistics in WMIRS   | CAPR 70-1, para 9.11.2.1                  |
| 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                     |
| 0201     | Wing/CP Encampment Commander schedules Wing Summer Encampment with NHQ/CP if appropriate           | CAPR 60-1, para 9.2.3.1                   |
| 0210     | Submit COV information to the Vehicle Usage Entry module in ORMS                                   | CAPR 77-1, para 5-1.b.(2)                 |
| 0215     | Cadet Programs Officer of the Year award nominations due to Region/DP                              | CAPR 52-16, para 6-4.b                    |
| 0215     | Completed glider sorties for the previous month must be validated in WMIRS                         | CAPR 60-1(l), page 5                      |
| 0215     | Wing nomination for AE Teacher of the Year due to Region   | CAPR 39-3, para 28.b.                     |
| 0215     | Wing nomination for Air Force Sergeants Association Cadet NCO of the Year due to Region            | CAPR 39-3, para 35.b.                     |
| 0215     | Wing nomination for Cadet of the Year due to Region  | CAPR 39-3, para 24.b.(3)                  |
| 0215     | Wing nomination for Colonel Dion E. DeCamp Ground Team of the Year due to Region                   | CAPR 39-3, para 27.b.                     |
| 0215     | Wing nomination for Colonel Edwin W. Lewis Incident Staff Member of the Year due to Region         | CAPR 39-3, para 26.b.                     |
| 0215     | Wing nomination for Communicator of the Year due to Region   | CAPR 100-1, para 4.8.2                    |
| 0215     | Wing nomination for Drug Demand Reduction Member of the Year due to Region                         | CAPR 39-3, para 32.b.                     |
| 0215     | Wing nomination for Finance Officer of the Year due to Region                                      | CAPR 39-3, para 25.a.                     |
| 0215     | Wing nomination for Frank G. Brewer Award Category I - CAP Cadet due to Region                     | CAPR 50-1, attachment 2                   |
| 0215     | Wing nomination for Frank G. Brewer Award Category II - CAP Senior Member due to Region            | CAPR 50-1, attachment 2                   |
| 0215     | Wing nomination for Frank G. Brewer Award Category III - Non CAP Individual due to Region          | CAPR 50-1, attachment 2                   |
| 0215     | Wing nomination for Frank G. Brewer Award Category IV - Lifetime Achievement due to Region         | CAPR 50-1, attachment 2                   |
| 0215     | Wing nomination for George Texido Legislative Officer of the Year due to Region                    | CAPR 39-3, para 30.a.                     |

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| 0215 | Wing nomination for MG Jeanne M. Holm CAP AE Officer of the Year due to Region                    | CAPR 39-3, para 29.b.                     |
| 0215 | Wing nomination for Norm Edwards Counterdrug Officer of the Year due to Region                    | CAPR 39-3, para 31.b.                     |
| 0215 | Wing nomination for Professional Development Officer of the Year due to Region                    | CAPR 39-3, para 34.b.                     |
| 0215 | Wing nomination for Senior Member of the Year due to Region                                       | CAPR 39-3, para 23.b.                     |
| 0215 | Wing.CC nomination for National Character Development Instructor of the Year due to Region        | CAPR 265-1, para 11.c.                    |
| 0215 | Wing.CC nomination for National Senior Chaplain of the Year due to Region                         | CAPR 265-1, para 11.a.                    |
| 0215 | Wing.CC nomination for Squadron Chaplain of the Year due to Region                                | CAPR 265-1, para 11.b.                    |
| 0215 | Wing/CC nominates an IG for the Inspector General of the Year Award to Region/IG                  | CAPR 39-3, para 32.a.                     |
| 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                     |
| 0301 | Wing/CC requests unit strength waivers from Region/CC - Required for 0331 NHQ requirement         | CAPR 20-3(l), para 10.c.                  |
| 0310 | Submit COV information to the Vehicle Usage Entry module in ORMS                                  | CAPR 77-1, para 5-1.b.(2)                 |
| 0315 | Completed glider sorties for the previous month must be validated in WMIRS                        | CAPR 60-1(l), page 5                      |
| 0315 | Wing/CC informs NHQ/CP of the Wing Squadron of Merit with copy to Region                          | CAPR 39-3, para 39                        |
| 0331 | Cadet units revisit / revalidate annual goals   | CAPR 60-1, para 4-2.3                     |
| 0331 | Remove CAPF73 from COV and replace it with a new CAPF73   | CAPR 77-1, para 5-1.b.(1)                 |
| 0331 | Upload quarterly finance meeting minutes in SmartVault  | CAPR 173-1, para 9.b.(9)                  |
| 0331 | Wing/CC advises NHQ about retention of minimally staffed units                                    | CAPR 20-3(l), para 10.b                   |
| 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.                   |
| 0410 | Submit COV information to the Vehicle Usage Entry module in ORMS                                  | CAPR 77-1, para 5-1.b.(2)                 |
| 0410 | Wing Communications plan submitted to NHQ/DOK and a copy provided to Region/DC                    | CAPR 100-1, para 2.2.3                    |
| 0415 | Completed glider sorties for the previous month must be validated in WMIRS                        | CAPR 60-1(l), page 5                      |
| 0415 | Conduct Internal Financial Review for previous quarter and document it on CAPF 173                | CAPR 173-1, para 9.b.7.                   |
| 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 | Submit COV information to the Vehicle Usage Entry module in ORMS                                  | CAPR 77-1, para 5-1.b.(2)                 |
| 0515 | Completed glider sorties for the previous month must be validated in WMIRS                        | CAPR 60-1(l), page 5                      |
| 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 | Submit COV information to the Vehicle Usage Entry module in ORMS                                  | CAPR 77-1, para 5-1.b.(2)                 |
| 0615 | Completed glider sorties for the previous month must be validated in WMIRS                        | CAPR 60-1(l), page 5                      |
| 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) |
| 0630 | Cadet units revisit / revalidate annual goals   | CAPR 60-1, para 4-2.3                     |
| 0630 | Remove CAPF73 from COV and replace it with a new CAPF73   | CAPR 77-1, para 5-1.b.(1)                 |
| 0630 | Upload quarterly finance meeting minutes in SmartVault  | CAPR 173-1, para 9.b.(9)                  |
| 0701 | Change User Level Passwords (NLT Every 6 months)  | CAPR 120-1, para 8.10                     |

