

CHAPTER 11

RECURRING REPORTS

11-1. GENERAL INSTRUCTIONS

- a. Responsible Office.** Most reports are established by HQ CAP's published List of Recurring Reports to collect data that is essential to effective management of CAP programs. An office of primary responsibility (OPR) uses each report to monitor programs directed by the office. All inquiries concerning a report should be addressed to the specific OPR or to CAWG/DA. The CAWG/DA is responsible for assuring that all reports are submitted on time to the respective OPR. The Reports Control Officer (CAWG/DAR) monitors and logs all reports as received, and assures that they are received by the OPR.
- b. Preparation and Format.** All reports should be computer-generated or typewritten. Computer generation using MS Word templates and distribution as Email attachments is the recommended method of reporting, since it greatly reduces the workload at group and wing headquarters, compresses the time required to complete the report and eliminates postage costs. Templates for each of the reports are available for download from <http://capnhq.gov/> for all National forms (click on the CAP Pubs link), or from <http://www.cawg.cap.gov/html/Pubs/publicat.htm> for CAWG Forms. Group commanders should counsel their unit commanders, as required, on the correct preparation of each report. ALL reports listed in Section A are required from ALL UNITS in CAWG. Reports listed in Section B are only required of units with CAP aircraft, vehicles or property.
- c. Negative Reports.** Negative reports are those submitted which reflect that the unit did not perform any reportable activity for the reporting period. The report is still submitted as required to the OPR, unless specifically exempted from reporting.
- d. Report Control Symbol (RCS).** Each report has been assigned a report control symbol (RCS) as a means of identification. Figure 11-1, "RCS Functional Organization," explains the construction of the RCS for each report.

Controlling HQ	OPR	Frequency	OPR Control No.
HQ CAP	FAS*	AR = As Required	(Optional)
PACR		M = Monthly	
CAWG		Q = Quarterly	
		S = Semi-Annual	
		A = Annual	
<u>Example:</u>			
CAWG	LG	(A)	S-3

* FAS = Functional address symbol of the OPR, See Chapter 1, Paragraph 1-10

Figure 11-1. RCS Functional Organization

- e. **Forms.** All reports shall use the most current edition of the report form as listed in the CAP Regulation 0-9 or CAWG Supplement 1 to CAPR 0-9, *Numerical Index of California Wing Forms*. Forms in use on the date of publication of this manual are summarized along with key information about each report in Figure 11-2.
- f. **Reporting Periods.** Except where noted, all reports are based on the calendar year. The annual reports will cover the period of 1 January to 31 December of the previous year and are due at CAWG HQ not later than dates described in this chapter. Quarterly reports will cover the periods in the table below.

1 st Quarter (Q1)	January, February, and March
2 nd Quarter (Q2)	April, May and June
3 rd Quarter (Q3)	July, August and September
4 th Quarter (Q4)	October, November and December

- g. **Distribution and copies.** For all reports, CAWG HQ requires a copy of the report for CAWG/DA and for the OPR. A copy should be retained by group HQ. Each originating unit is responsible for retaining a file copy of all of their reports along with any attached documentation and making them available for inspection as required. In addition, the unit file copy may be needed to answer questions as they arise from any higher HQ reviewing the report. The unit staff officer responsible for producing the report may also wish to keep a personal copy in the event that questions must be answered by telephone when the officer is not at unit HQ. The originating unit needs to forward only one copy to group HQ when the report requires summarization or consolidation by group staff. In this case, group retains a file copy and forwards the summarized or consolidated report to CAWG/DA at da@cawg.cap.gov and to the appropriate OPR. As stated above, Email distribution is the most efficient method to get the report to the proper destination by the published due date.

11-2. GROUP HEADQUARTERS REPORTS CONTROL SYSTEM

- a. **Report Scheduling.** Each group HQ should establish a “Reports Control Calendar,” to schedule the due dates of reports from subordinate units. Allow sufficient lead time in the due dates to allow for any time lag in submitting reports to CAWG, so that all reports will arrive no later than the established due dates.
- b. **Distribution.** Each group HQ should distribute at least one copy of their Reports Control Calendar to each subordinate unit not later than 31 December of the preceding year for which the calendar applies.

