

Civil Air Patrol Squadron and Group Reporting Deadlines Year 2011

Report	Form	Due Dates	Recipient(s)
Aerospace	Squad/Grp AE Act. Rpt Plan of Action (POA)	Both, 5 Jan to MEG 15 Jan to NYWG	Electronic to Maj Candib to forward to NYWG/AE
Aerospace Excellence	AEX Report Form	6 Monthly Reports	e-services
AE-CAP Unit Grant App, Rpt	See CAPP 15 Application Pg 47 Report Pg 48	App 30 June, 31 Dec Rpt 30 Sept, 31 Mar Report follows usage	Nat'l HQ/AE e-mail ae@capnhq.gov
Cadet Programs	See CAPP 52-18, Pg 28-29 Squadron or Individual President's Challenge	Test May and/or Nov Rpt 15 June, 15 Dec	Unit www.cap.gov/ Individual www.indiana.edu/~preschal/index.shtml
Cadet Programs	See CAPR 39-4, pg 22-24 1. Air Force Assoc Award 2. AFSA NCO Award 3. VFW NCO & Off Awds	15 Jan 15 Apr 15 Apr	Air Force Assoc HQ Air Force Sgts Assoc VFW
Communication	ORMS Comm Gear Inventory	31 Mar	ORMS e-Services
Chaplain, Character Develop	NYWF 34	15 Jun and 15 Dec	MEG/CH Lt Col Biddle bcbiddle@aol.co
Command	SA or SUI	Annual SA as assigned SUI every 3 years	NYWG/IG mcaiello@twcny.rr.com
Counter Narcotic (MEG)	CAPF 82, 84, 108	Monthly	
Drug Demand Reduction	DDR Form	1 Sept App, 30 Sept Rpt	Nat'l HQ/DDR
Emergency Services	1. MEG/ESO Trng Plan 2. MEG/Request for Trng 3. Unit Alert Roster	Jan, Apr, July, Oct Min 10 days prior Jan and Jun	NYWG/ESO NYWG Ops web page MEG/ESO, NYWG/ESO
Finance	1. Fund Raising Request, 2. Unit Cont Fac Rpt, 3. CC Financial Disc., 4. Financial Committee	Before fund raiser or "None" for year 30 Sept 30 Sept 30 Sept	e-mail to Maj Falco mlf0048@aol.com For NYWG/FM
Logistics/Supply	1. ORMS Equip Inventory 2,3. S-3x, S-6, 4. Real Prop Survey, 5. Unit Cont. Fac Rpt	31 Mar 15 Dec 15 Dec 15 Dec	ORMS e-Services MEG/LG For NYWG/LG
Operations (MEG)	CAPF 18 CAPF 99	20 th Monthly	NYWG Finance NYWG DO & St. Dir.
Personnel	PA-11-01, signed	31 Dec or as updated Which is PA-11-02, etc as issued	1-Unit 1-Each Person's file 1-MEG to capneal@aol.com
Safety	1. Safety Down Day 2. Monthly Safety Briefing 3. Operation Risk Mgmt 4. Safety Survey	Once Jan - Mar Monthly Oct 31 December	e-Services
Transportation-MEG	CAPF 73	1 st of Month	MEG enters e-Services Paper to NYWG/TO