

WING REPORT SCHEDULE

MONTHLY

AREA	REPORT	OPR	DUE DATE	WHEN	REPORT TO	SEND TO	REGULATION
Operations	Monthly Flying Report	CONSOL MFR	20th of the month	Monthly	WMIRS	eServices/WMIRS	CAPR 70 para 9.10.10.1
Operations	Monthly Flying Report	CONSOL MFR	10th of the month	Monthly	NMWG/FM	capnmwg.finance@gmail.com	NMWG Fin Mgt Procedure NM-6
Property Management	Vehicle Usage Report	Unit LGs	5th of the month	Monthly	NMWG/LG	skay@cap.gov	CAPR 77-1 para 5-1.b.1
Safety	Monthly Safety Education Completion	Unit SEs	last day of month	Monthly	SIRS	eServices/SIRS	CAPR 62-1 para 3.e.(6)/4.a.(ICL)

SEMI-ANNUAL

AREA	REPORT	OPR	DUE DATE	WHEN	REPORT TO	SEND TO	REGULATION
Chaplain Corps	Semi Annual Activity/Statistical Report	Unit HCs/CDIs	10 Jan & 17 July	Semi-annual	NMWG/HC	randolphnolen@aol.com	CAPR 265-1 para 8
Chaplain Corps	Delinquent Submissions Report	NMWG/HC	15 Jan & 15 July	Semi-annual	NMWG/CC	mlee@cap.gov	CAPR 265-1 para 8
Operations	Check-Ride Report	All Check Pilots	5 Jan & 5 July	Semi-annual	NMWG/DOV	esz999@gmail.com	CAPR 70-1 para 9.11
Operations	Trend Analysis Reporting	NMWG/DOV	31 Jan & 31 July	Semi-annual	WMIRS	eServices/WMIRS	CAPR 70-1 para 9.11.2

ANNUAL

AREA	REPORT	OPR	DUE DATE	WHEN	REPORT TO	SEND TO	REGULATION
Aerospace Education	AE Plan of Action	Unit AEOs	31-Jan	Annually	NMWG/AE	rodewing@q.com	CAPR 50-1 9.2.4 para 10
Aerospace Education	AE Activity Report	Unit AEOs	15-Oct	Annually	NMWG/AE	rodewing@q.com	CAPR 50-1 9.2.4 para 11
Cadet Programs	Wing DDR End of Year Report	NMWG/DDR	30-Oct	Annually	eServices	eServices/Cadet Programs	CAPR 52-22 para 3.6
Communications	Wing Communications Plan	NMWG/DC	10-Apr	Annually	NHQ Comm	mkyser@capnhq.gov	CAPR 100-1 para 2.2.3
Financial Management	CAPF 171 Unit CC's Financial Disclosure Statement	Unit CC's	1-Nov	Annually	eServices	Commader's Corner	CAPR 173-1 para 30.b
Financial Management	CAPF172 Consolidated Finance Authorizations	All Commanders	1-Oct	Annually	NMWG/FM	capnmwg.finance@gmail.com	CAPR 173-1 para 6.g
Financial Management	Annual Wing Operating Budget	NMWG/CC	1-Oct	Annually	NMWG/FM	Post to NMWG Quickbooks	CAPR 173-1 para 9.b.4
Financial Management	Annual Squadron Budget	Unit Commanders	1-Oct	Annually	NMWG/FM	capnmwg.finance@gmail.com	CAPR 173-1 para 9.c.9
Information Technology	Approval to conduct CAP Internet Operations Review	NMWG/IT	30-Sep	Annually	eServices	eServices/Internet Operations	CAPR 120-1 para 5.2.2
Nondiscrimination	CAP Nondiscrimination Policy Briefing reminder	All Commanders	31-Jan	Annually	none	none	CAPR 36-1 para 4.4.2
Property Management	Real Property Inventory	Unit LG's	30-Nov	Annually	ORMS	eServices/ORMS	CAPR 174-1 para 6-10
Property Management	Annual Inventory Certification	Unit LG's	31-Dec	Annually	ORMS	eServices/ORMS	CAPR 174-1 para 2-17.b
Property Management	CAPF 175 Vehicle Justification	NMWG/CC	31-Dec	Annually	SWR/CC	SWR/CC	CAPR 174-1 para 5-2.a
Public Affairs	Annual Public Affairs Plan	All PAs	31-Jan	Annually	NMWG/PA	jaytourtel@comcast.net	CAPR 190-1 para 7.1
Public Affairs	PA Crisis Communications Plan	Wing PAO	31-Jan	Annually	NMWG/PA	jaytourtel@comcast.net	CAPR 190-1 para 7.1.3
Safety	Annual Safety Risk Management Day	Unit CC & SE	31-Mar	Annually	SIRS	eServices/SIRS	CAPR 62-1 para 4.i & l