NOTE: All reports must pass through the intermediate headquarters except those noted below. The groups may require information copies of reports sent directly from the units to CAWG. In many cases, the group HQ will consolidate most reported information and submit a combined report for the group to the OPR, with copy to CAWG/DAR. DAR is responsible for recording/monitoring the submission of reports by the units/groups.

SECTION A. RECURRING REPORTS FOR ALL CAP UNITS

11-3. ASSIGNMENT OF STAFF, BOARDS AND COMMITTEES.

- a. **RCS: CAWG/DA(A)**
- b. This information is reported and distributed as the first and second unit Personnel Authorization of the year IAW CAPR 10-3. See Chapter 1 of this manual for procedures and suggested format. Since these PAs form a permanent historical record for the unit, they **should be signed**.
- c. Changes in unit staff assignments or boards and committees should be reported on subsequent PAs, each identified by the next number in sequence, as required.
- d. PA yy-01 must list a Supply Officer and a Testing Officer. This convention was adopted by CAWG in 2000 as part of a form simplification effort.
- e. Submit two copies of all PAs to group HQ. Group HQ will forward one copy of all PAs to CAWG/DA via FAX or US Mail. All units submit one copy of PA yy-01 directly to CAWG/LG.

11-4. FINANCIAL REPORT

- a. **RCS: CAP/FM(A)**
- b. This report is required of all chartered units by CAPR 173-1. It is required 1) annually, 2) whenever a new finance officer or new commander is appointed, and 3) upon the deactivation of a unit. Units failing to submit this report may not be considered for annual charter renewal under the provisions of CAPR 20-3, *Charters and Other Organization Action*.
 1. **Annual Reports.** The annual reports shall be compiled on a Fiscal Year (Oct 1 through Sep 30) basis, summarized by each Group HQ and submitted in totality to CAWG HQ/FM no later than 15 November.
 2. **New Commander, New Finance Officer or Unit Deactivation.** This report is due at the appropriate group headquarters no later than the established due date, or within 30 days of appointment of a new commander, finance officer or deactivation of a unit. Reports for change of group commanders and/or group finance officer shall be submitted to CAWG HQ within 30 days. Groups shall retain squadron reports for changes in commanders and finance officers. These, and reports for deactivations shall be held by the groups and then assimilated into the next annual report submission.
 3. **Report Contents.** All reporting is done using Quicken Basic 2002 software, which has been provided to each unit. Each financial report will consist of the following products. Program templates for each have been provided by CAWG/FM.
 - a. Itemized Category Report - This is the counterpart of the CAPF 173-1 showing receipts and expense detail.
 - b. Profit and Loss Report - This is similar to the CAPF 173-2 showing summary totals of receipts and expenses by account number.

- c. Bank Reconciliation Report - This report is generated after reconciliation to the bank statement. Ensure the beginning balance is equal to the ending balance from the prior Fiscal Year report. Prompt Quicken to generate the report as of 30 Sep 20yy, or it will default to the current date.
 - d. Bank Statement closing out the FY. In most cases this statement will be as of 30 September.
 - e. CAWGF 13 Finance Report Transmittal - The Unit Commander, Finance Officer and Auditor sign this document. The Auditor is certifying the accuracy of the report (beginning balance agrees with ending balance from prior year, all checks are listed, and ending totals reconcile with bank statement.) The audit verifies the report is in balance, and may be done at either the squadron or group level.
4. **Procedure.** Because of the size of the files, reports are printed and forwarded to group HQ for consolidation. Units must and groups may keep a copy of all reports in accordance with CAPR 10-1.
 5. **Action at group HQ.** Groups audit subordinate unit reports to verify they are "in balance" with the corresponding bank statement. Groups then prepare a summary report by generating a new Quicken "company." This summary report consists of the products listed in Paragraph 3 above, and includes group summary totals and the summary totals from each subordinate unit posted as detail transactions. A package is compiled, consisting of this summary report; all group and subordinate unit reports, bank statements, and CAWGFs13. The package is forwarded to CAWG/FM by 15 November.

