

## NJ Wing Report and Application Calendar

Mon	Due	Item	From	To	Reference	Form	Comments
<b>J A N U A R Y</b>	<b>1</b>	Annual Unit Safety Survey	Squadron	Wing	R 62-1	NJWG Form	Sent via e-mail to Wing SE
		Begin a new Property Document Register	All	n/a	R 67-1	38	
		Cadet of the Year Nominations - Phase 1,2,3,4	Squadron	Wing	R-39-3		COY Guide
		Chaplain Statistical Report	Chaplains	Wing Chaplain	R 265-1	34	
		NCASE Crown Circle nominations	All	HQ CAP	R 280-2	In P 15	
		Safety Officer of the Year nominations	Squadron	Wing	R 62-1	120	
	Safety Report	Squadron	Wing	R 62-1	Via WMU		
	<b>5</b>	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	In brochure	Only if participating
		AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73 via web	
	<b>10</b>	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update
	<b>15</b>	Brewer Awards nominations	Squadron	Wing	P 15	25	
		Cadet of the Year nominations	Squadron	Wing	R 39-3	58	
		Communicator of the Year nominations	Squadron	Wing	R 100-1 V1	Narrative	
		Moral Leadership Officer of the Year nominations	Squadron	Wing	R 265-1	Narrative	
		Public Affairs Quarterly Report	Squadron	Wing	R 190-1	NJWF 2	Sent via e-mail to wing PAO
		Senior Member of the Year nominations	Squadron	Wing	R 39-3	Narrative	
	<b>31</b>	Squadron Chaplain of the Year nominations	Squadron	Wing	R 265-1	Narrative	
CAP Academic Scholarships applications		All	HQ CAP	R 52-16	95		
	IACE Applications	All	HQ CAP	R 52-16	31	Requires coupon in CAP News	
<b>F E B R U A R Y</b>	<b>1</b>	Crossfield Teacher of the Year nominations	All	HQ CAP	R 280-2	In P 15	
		Safety Report	Squadron	Wing	R 62-1	Via WMU	
	<b>5</b>	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	In brochure	Only if participating
		AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73 via web	
	<b>10</b>	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update
	<b>28</b>	Spaatz Association Flight Scholarship	Squadron	Spaatz Assoc.	Spaatz Assoc.	via web	<a href="http://www.tankerbob.com/scholar.htm">www.tankerbob.com/scholar.htm</a>

## NJ Wing Report and Application Calendar

Mon	Due	Item	From	To	Reference	Form	Comments
<b>M A R C H</b>	<b>1</b>	Annual S-3 Reports	Squadron	Wing	R 67-1	S-3	
		Daedalian Flight Scholarships applications	All	HQ CAP	R 52-16	95	
		Safety Report	Squadron	Wing	R 62-1	Via WMU	
	<b>5</b>	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	In brochure	Only if participating
		AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73	
	<b>10</b>	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update
	<b>15</b>	Annual Squadron Equipment Requirements List	Squadron	Wing	R 67-1		
<b>A P R I L</b>	<b>1</b>	Safety Report	Squadron	Wing	R 62-1	Via WMU	
	<b>5</b>	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	In brochure	Only if participating
		AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73 via web	
	<b>10</b>	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update
	<b>15</b>	AFA Award to Outstanding CAP Cadets	All	AFA	R 39-3		
		AFSA Award-Outstanding CAP Cadet NCO of the Year	All	AFSA	R 39-3		
		Public Affairs Quarterly Report	Squadron	Wing	R 190-1	NJWF 2	Sent via e-mail to wing PAO
<b>M A Y</b>	<b>1</b>	Annual Safety Survey	Squadron	Group; Wing	R 62-1	NJWG Form	via email to se@njwg.cap.gov
		Safety Report	Squadron	Wing	R 62-1	Via WMU	
	<b>5</b>	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	In brochure	Only if participating
		AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73 via web	
	<b>10</b>	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update
	<b>30</b>	Squadron Physical Fitness Award (Spring)	Squadron	Squadron	R 52-18		Test any day in May

