

## Reports Due to National Headquarters CAP

The list below contains reports and forms CAP units are required to submit to National Headquarters. **This list concerns frequency of reports and forms only. If you have questions, refer to the governing regulation or contact the office of primary responsibility (OPR) listed for specific guidance. This listing will be posted on the NHQ web site and kept current on an on-going basis.**

<u>Due NHQ</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>OPR</u>
<b><u>Monthly</u></b>			
<b>5th of each month</b>	Aerospace Education Excellence Award Monthly Report	CAPP 15	ETA
Remarks:	Those units participating in Aerospace 2000 only. Required for those units from January through June.		
<b>10th of each month</b>	CAPF 24, Application for Senior Program Awards	CAPR 50-17	ETP
<b>10th of each month</b>	Summary of CAPF 73 Vehicle usage data via web	CAPR 77-1	LGT
<b>10th of each month</b>	Senior Training Report	CAPR 50-17	ETP
<b>10th of each month</b>	CAPF 82, Counterdrug Monthly Activity Report	CAPR 55-1	DOC
<b><u>Quarterly</u></b>			
<b>Jan 15, Apr 15, Jul 15, Oct 15</b>	H-1, Quarterly Station Statistics Report	CAPR 100-1 Vol I	DOK
<b>Jan 31, Apr 30, Jul 31, Oct 31</b>	CAPF 190-1, Public Affairs Officer's Quarterly Report	CAPP 190-1	PA
<b>Dec 1, Mar 1, Jun 1, Sep 1</b>	CAPF DOS Test, CAP ES Alert/Resource Report	Test	DOS
Remarks:	As changes dictate.		
<b><u>Semi-Annually</u></b>			
<b>Jan 31, Jul 31</b>	Updated Wing' AEO Rosters	CAPP 15	ETA
<b>Mar 31, Sep 30</b>	Counterdrug Orientation Report	CAPR 50-15	DOC
<b><u>Annually</u></b>			
<b>Jan 1</b>	National Congress Crown Circle Nomination	CAPP 15	ETA
<b>Jan 15</b>	Aerospace Education Activity Report	CAPP 15	ETA

<u>Due NHQ</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>OPR</u>
<b><u>Annually (Continued)</u></b>			
<b>Jan 31</b>	CAPF 31, Application for CAP Encampment or Special Activity	CAPR 52-16	CPS
	Remarks: This is the deadline for wings to submit their cadets' applications for the National Cadet Special Activities (NCSA). Cadets have until 31 December to submit their CAPF 31 to wing for the NCSA.		
<b>Jan 31</b>	CAPF 95, Application for CAP Scholarships (Academic)	CAPR 52-16	CPR
<b>Jan 31</b>	IACE Applications	CAPR 52-16	CPE
	Remarks: NHQ will send the IACE Applications out to those who submitted a coupon (found in the November and December issues of the <i>CAP News</i> ).		
<b>Feb 1</b>	National Congress Crossfield Teacher Nomination	CAPP 15	ETA
<b>Feb 15</b>	Finalized Audited Financial Statements	CAPR 173-2	FMA
	Remarks: Regions and wings only.		
<b>Feb 15</b>	Squadron of Merit (Wing level)	CAPR 39-3	CPC
<b>Mar 1</b>	CAPF 95, Application for CAP Scholarships (Daedalian Flight)	CAPR 52-16	CPR
<b>Mar 1</b>	Brewer Award Nominations	CAPP 15	ETA
<b>Mar 1</b>	Paul W. Turner Safety Award	CAPR 62-1	DOR
<b>Mar 1</b>	Safety Officer of the Year Award	CAPR 62-1	DOR
<b>Mar 1</b>	Certificate of Achievement	CAPR 62-1	DOR
<b>Mar 6</b>	Finalized IRS Tax Form 990 & Supporting Schedules	CAPR 173-2	FMA
	Remarks: Regions and wings only. Do not file return with the IRS. The National Headquarters will file group return.		
<b>Mar 15</b>	CAPF 58, Nomination for Cadet of the Year	CAPR 39-3	CPR
	Remarks: The unit's deadline to the wing is 15 January. The wing's deadline to the region is 15 February. 15 March is the region's deadline.		
<b>Mar 15</b>	Squadron of Distinction (Region level)	CAPR 39-3	CPC
<b>Mar 15</b>	Senior Member of the Year Nomination	CAPR 39-3	DP
<b>Mar 31</b>	Annual Charter Review	CAPR 20-3	DP
<b>Jul 15</b>	Request to Change Wing Dues	CAPM 39-2	DP