11-5. AEROSPACE EDUCATION REPORT

a. RCS: CAWG/ET(Q)

- b. This is a required report of all chartered units, authorized by CAPP 15 *Aerospace Education Officer's Handbook*. All squadrons and flights will submit this report to the appropriate group headquarters and the group headquarters will consolidate their own and subordinate unit reports into one package and submit to CAWG/DA/ETA not later than the established due date for each quarter.

- c. **Procedure.** This report utilizes a CAWG version of the National form, which may be downloaded from <http://www.cawg.cap.gov/html/Pubs/publicat.htm> as the CAWGF 82.

1. Prepare CAWGF 82 on the computer using the MS Word template. Detailed instructions for completion of the report are attached and downloaded as part of the form.
2. Submit the report through intermediate headquarters, to CAWG/ETA at ETA@cawg.cap.gov with a copy to CAWG/DA. Retain a copy for unit and group files. Submission as an Email attachment is encouraged.
3. Negative reports are required, if applicable.

11-6. CHAPLAIN ACTIVITIES REPORT

a. RCS: CAWG/HC(S)

- b. This required report of all chartered units is authorized by CAPR 265-1. Each chaplain and Moral Leadership Officer reports his/her activity on a semi-annual basis using CAPF 34, *Chaplain Statistical Report*. If no chaplain or MLO is assigned to a particular unit, CAPR 265-1 and 52-16 authorize the unit commander to utilize a visiting chaplain, or other clergy to supplement the CAP Chaplain Service program and/or a senior member to conduct the moral leadership program. In this case, the visiting chaplain, delegate or the commander prepares the report. Negative reports are required when applicable.
- c. CAPF 34 is available for download from [http://www.capnhq.gov/CAP Pubs](http://www.capnhq.gov/CAP_Pubs). Detailed instructions for completion are printed on the back of the CAPF 34.
- d. The completed report is forwarded directly to CAWG/HC at HC@cawg.cap.gov semi-annually by the established due dates. File copies are provided to the unit, group and to CAWG/DA. Transmission of the report as an Email attachment is encouraged.

11-7. ACCIDENT PREVENTION PROGRAM REPORT/ANNUAL SAFETY SURVEY

- a. **RCS: PACR/SE(Q) P-1, PACR/SE(A) P-2**
- b. Safety reporting is required by CAPR 62-1 and Pacific Region and CAWG Supplements. All units prepare CAWGF 7 to record their accident prevention efforts during the preceding quarter. An MS Word template of the CAWGF7 may be downloaded from <http://www.cawg.cap.gov/html/Pubs/publicat.htm>. Computer generation of the report is highly recommended, along with transmission as an Email attachment to higher HQ. Squadron reports will be incorporated by the group headquarters into a consolidated group report. Email transmission permits this operation to be accomplished through use of copy and paste commands at significant savings in time and effort. If the report is mailed, appropriate lead time must include the time required to retype the information at group HQ and still meet the established due date.
- c. Negative reports are unacceptable. A negative report is a statement that a unit has no active safety or accident prevention program. Any negative report submitted by a unit will be grounds for immediate suspension from all participation in CAP activities until the condition is corrected.
- d. All squadrons and groups shall provide the following information:
 1. Complete the information requested in the blanks at the top of the form.
 2. Indicate the individual's grade, name, CAPID and FAA Wings (Pilot Proficiency Program) phase in the Remarks for any phase completions during the quarter.
 3. Indicate current status in Remarks of any CAPF 26, *CAP Safety Improvement or Hazard Report* submitted to CAWG/SE during the quarter.
 4. Indicate the number of safety briefings on ground and/or flight safety. The goal is three briefings per unit per quarter. Indicate the number of people in attendance at each briefing of the CAP Sentinel Safety Bulletin and CAWG Safety Bulletin. In Remarks, indicate the date, location and topic(s) covered at each safety meeting.
 5. Explain deficiencies, i.e., lack of safety officer, briefings and/or safety survey not completed, etc., along with the proposed action to overcome the deficient condition(s).

6. Enter the name and CAPID of the assigned safety officer. If this assignment has changed since the previous report, prepare a CAPF2a for the newly assigned SE with all contact information posted on the back. Forward the Form 2a to CAWG/SE.
7. Group HQ consolidates the group and squadron reports as follows:
 - a. Report the number of safety meetings held at group and at each squadron during the quarter.
 - b. Copy the information submitted from the Remarks section of each squadron report.
 - c. Forward the consolidated report to CAWG/SE at SE@cawg.cap.gov with a copy to CAWG/DA by the established due date. Retain a copy of the consolidated report and each unit report at group HQ.