## NJ Wing Report and Application Calendar

Mon	Due	Item	From	To	Reference	Form	Comments	
<b>J U N E</b>	<b>5</b>	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	In brochure	Only if participating	
		AEO Periodic Update Report	Squadron	Wing	P 15	Informal		
		Flight Release Logs	FROs	Wing;LO	R 60-1	99		
		Vehicle usage	Squadron	Wing	R 77-1	73		
	<b>10</b>	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update	
	<b>15</b>	Squadron Physical Fitness Award (Spring)	Squadron	NHQ /LMPD	R 52-18		Test any day in May	
<b>30</b>	American Legion - Outstanding Squadron Award	Squadron	Wing	R 39-3				
	Annual inventory of real estate and facilities	Squadron	Wing	R 87-1				
<b>J U L Y</b>	<b>1</b>	Appointment of Wing CAC Representatives	Squadron	Wing	R 52-16			
		Chaplain Statistical Report	Chaplains	Wing Chaplain	R 265-1	34		
		Safety Report	Squadron	Wing	R 62-1	Via WMU		
	<b>5</b>	AEO Periodic Update Report	Squadron	Wing	P 15	Informal		
		Flight Release Logs	FROs	Wing;LO	R 60-1	99		
		Vehicle usage	Squadron	Wing	R 77-1	73 via web		
	<b>10</b>	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update	
	<b>15</b>	Public Affairs Quarterly Report	Squadron	Wing	R 190-1	NJWF 2	Sent via e-mail to wing PAO	
	<b>A U G U S T</b>	<b>1</b>	Safety Report	Squadron	Wing	R 62-1	Via WMU	
<b>5</b>		AEO Periodic Update Report	Squadron	Wing	P 15	Informal		
		Flight Release Logs	FROs	Wing;LO	R 60-1	99		
		Vehicle usage	Squadron	Wing	R 77-1	73 via web		
<b>10</b>		Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update	
<b>15</b>		DDR End of Year Report	Squadron	Wing	P 51-1		Only if funds received	
		DDR Initiatives Prog. App. [Funding Request]	Squadron	Wing	P 51-1		Only if funds requested	
<b>31</b>		DDR Program Purchases Completed	All		P 51-1			

## NJ Wing Report and Application Calendar

Mon	Due	Item	From	To	Reference	Form	Comments
<b>S E P T E M B E R</b>	1	Safety Report	Squadron	Wing	R 62-1	Via WMU	
	5	AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73 via web	
10	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update	
<b>O C T O B E R</b>	1	CLA Applications	Squadron	Wing		31 + essay	
		Safety Report	Squadron	Wing	R 62-1	Via WMU	
		Cadet Civic Leadership Academy Applications	Squadron	Wing			NHQ website
		Unit Self-Assessment	Squadron	Wing	R 123-3		Recommended
	5	AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73 via web	
	10	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update
	15	Public Affairs Quarterly Report	Squadron	Wing	R 190-1	NJWF 2	Sent via e-mail to wing PAO
	31	Report of prior Fiscal Year financial transactions	All	Wing	R 173-1	173	
	<b>N O V E M B E R</b>	1	Annual Unit Financial Report for Fiscal Year	Squadron	Wing	R 173-1	173
Safety Report			Squadron	Wing	R 62-1	Via WMU	
5		AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73 via web	
10		Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update
30		Squadron Physical Fitness Award (Fall)	Squadron	Squadron	R 52-18		Test any day in November
	USAF Academy Prep School applications	All	Wing	R 52-16			

## NJ Wing Report and Application Calendar

Mon	Due	Item	From	To	Reference	Form	Comments
<b>D E C E M B E R</b>	<b>1</b>	ES Alert/Resource Report	Squadron	Wing	R 60-3		
		Safety Report	Squadron	Wing	R 62-1	Via WMU	
	<b>5</b>	AEO Periodic Update Report	Squadron	Wing	P 15	Informal	
		Flight Release Logs	FROs	Wing;LO	R 60-1	99	
		Vehicle usage	Squadron	Wing	R 77-1	73 via web	
	<b>10</b>	Professional Development Report	All	HQ CAP	R 50-17	via web	Review and Update
	<b>15</b>	Annual Squadron AE Activity Report	Squadron	Wing	P 15	In P 15	
		Squadron Physical Fitness Award (Fall)	Squadron	NHQ	R 52-18		Test any day in November
	<b>31</b>	International Air Cadet Exchange Applications	Squadron	NHQ	CAP News	Coupon	CAP News - requires coupon
National Cadet Special Activity applications		Squadron	Wing	R 52-16	31		
<b>A S  R E Q U I R E D</b>	<b>45 Days Prior</b>	Training Ops/Safety Plan	All	Wing	Policy Letter	10	
	<b>Within 1 Day</b>	Mishap Report Form	All	Wing	R 62-2	78	
	<b>Within 7 Days</b>	Senior Program Director's Report	All	HQ CAP, Wing	R 50-17	11	
		Completed or surplus AFIADL tests	All	Wing	50-4		includes out of date tests
		Change or apointment of AFIADL TCO	All	Wing	50-4	Letter	
	<b>Within 30 Days</b>	Encampment Report	All	HQ CAP, Wing	R 52-16	20	
		Mishap Investigation Form	All	Wing	R 62-2	79	