



**HEADQUARTERS TEXAS WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
553 Terry Crawford Drive  
Nacogdoches, Texas 75964-2468**



**Wing Report Schedule**

Functional Area	Report	OPR	Due Date	Frequency	Report To	Prescribing Regulation
<b>Monthly</b>						
Safety	Monthly Safety Education Completion	Unit SEs	5th of month following training	Monthly	SIRS	CAPR 62-1 TXWG SUP para. 4(a)
Property Management	Monthly Vehicle Usage Reports	Unit LGs	5th of month	Monthly	TXWG/LG	CAPR 77-1 TXWG SUP para. 5-1(b)(1)
<b>Semi-Annually</b>						
Operations	Trend Analysis Reporting	TXWG/DO	31 July & 31 January	Semi-Annually	WMIRS	CAPR 60-1 para. 3-10
Chaplain Corps	Semi-Annual Activity/Statistical Report	Unit HC/CDIs	10 July & 10 January	Semi-Annually	TXWG/HC	CAPR 265-1 para. 8
Chaplain Corps	Delinquent Submissions Report	TXWG/HC	15 July & 15 January	Semi-Annually	TXWG/CC	CAPR 265-1 para. 8
<b>Annual</b>						
Corporate Principles	CAPF 178, Conflict of Interest Statement	Interested Persons		Annually	NHQ/GC	CAPR 1-4 para. 5
Nondiscrimination	CAP Nondiscrimination Policy Briefing	All CCs		Annually	Unit members	CAPR 36-1 para. 4(d)(2)
Safety	Annual Risk Management Briefing	Unit SEs		Annually	SIRS	CAPR 62-1 para. 4(i)
<b>January</b>						
Aerospace Education	Aerospace Education Award Nominations	Group AEOs	15 January	Annually	TXWG/AE	CAPR 50-1 Att 2
Cadet Programs	Wing Cadet Programs Officer of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 60-1 para. 6-4
Cadet Programs	Region Cadet Programs Officer of the Year Award Nomination	TXWG/CC	15 January	Annually	SWR/CC	CAPR 60-1 para. 6-4
Chaplain Corps	Wing Senior Chaplain of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 265-1 para. 11(a)
Chaplain Corps	Wing Squadron Chaplain of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 265-1 para. 11(b)
Chaplain Corps	Wing Character Development Instructor of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 265-1 para. 11(c)
Communications	Wing Communicator of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 100-1 para. 4-8(b)



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Personnel	Wing Senior Member of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 23(a)
Personnel	CAPF 58, Nomination for Cadet of the Year (Wing)	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 24(b)(2)
Personnel	Wing Incident Staff Member of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 26(a)
Personnel	Wing Ground Team of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 27(a)
Personnel	Wing CAP Aerospace Education Teacher of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 50-1 para. 9.2
Personnel	Wing CAP Aerospace Officer of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 29(a)
Personnel	Wing Counterdrug Officer of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 31(a)
Personnel	Wing Drug Demand Reduction Officer of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 33(a)
Personnel	Wing Professional Development Officer of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 34(a)
Personnel	CAPF 58, Nomination for AFSA Outstanding National Cadet NCO of the Year (Wing)	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 39-3 para. 35(b)(2)
Personnel	Air Force Association Award to Outstanding CAP Cadets	Unit CCs	15 January	Annually	AFA HQ	CAPR 39-3 para. 42
Public Affairs	Wing Public Affairs Officer of the Year Award Nominations	Unit CCs	15 January	Annually	Wing Awards Committee	CAPR 190-1 para. 14.1.1
Safety	Group Safety Surveys & Unit Safety Survey Approvals	GP/CCs	15 January	Annually	SIRS	CAPR 62-1 TXWG SUP para. 6(c)
Aerospace Education	Aerospace Education Plan of Action	TXWG/AE	31 January	Annually	eServices	CAPR 50-1 Att 2
Safety	Wing Safety Survey & Group Safety Survey Approvals	TXWG/SE	31 January	Annually	SIRS	CAPR 62-1 TXWG SUP para. 6(c)
<b>February</b>						
Aerospace Education	Aerospace Education Award Nominations	TXWG/AE	15 February	Annually	SWR/AE	CAPR 50-1 Att 2
Cadet Programs	Outstanding DDR Wing of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 33(b)



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<b>Functional Area</b>	<b>Report</b>	<b>OPR</b>	<b>Due Date</b>	<b>Frequency</b>	<b>Report To</b>	<b>Prescribing Regulation</b>
Chaplain Corps	Region Senior Chaplain of the Year Award Nomination	TXWG/CC and TXWG/HC	15 February	Annually	SWR/CC	CAPR 265-1 para. 11(a)
Chaplain Corps	Region Squadron Chaplain of the Year Award Nomination	TXWG/CC and TXWG/HC	15 February	Annually	SWR/CC	CAPR 265-1 para. 11(b)
Chaplain Corps	Region Character Development Instructor of the Year Award Nomination	TXWG/CC and TXWG/HC	15 February	Annually	SWR/CC	CAPR 265-1 para. 11(c)
Communications	Region Communicator of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 100-1 para. 4-8(b)
History	CAP Wing Historian of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 210-1 para. 9(b)
Personnel	Region Senior Member of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 23(b)
Personnel	CAPF 58, Nomination for Cadet of the Year (Region)	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 24(b)(3)
Personnel	Region Director of Finance of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 25(a)
Personnel	Region Incident Staff Member of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 26(b)
Personnel	Region Ground Team of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 27(b)
Personnel	Region CAP Aerospace Education Teacher of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 28(b)
Personnel	Region CAP Aerospace Officer of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 29(b)
Personnel	Region Legislative Officer of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 30(a)
Personnel	Region Counterdrug Officer of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 31(b)
Personnel	Region Inspector General of the Year Award Nomination	TXWG/IG (with CC appr)	15 February	Annually	SWR/IG	CAPR 39-3 para. 32(a)
Personnel	Region Drug Demand Reduction Officer of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 33(b)
Personnel	Region Professional Development Officer of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 34(b)