NOTE: Unit reports are not sent to CAWG HQ. They remain on file at the unit and at group HQ.

- e. Each squadron will conduct an annual safety survey, as prescribed in CAPR 62-1, Paragraph 2.f during the second quarter of each year. Forward a copy of this report to group headquarters by the established due date. Group HQ will report to CAWG/SE when all subordinate units have completed their surveys and deficiencies have been corrected.
- f. Group headquarters will complete the Group Annual Safety Survey as outlined in CAPR 62-1 during the second quarter. This report will include a listing and status of any deficiencies noted in subordinate unit reports. Forward the group survey to CAWG /SE with a copy to CAWG/DA by the established due date.

11-8. PUBLIC AFFAIRS PROGRAM REPORT

- a. **RCS: CAP/PA(Q)**
- b. This report is required from all chartered units by CAPR 190-1. Group HQ will consolidate subordinate unit reports with the group HQ data and prepare a statistical summary report for the group. Groups submit the consolidated report via Email attachment to CAWG/PA with a copy to CAWG/DA. Squadrons are encouraged to provide their report to group HQ via Email attachment, because the consolidation may then be done with copy and paste commands. This approach will eliminate the need for extensive retyping at group HQ. In addition to quarterly reports from the line units, project officers or public affairs officers covering Encampment, Squadron Leadership School, Corporate Learning Course and CAWG Conference should also provide CAPF 190-1 directly to CAWG/PA, so their efforts may be included in the quarterly combined Wing report.
- c. Negative reports are required for control purposes.
- d. All reports utilize the CAPF 190-1. An MS Word template may be downloaded from [http://www.capnhq.gov/CAP Pubs](http://www.capnhq.gov/CAP_Pubs) .
- e. Complete the report as follows:
 1. In the Rank/Name/Address box, provide personal information of the unit PAO, **as well as the Unit or Group name for proper identification.**
 2. In the Wing box, place the **Unit Charter Number**.

3. Only groups and wing provide the Number of Units.
 4. If articles were published in local newspapers, indicate the name of the publication, topic and report the length of the article in column inches. Copies of articles need not be attached, but should be retained in the unit Public Affairs file.
 5. When reporting radio or television time, indicate the station identification, topic and include the number of minutes for each broadcast.
 6. Indicate the number of participants for each community relations activity reported.
 7. Post the name of the unit newsletter and the URL of the unit web site in section IV, Internal Information Activities.
 8. Include as Miscellaneous Activities any participation in air shows, community aerospace events, or public affairs projects held during wing sponsored activities, emergency services exercises, etc.
 9. Groups include as part of the first and third quarter reports (due 5 Apr and 5 Oct) a roster of all assigned PAOs in the group. This list may be extracted from the squadron reports, and will include grade, name, charter, home address, telephone numbers and email address.
- f. Groups forward the consolidated report electronically to CAWG/PA at pa@cawg.cap.gov, with a copy to CAWG/DA. Units not attached to a group send their report directly to CAWG/PA for incorporation into the combined wing report. All reports are due on the 5th day of the month following the close of each calendar quarter.

11-9. PROFESSIONAL DEVELOPMENT REPORT (PDR) [Previously Senior Training Report]

- a. **RCS: CAP/ETP(Q)**
- b. HQ CAP supplies this report directly to each unit. Alternatively, the report may be generated on request from a download of the CAPWatch database for the unit. The PDR should be held and updated approximately two weeks before the due date. Information submitted should be verified on the next PDR received from HQ CAP. The PDR is updated in accordance with the instructions contained in CAPR 50-17. All specialty track changes must be made in RED INK. **Do NOT make notes or write questions on the report.** The unit commander must sign the report prior to submission.
- c. This report is due at HQ CAP/ETP NLT 15 days prior to the next reporting period, to allow time for inputting changes into member records. Mail directly to CAP/ETP on or before the dates shown in Figure 11-2. Retain a copy for unit files for comparison with the next quarterly report, to be sure all changes have been entered.
- d. Negative reports are not required. Submit only if there are changes to be reported.