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| 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 | Submit COV information to the Vehicle Usage Entry module in ORMS                         | CAPR 77-1, para 5-1.b.(2)                            |
| 0715 | Annual Operations Training Plan uploaded to WMIRS  | CAPR 60-3, para 1-7                                  |
| 0715 | Completed glider sorties for the previous month must be validated in WMIRS               | CAPR 60-1(l), page 5                                 |
| 0715 | Conduct Internal Financial Review for prevfious quarter and document it on CAPF 173      | CAPR 173-1, para 9.b.7.                              |
| 0730 | Wing/CC submits American Legion Outstanding Squadron Award                               | CAPR 39-3, para 41                                   |
| 0731 | Remove CAPF73 from COV and replace it with a new CAPF73                                  | CAPR 77-1, para 5-1.b.(1)                            |
| 0731 | Wing/CC includes SUI budget request in annual training plan in WMIRS                     | CAPR 20-3, para 9.9                                  |
| 0731 | Wing/DOV provides pilot evaluation statistics in WMIRS                                   | CAPR 70-1, para 9.11.2.1                             |
| 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 | Submit COV information to the Vehicle Usage Entry module in ORMS                         | CAPR 77-1, para 5-1.b.(2)                            |
| 0815 | Completed glider sorties for the previous month must be validated in WMIRS               | CAPR 60-1(l), page 5                                 |
| 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 | Wing submits WCAC and RCAC appointments in eServices Cadet Duties Module                 | CAPR 52-16, para 7-4b                                |
| 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                                |
| 0915 | Completed glider sorties for the previous month must be validated in WMIRS               | CAPR 60-1(l), page 5                                 |
| 0930 | Cadet units revisit / revalidate annual goals  | CAPR 60-1, para 4-2.3                                |
| 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)                            |
| 0930 | Upload quarterly finance meeting minutes in SmartVault                                   | CAPR 173-1, para 9.b.(9)                             |
| 0930 | Wing/IT reviews and documents a list of all approved domain names and websites           | CAPR 120-1, para 5.2.2.                              |
| 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.                                |
| 1001 | Wing/CP Encampment Commander schedules Wing Winter Encampment with NHQ/CP if appropriate | CAPR 60-1, para 9.2.3.1                              |
| 1010 | Submit COV information to the Vehicle Usage Entry module in ORMS                         | CAPR 77-1, para 5-1.b.(2)                            |
| 1015 | Completed glider sorties for the previous month must be validated in WMIRS               | CAPR 60-1(l), page 5                                 |
| 1015 | Conduct Internal Financial Review for prevfious quarter and document it on CAPF 173      | CAPR 173-1, para 9.b.7.                              |
| 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                                |

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| 1110 | Submit COV information to the Vehicle Usage Entry module in ORMS           | CAPR 77-1, para 5-1.b.(2)                                   |
| 1115 | Completed glider sorties for the previous month must be validated in WMIRS | CAPR 60-1(l), page 5  |
| 1130 | Remove CAPF73 from COV and replace it with a new CAPF73                    | CAPR 77-1, para 5-1.b.(1)                                   |
| 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 | Submit COV information to the Vehicle Usage Entry module in ORMS           | CAPR 77-1, para 5-1.b.(2)                                   |
| 1215 | Completed glider sorties for the previous month must be validated in WMIRS | CAPR 60-1(l), page 5  |
| 1215 | Wing/IG submits annual SUI Plan of Action to Region/IG for review          | CAPR 20-1, para 7.4   |
| 1231 | Remove CAPF73 from COV and replace it with a new CAPF73                    | CAPR 77-1, para 5-1.b.(1)                                   |
| 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) |
| 1231 | Upload quarterly finance meeting minutes in SmartVault                     | CAPR 173-1, para 9.b.(9)                                    |
| 1231 | Wing AE Activity Report due to Region                                      | CAPR 50-1, attachment 2                                     |