

Georgia Wing Deliverables Guide

January:

- 01 January: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 01 January: Annual Safety Emphasis Meeting Period begins (include Risk Management Review) (Ends 31 March)
- 05 January: CAP Vehicle Usage Report Due
- 10 January: Monthly Operations Flying Hour Report Due
- 15 January: CAPR Form 34a, *Chaplain Statistical Report* Due To Wing/CC and Region/HC
- 15 January: CAP "...Of The Year" Nominations Due to Wing
- 15 January: AFA CAP Aerospace Education Cadet of the Year Nomination
- 15 January: NCSA Application Period ends (Opens 01 Dec)
- 31 January: Replacement of Disposable Carbon Monoxide Detectors in Each Aircraft
- 31 January: Monthly Safety Education Due

February:

- 01 February: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 05 February: CAP Vehicle Usage Report Due
- 10 February: Monthly Operations Flying Hour Report Due
- 28 February: Significant event details from previous year due to wing for inclusion in historical report
- 28 February: Monthly Safety Education Due

March:

- 01 March: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 01 March: Cadet Encampment Assistance applications open for summer encampments/close depends on date of event
- 01 March: NSC National Staff College application deadline
- 05 March: CAP Vehicle Usage Report Due
- 10 March: Monthly Operations Flying Hour Report Due
- 31 March: Annual Safety Emphasis Meeting Period Ends
- 31 March: Quarterly Finance Committee Meeting Due
- 31 March: Monthly Safety Education Due

April:

- 01 April: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 05 April: CAP Vehicle Usage Report Due
- 10 April: Monthly Operations Flying Hour Report Due
- 30 April: Monthly Safety Education Due

May:

- 01 May: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 05 May: CAP Vehicle Usage Report Due
- 10 May: Monthly Operations Flying Report Due
- 31 May: Monthly Safety Education Due

June:

- 01 June: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 05 June: CAP Vehicle Usage Report Due
- 10 June: Monthly Operations Flying Report Due
- 30 June: Quarterly Finance Committee Meeting Due
- 30 June: Monthly Safety Education Due

July:

- 01 July: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 05 July: CAP Vehicle Usage Report Due
- 10 July: Monthly Operations Flying Report Due
- 15 July: CAPR Form 34a, *Chaplain Statistical Report* Due To Wing/CC and Region HC
- 31 July: Monthly Safety Education Due

August:

- 01 August: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 01 August: Cadet Advisory Council (CAC) appointments due
- 05 August: CAP Vehicle Usage Report Due
- 10 August: Monthly Operations Flying Report Due
- 31 August: Monthly Safety Education Due
- 31 August: All Quality Cadet Unit Award activity inputs must be completed

September:

- 01 September: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 05 September: CAP Vehicle Usage Report Due
- 10 September: Monthly Operations Flying Report Due
- 30 September: Real Property Data due in ORMS
- 30 September: Quarterly Finance Committee Meeting Due
- 30 September: Monthly Safety Education Due

October:

- 01 October: CAPF 171 – Unit Commander’s Financial Disclosure Window Opens (Ends 30 November)
- 01 October: CAPF 172 – Consolidated Finance Authorization
- 01 October: Unit Operating Budget (Finance)
- 01 October: Awarded Scholarships Report (Finance)
- 01 October: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 01 October: Annual Communications Inventory Period Begins (Ends 31 December)
- 01 October: Annual Property/Supply Inventory Period Begins (Ends 31 December)
- 05 October: CAP Vehicle Usage Report Due
- 10 October: Monthly Operations Flying Report Due
- 15 October: Squadron Aerospace Education Plan & Activity Report Due to Group
- 31 October: Monthly Safety Education Due

November:

- 01 November: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 01 November: Cadet Encampment Assistance Program applications open for winter encampments
- 05 November: CAP Vehicle Usage Report Due
- 10 November: Monthly Operations Flying Report Due
- 15 November: Group Aerospace Education Plan & Activity Report Due to Wing
- 30 November: CAPF 171 – Unit Commander’s Financial Disclosure Window Closes (Opens 01 October)
- 30 November: Monthly Safety Education Due

December:

- 01 December: Replace CAP Form 73 in Corporate Vehicles/Perform Inspection
- 01 December: NCSA Application Period Opens (late applicants after 15 Jan may not be accepted)
- 01 December: Annual Communications Inventory Must Be Complete
- 01 December: Annual Property/Supply Inventory Must Be Complete
- 05 December: CAP Vehicle Usage Report Due
- 10 December: Monthly Operations Flying Report Due
- 31 December: Quarterly Finance Committee Meeting Due
- 31 December: Monthly Safety Education Due

- Non-discrimination Policy – briefed annually
- Ground handling training – every two years

NOTE: List is for guidance only. Refer to CAP regulations. January 2019.