11-10. UNIT HISTORIAN REPORT TO WING

- a. **RCS: CAWG/DAH(A)**
- b. This report is compiled by units and groups for submission to the wing historian (CAWG/DAH) for compilation of the annual report. The report consists of a narrative

description of the major activities and accomplishments of the unit during the preceding year. Attach a copy of each Personnel Authorization generated by the unit during the year.

- c. Due date: 30 Jan of each year.
- d. Submit through channels to CAWG/DAH, with copy to CAWG/DA.

11-11. CAP REAL PROPERTY SURVEY

a. RCS: CAP/LG (AR)

- b. All units that own, rent, lease or occupy real property are required to maintain a current copy of this report on file by CAPR 87-1. The *CAP Real Property Survey Form* is located in Attachment 2 of the regulation. The CAWGF 59 is an MS Word template of the form available for download from <http://www.cawg.cap.gov/html/Pubs/publicat.htm>.
- c. Each unit forwards a copy of CAWGF 59, signed by the unit commander to CAWG/LG whenever a change occurs to the real property arrangement. An information copy may be sent to group HQ. Attach a copy of the revised lease, license, or letter of permission to occupy the premises to the form. Retain a copy in the unit file. This copy will be used to validate and update the S-6 report in January of each year.

11-12. ANNUAL REAL PROPERTY INVENTORY

a. RCS: CAP/LG (A) S-6

- b. This report provides a consolidated reference to all levels of command of the inventory of real property and facilities owned and used by all CAP units. Procedures for completing this report are documented in CAPR 87-1, Paragraph 8.
- c. Units receive the S-6 from CAWG/LG in December of each year. Using the file copy of CAWGF 59, units validate the S-6 information, posting changes as required to reflect the property status as of 31 Dec. Units forward the updated S-6 to CAWG/LG by 31 Jan.
- d. CAWG/LG updates the wing HQ report, consolidates that report with all unit reports, and submits to PCR/LG by 28 Feb.
- e. PCR/LG updates their information and submits the consolidated report for the region to NHQ CAP/LGS in March. Changes are posted to the database; a new report is generated and distributed to regions by 30 June, and to wings in July.

SECTION B. PROPERTY AND AIRCRAFT REPORTS

11-13. CORPORATE AIRCRAFT MAINTENANCE AND OPERATIONS REPORTS.

- a. The CAWGF 65, *Quarterly Corporate Aircraft Maintenance Report* has been discontinued.
- b. All units with corporate aircraft now submit usage directly to National HQ via a restricted computer application. Each aircraft manager submits usage by the 5th day of each month. CAWG/DOAM will provide the user identifier, password and instructions necessary to access this secured site. See <https://ntc.cap.af.mil/ops/form18/> for CAPF 18 Flight Hour Reporting.

11-14. AIRCRAFT OPERATIONS AND MAINTENANCE RECAP

- a. **RCS: Unit/DOAM (M)**
- b. At the end of each month the unit A/C manager will remove the completed pages of CAWGF 781, *CAWG A/C Operations & Maintenance Log* from the aircraft log book and retain them in the unit aircraft files. **It is no longer necessary to forward a copy to CAWG HQ.**

11-15. CAP FLIGHT RELEASE REPORTS

- a. **RCS: CAWG/DO (M)**
- b. Flight release reporting is required by CAPR 60-1. Within CAWG, this information is due by 5th day of each month at HQ CAWG/DO. While corporate aircraft flight hours are captured on the CAPF 18 as described above, the CAPF 99, *CAP Flight Release Log* is the only mechanism available to capture member-owned aircraft flight hours. The summarization process described below focuses on the handling of the CAPF 99 to accumulate member-owned flight hours for the CAPF 18 in an attempt to correct two "Findings" on the last Compliance Inspection of CAWG.

NOTE 1: All Flight Release Officers (FRO)s must have been assigned on a unit personnel authorization and have received training in the performance of their duties IAW CAPR 60-1. It is critical the WMU Unit Personnel Authorization be kept current insofar as FROs are concerned, because that product is used as the source of data for the quarterly FRO List required by CAPR 60-1.