<u>Due NHO</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>OPR</u>
<b><u>Annually (Continued)</u></b>			
<b>Sep 1</b> Remarks:	DDR End of Year Report Only required if funds were received.	CAPP 55	DOD
<b>Sep 1</b> Remarks:	DDR Initiatives Program Application Only required if funds are requested.	CAPP 55	DOD
<b>Oct 15</b>	Annual Report of State Appropriations	36 USC 40307	GC
<b>Oct 31</b> Remarks:	Unit Rosters To accompany the final quarterly report for the fiscal year submitted by the Wing PAO.	CAPP 190-1	PA
<b>Nov 15</b> Remarks:	Region Staff College Intent Letter Regions Only. Letter indicating intent to hold RSC and current details about dates, location, registration fee and name of director with contact information.	CAPR 50-17	ETP
<b>Nov 30</b>	CAPF 95, Application for CAP Scholarships (USAFA Preparatory School Only)	CAPR 52-16	CPR
<b>Dec 31</b> Remarks:	CAPF 173-2c, Wing Consolidation of Financial Records for Units Below Wing Level Wings only.	CAPR 173-2	FMA
<b>Dec 31</b> Remarks:	First Draft of Audited Financial Statements Regions and wings only.	CAPR 173-2	FMA
<b>Dec 31</b> Remarks:	First Draft of IRS Tax Form 990 & Supporting Schedules Regions and wings only. Do not file return with the IRS. National Headquarters will file group return.	CAPR 173-2	FMA
<b>Dec 31</b> Remarks:	Inclusion/Exclusion Letter Wings only. Letter listing all units below wing level included or excluded from information in the CAPF 173-2c submitted by the wing.	CAPR 173-2	FMA
<b>Dec 31</b> Remarks:	Region/Wing Authorization Letter Letter signed by region/wing commanders authorizing the National Headquarters to include the region/wing IRS Form 990 information in the group return filed by the National Headquarters with the IRS.	CAPR 173-2	FMA
<b><u>Other</u></b>			
<b>Within 7 days after course</b>	CAPF 11, CAP Senior Program Director's Report	CAPR 50-17	ETP
<b>Within 7 days after exams</b> Remarks:	Spaatz Examinations Liaison officers and NCOs only.	CAPR 52-16	CPR
<b>Within 30 days after end of event</b>	CAPF 20, Encampment Report	CAPR 52-16	CPR

<u>Due NHQ</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>OPR</u>
<b><u>Other (Continued)</u></b>			
<b>Within 30 days after end of event</b>	NCSA Activity Director's Report	CAPR 52-16	CPS
Remarks:	The report must include a listing of graduates and the financial closeout.		
<b>No later than 45 days before NCC</b>	National Cadet Competition (NCC) MSA	CAPR 52-16	CPC
Remarks:	The wing or region must submit their NCC participant's MSA.		
<b>Within 90 days from flight date</b>	CAPF 7, Orientation Flights	CAPR 52-16 and CAPF 77	CPA
<b>As required</b>	CAPF 53, Signature Verification Card	CAPR 50-4 CAPR 52-16	CPR
Remarks:	Fill out and return original form to NHQ/CPR.		
<b>As required</b>	CAPF 59-1, Phase I/II Certification	CAPR 52-16	CPR
<b>As required</b>	CAPF 59-2, Phase III Certification	CAPR 52-16	CPR
<b>As required</b>	CAPF 59-3, Phase IV Certification	CAPR 52-16	CPR
<b>As required</b>	CAPF 78, Mishap Report Form	CAPR 62-2	DOR
Remarks:	Submit to DOR and GC in all mishaps within 48 hours after a mishap.		
<b>As required</b>	CAPF 79, CAP Mishap Investigation Form	CAPR 62-2	DOR
Remarks:	Submit to DOR and GC in all mishaps within 35 days after a mishap.		
<b>As required</b>	CAPF 80, CAP Death Benefit/Medical Expense Claim Form	CAPR 900-5	GC
Remarks:	Medical bills and Explanation of Benefits from injured parties Insurance Company must accompany CAPF 80 before returning to NHQ-GC Office.		
<b>As required</b>	CAPF 127, Monthly Certification Report (AEPSM)	CAPR 280-2	ETA
Remarks:	For Wing Director of Aerospace Education (DAE) use only. Report is required only if there is a need to report successful award winners. Negative reports are not required.		

**Obsolete–No Longer Required**

Not Used

**Projected–No Action Required**

<b>As required</b>	CAPF xx, Honor Guard Report	CAPR 52-xx	CPC
Remarks:	Units that have Honor Guard events must submit their report within 30 days of event.		