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Personnel	CAPF 58, Nomination for AFSA Outstanding National Cadet NCO of the Year (Region)	TXWG/CC	15 February	Annually	SWR/CC	CAPR 39-3 para. 35(b)(3)
Property Management	Region Property Management Officer of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 174-1 para. 1-7(a)
Public Affairs	Region Public Affairs Officer of the Year Award Nomination	TXWG/CC	15 February	Annually	SWR/CC	CAPR 190-1 para. 14.1.2
Safety	Safety Officer of the Year Award	TXWG/CC	15 February	Annually	SWR/CC	CAPR 62-1 para. 8(c)
<b>March</b>						
Personnel	Squadron of Merit Award Selection	TXWG/CC	15 March	Annually	NHQ/CP	CAPR 39-3 para. 39
Organization & Mission	Annual Charter Review	TXWG/CC	31 March	Annually	NHQ/DP	CAPR 20-3 para. 10(b)
Safety	Annual Safety Day Completion	Unit SEs	31 March	Annually	SIRS	CAPR 62-1 para. 4(l)
<b>April</b>						
Communications	Wing Communications Plan	TXWG/DC	10 April	Annually	Nat Comm Website	CAPR 100-1 para. 2.2.3
Personnel	Air Force Sergeants Association Award to Outstanding Squadron Cadet NCO of the Year	Unit CCs	15 April	Annually	AFSA HQ	CAPR 39-3 para. 43
Personnel	Veterans of Foreign Wars Award for Cadet NCOs and Cadet Officers	Unit CCs	15 April	Annually	VFW HQ	CAPR 39-3 para. 44
<b>May</b>						
Public Affairs	Balsam Exceptional Achievement Award Submissions	All PAs	15 May	Annually	Online Submission	CAPR 190-1 para. 14.2
<b>June</b>						
History	Wing History (previous calendar year)	TXWG/HO	30 June	Annually	SWR/HO and NHQ/HO	CAPR 210-1 para. 6(a)(5)
<b>July</b>						
Cadet Programs	Cadet Advisory Council (CAC) Representative and Assistant Appointments	All CCs	1 July	Annually	HHQ/CC	CAPR 60-1 para. 7.2.2



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Personnel	American Legion Award to Outstanding CAP Squadrons	TXWG/CC	30 July	Annually	American Legion HQ	CAPR 39-3 para. 41
Operations	Annual Operations Training Plan	TXWG/DO	31 July	Annually	WMIRS	CAPR 60-3 para. 1-7
<b>September</b>						
Information Technology	Review/document IT Operations Re-approvals	TXWG/IT	30 September	Annually	eServices	CAPR 120-1 para. 5.2.2
<b>October</b>						
Financial Management	CAPF 172, Consolidated Finance Authorizations	All CCs	1 October	Annually (and ch of cmd)	TXWG/FM	CAPR 173-1 para. 6(g)
Financial Management	Annual Operating Budget	TXWG/CC	1 October	Annually (Review qtrly)	QuickBooks	CAPR 173-1 para. 9(b)(4)
Financial Management	Annual Budget	Unit CCs	1 October	Annually (Review qtrly)	TXWG/FM	CAPR 173-1 para. 9(c)(9)
Aerospace Education	Aerospace Education Activity Report	Unit AEOs	30 October	Annually	eServices	CAPR 50-1 Att 2
Cadet Programs	Wing DDR End of Year Report	TXWG/DDR	30 October	Annually	eServices	CAPR 52-22 para. 3-6(b)
Public Affairs	Annual Public Affairs Plan	All PAs	31 October	Annually	HHQ/PA	CAPR 190-1 para. 7.1
Public Affairs	PA Crisis Communications Plan	All PAs	31 October	Annually	HHQ/PA	CAPR 190-1 para. 7.1.3
<b>November</b>						
Financial Management	CAPF 171, Unit Commander's Financial Disclosure Statement	Unit CCs	1 November	Annually	TXWG/FM	CAPR 173-1 para. 30(b)
Aerospace Education	Aerospace Education Plan of Action	Unit AEOs	30 November	Annually	eServices	CAPR 50-1 Att 2
Aerospace Education	Aerospace Education Activity Report	Group AEOs	30 November	Annually	eServices	CAPR 50-1 Att 2
<b>December</b>						
Aerospace Education	Aerospace Education Award Nominations	Unit AEOs	15 December	Annually	Group AEOs	CAPR 50-1 Att 2
Aerospace Education	Aerospace Education Plan of Action	Group AEOs	31 December	Annually	eServices	CAPR 50-1 Att 2
Aerospace Education	Aerospace Education Activity Report	TXWG/AE	31 December	Annually	eServices	CAPR 50-1 Att 2
Operations	Update WMIRS personnel alert roster	TXWG/DO	31 December	Annually	WMIRS	CAPR 60-6 para. 1-5(e)(1)
Property Management	Annual Inventory Certification	Unit LGs	31 December	Annually	ORMS	CAPR 174-1 para. 2-16(b)



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Property Management	CAPF 175, Vehicle Justification	TXWG/CC	31 December	Annually	SWR/CC	CAPR 174-1 para. 5-2(a)
Safety	Unit Safety Surveys	Unit SEs	31 December	Annually	SIRS	CAPR 62-1 TXWG SUP para. 6(c)