- c. The CAWGF 99, *Member-Owned Aircraft Usage Summary*, and a MS Word template of the CAPF 99 are available at <http://www.capnhq.gov/CAP Pubs>. Computer preparation of CAPF 99 is suggested to minimize the time required to transmit the report and to improve the quality of the data. **Signed CAPFs 99 are not required to be sent to CAWG HQ, since this data is used only statistically.** The signed original Form 99 should be filed at the unit.
- d. **Flight Release Officers.**
 1. Give releases throughout the month as requested.
 2. Promptly report activity to the group operations officer, or designee, at month-end.

- (a) Email transmission of the CAPF 99 is preferred (no signature is necessary.)
 - (b) FAX transmission is acceptable with permission of the group commander.
 - (c) If the CAPF 99 is sent by US Mail, the FRO must cut off the month 1-2 days early.
3. Negative report is required.
 4. File original CAPF 99, with signatures in the unit operations file.
- e. Incident Commanders**
1. Prepare CAPF 99 for any member-owned aircraft released to participate in the mission.
 2. Forward the CAPF 99 directly to CAWG/DO, separate from the mission documentation package, immediately upon closing the mission.
- f. Group Operations Officer (or designee)**
1. Collect CAPFs 99 from subordinate unit FROs. Verify that all designated FROs have submitted either CAPF 99 or a Negative Report.
 2. Identify member-owned aircraft on each CAPF 99.
 3. Post member-owned actual flight hours by aircraft tail number and mission symbol to the CAWGF 99, *Member-Owned Aircraft Usage Summary*. Sum the columns and post totals at the bottom of the form.
 4. Forward the CAWGF 99 and attached CAPFs 99 to CAWG/DO by the 5th of the month following that being reported.
- g. Counterdrug Administrative Officer**
1. Accumulate both corporate and member-owned CD hours by aircraft tail number on a CD activity worksheet throughout the month.
 2. Transcribe these hours to the CAPF 82, *Counterdrug Monthly Activity Report*.
 3. Forward a copy of the CD activity worksheet to CAWG/DO by the 5th of the month following that being reported.
- h. CAWG/DO (or designee)**
1. Receive CAPF 99 from each incident commander. Prepare a CAWGF 99 for all member-owned aircraft reported as participating in mission flying.
 2. Receive CAWGF 99/CAPFs 99 package from each group.
 3. Accumulate member-owned aircraft hours by mission symbol for A-, B- and C- flights (EXCEPT A-3 CD missions.)
 4. Post the grand total member-owned flight time to the online CAPF 18 by mission symbol.
 5. Receive monthly CD activity worksheet from CD Administrative Officer.
 6. Verify the A-3 hours posted by each unit aircraft manager (DOAM) agrees with the CD worksheet for all corporate aircraft. Adjust discrepancies to conform CAPF 18 to the CD worksheet.
- NOTE: The CD Administrative Officer reports total flight hours in the month the mission ended. This action can cause discrepancies between CAPF 82 and the CAPF 18 when the month ends during a mission. The unit DOAM reports corporate aircraft

usage from the CAWGF 781, and tends to report flights on the day flown, irrespective of a mission spanning across month-end. By having CAWG/DO designee verify/update all A-3 hours posted to CAPF 18, they will agree with the CAPF 82.

7. Sum and post the member-owned A-3 flight hour totals from the CD worksheet to the CAPF 18.
8. File CAWGF 99, CAPFs 99 and CD worksheet in Operations file by month.

11-16. CORPORATE AIRCRAFT FLIGHT CHARGES QUESTIONNAIRE

a. RCS: CAWG/DOAM (AR)

- b. This report collects data for establishing flight charges for corporate aircraft as required by CAPR 66-1. Only units with assigned corporate aircraft submit the report. Units may increase the minimum rates established by CAWG when necessary to cover non-reimbursable expenses described in CAWG Supplement 1 to CAPR 66-1. The data entered on this report constitutes official notice of a rate change by the reporting unit.
- c. Complete CAWGF 52, *Corporate Aircraft Flight Charges Questionnaire* in original and one copy. Forward original through channels to CAWG/DOAM whenever it is necessary to adjust the charge. Retain the copy in the unit aircraft file.

11-17. CORPORATE AIRCRAFT STORAGE AND MOORING REPORT

a. RCS: CAWG/DOAM (AR)

- b. This report fulfills the requirements of CAPR 66-1 and CAWG Supplement 1, to report the proper storage of corporate aircraft and to certify the mooring equipment in use. Prepare CAWGF 66, *Storage and Mooring Report* in original and one copy. Forward original through channels to CAWG/DOAM whenever the aircraft is relocated or the parking/tie-down conditions change. Retain a copy for the unit aircraft file.

11-18. MONTHLY VEHICLE UTILIZATION

a. RCS: CAP/LG(M) (Q)

- b. Units that have corporate vehicles assigned are required to complete this report by CAPR 77-1. Usage is reported directly to National HQ via a restricted application located at <https://www.capnhq.gov/>. Select the "Vehicles (Form 73)" application. CAWG/LG will authorize the Web Security Administrator to grant access to unit transportation officers to report vehicle usage each month. Usage reports are due by the 10th of each month.
- c. Usage data is extracted from CAPF 73, *CAP Vehicle Inspection Guide and Justification*. This is a multi-purpose form used to record each day's use, serve as an inspection guide and act as a discrepancy report. A new form is used for each month. At month-end the CAPF 73 is removed from the vehicle logbook and used as a data source for the usage report. Then it is retained in the unit vehicle file.
- d. At the close of each quarter, the unit/LGT or commander inspects the vehicle, legibly signs the Inspection block and forwards a copy of the current CAPF 73 through channels to CAWG/LGT for file. If equipment is available to scan the signed document, it may be

transmitted via email attachment. Otherwise, fax or US Mail should be used. **Annual photographs of the vehicle are no longer required.**

11-19. NON-EXPENDABLE EQUIPMENT INVENTORY

a. RCS: CAP/LG(A)S-3

- b.** Accountability for non-expendable equipment is controlled by CAPR 67-1. An annual inventory of all equipment is required. Detailed instructions are found in Paragraph 3-12 of the regulation.
- c.** In January, each unit receives three copies of the S3 report listing all unit assigned equipment. The unit commander or supply officer reviews the report, identifies all equipment listed, signs each of the three copies, and returns two copies to wing HQ. **The original copies must be returned to insure proper accountability.** Working copies may be produced to assist in the inventory, and an information copy of the signed report may be provided to group HQ, but two of the original signed copies must be returned to wing HQ. CAPF 37E must be attached to correct errors and describe additions, and deletions to the inventory. The third original copy is filed at the unit as the official record. Completed reports must be submitted to CAWG/LG by 31 Jan.
- d.** Wing HQ validates each unit report, assembles a package of ALL unit reports and correcting CAPFs 37E and forwards the package to CAP-USAF State Director by 15 Apr.

11-20. COMMUNICATIONS EQUIPMENT ACCOUNTABILITY REPORT.

a. RCS: CAP/LG(A)S-8

- b.** This report is required by CAPR 100-2. All units with assigned communications equipment must complete this report. Detailed procedures may be found at Paragraph 3-9 of the regulation. The process and timing parallels that of the S3 report, above. The same cautions apply to handling of the original reports received from CAWG HQ. These must be signed and two copies of the original report returned to insure integrity of the inventory process.

11-21. PROPERTY RESPONSIBILITY TRANSFER REPORT

a. RCS: CAWG/LG(AR)

- b.** This report is required of any chartered unit whenever a new supply officer or unit commander is appointed. It is authorized by CAPM 67-1, with the procedure described in Paragraph 3-2. A similar procedure is in effect for communications equipment as required by CAPR 100-2, Paragraph 3-2. This report is due at CAWG/LG within 30 days of change command or change of supply officer.
- c.** The reporting requirement is satisfied by means of a statement overprinted on the back of the S-3 and S-8 reports. Upon change of command or supply officer duty assignment, all parties sign the statement following an inventory of the equipment. Copies of the revised report are provided for:
- 1) The person relinquishing property responsibility

- 2) The person accepting responsibility
- 3) Unit commander of each of the above
- 4) CAWG/LG
- 5) CAP-USAF State Director

NOTE: An interim report has been employed to maintain accountability of all CAWG property during changes of responsibility that occur pending receipt of the current S-3 and S-8 reports. The interim report will be discontinued in favor of the process described above.

CAWG REPORTS SUMMARY

UNITS	RCS	TITLE	IAW	N/R REQ ¹	FORM	CAWG DUE DATES
REPORTS FROM ALL UNITS						
ALL	CAWG/DA(A)	Assignment of Staff, Boards & Committees (PAY-01 & PAY-02)	CAPR 10-3	N/A	Unit letterhead	31 Jan
ALL	CAP/FM(A)	Financial Report (FY 1 Oct-30 Sep)	CAPR 173-1, CAPR 20-3	N/A	QUICKEN & CAWGF13	Units: 31 Oct Gps: 15 Nov
ALL	CAWG/ETA(Q)	Aerospace Education Report	CAPP 15	YES	CAWGF82	Q1:5 Apr, Q2:5 Jul, Q3:5 Oct, Q4:5 Jan
ALL	CAWG/HC(S)	Chaplain Activities Report	CAPR 265-1	YES	CAPF 34	Q1-2: 5 Jul, Q3-4: 5 Jan
ALL	PACR/SE(Q)P-1	Quarterly Accident Prevention Program Report	CAPR 62-1	N/A ²	CAWGF7	Q1: 5 Apr, Q2: 5 Jul, Q3: 5 Oct, Q4: 5 Jan
ALL	PACR/SE(A)P-2	Annual Safety Survey	CAPR 62-1	N/A	CAPR62-1 Atch 4 Or CAWGF 8	5 Jul
ALL	CAP/PA(Q)	Public Affairs Program Report	CAPR 190-1	YES	CAPF 190-1	Q1: 5 Apr, Q2: 5 Jul, Q3: 5 Oct, Q4: 5 Jan
ALL	CAP/ETS(Q)	Professional Development Report	CAPR 50-17	NO	HQ CAP Report to units	As Required
ALL	CAWG/DAH(A)	Unit Historian Report to CAWG	CAPR 210-1	N/A	Unit letterhead	31 Jan
ALL	CAP/LG (AR)	Real Property Survey	CAPR 87-1	N/A	CAWGF 59	As Required
ALL	CAP/LG (A) S-6	Real Property Inventory	CAPR 87-1	N/A	HQ CAP Report	31 Jan
REPORTS FROM UNITS WITH AIRCRAFT, VEHICLES OR ANY CAP CORPORATE PROPERTY						
VEH	CAP/LG(Q)	Vehicle Inspection Guide and Justification	CAPR 77-1	N/A	CAPF 73	Q1: 5 Apr, Q2: 5 Jul Q3: 5 Oct, Q4: 5 Dec
ALL	CAP/LG(A)S-3	Non-Expendable Equipment Inventory	CAPR 67-1	N/A	HQ CAP Report	31 Jan
ALL	CAP/LG(A)S-8	Communications Property Report	CAPR 100-2	N/A	HQ CAP Report	31Jan
A/C	CAWG/DO(AR)	Corporate Aircraft Flight Charges	CAPR 66-1	N/A	CAWGF 52	As Required
A/C	CAWG/DO(AR)	Corporate Aircraft Storage & Mooring	CAPR 66-1	N/A	CAWGF 66	As Required
A/C	CAWG/DO(M)	Aircraft Operations & Maintenance	CAPR 66-1	N/A	CAWGF 781	File at Unit
ALL	CAWG/LG(AR)	Property Responsibility Transfer Report	CAPR 67-1, Atch 6	N/A	S-3, S8 Overprint	Ann., or 30 days after new CC or LG
A/C	CAWG/DO/LO(M)	CAP Flight Release Log & Summary	CAPR 60-1	YES	CAPF 99	10 th Monthly
CAWG	CAWG/DO (Q)	CAP Flight Release Officer List	CAPR 60-1	N/A	WMU Report	Q1: 5 Apr, Q2: 5 Jul Q3: 5 Oct, Q4: 5 Dec

¹ Negative report required.² Negative reports are unacceptable for safety report.**Figure 11-2. CAWG Reports Summary**