

Civil Air Patrol Leader's Planner

Fiscal Year 2023

Questions or Recommendations:

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Using This Planner

Education & Training Forecasting:

1. What is your Education & Training Level on October 1, 2022?

___ Level 1

___ Level 2

___ Level 3

___ Level 4

___ Level 5

2. Summarize the requirements you need to advance to the next training level:

3. What on-site, online, or outside training opportunities are available in FY 2023? (e.g., Level 4, Training Leaders of Cadets, or ICS 300)

4. In addition to advancing in an Education & Training level (if applicable), what other requirements do you need to complete in order to promote?

5. Discuss this progression plan with your Commander, or Supervisor. They can help you adjust, identify opportunities to accomplish training, and connect you with additional resources.

Specialty Track Progression:

1. What specialty track(s) do you want to advance in during this year?

- | | |
|---|---|
| <input type="checkbox"/> 200 Personnel | <input type="checkbox"/> 215 Aerospace Education |
| <input type="checkbox"/> 201 Public Affairs | <input type="checkbox"/> 216 Cadet Programs |
| <input type="checkbox"/> 202 Finance | <input type="checkbox"/> 217 Safety |
| <input type="checkbox"/> 203 Inspector General | <input type="checkbox"/> 219 Legal |
| <input type="checkbox"/> 204 Education & Training | <input type="checkbox"/> 220 Health Services |
| <input type="checkbox"/> 205 Administration | <input type="checkbox"/> 221 Chaplain |
| <input type="checkbox"/> 206 Logistics | <input type="checkbox"/> 222 Command |
| <input type="checkbox"/> 211 Operations | <input type="checkbox"/> 223 Historian |
| <input type="checkbox"/> 212 Standardization & Evaluation | <input type="checkbox"/> 225 Character Development |
| <input type="checkbox"/> 213 Emergency Services | <input type="checkbox"/> 226 Recruiting & Retention |
| <input type="checkbox"/> 214 Communications | <input type="checkbox"/> Information Technology |

2. Review the specialty track study guide and summarize the requirements you need to advance to the specialty track level:

3. Who can be an appropriate On-the-Job-Training (OJT) mentor to support your effort toward this advancement?

4. Indicate four objectives or benchmarks you'd like to meet to achieve this goal:

4.a.Objective 1: _____

4.a.1. Deadline: _____

4.a.2.What support &/or resources do you need?

4.b.Objective 2: _____

4.b.1. Deadline: _____

4.b.2.What support &/or resources do you need?

4.c.Objective 3: _____

4.c.1.Deadline: _____

4.c.2. What support &/or resources do you need?

4.d. Objective 4: _____

4.d.1. Deadline: _____

4.d.2.What support &/or resources do you need?

Discuss this progression plan with your Commander, Supervisor, or Education & Training Officer. They can help you adjust, identify opportunities to accomplish training, and connect you with additional resources. Summarize their feedback: _____

Mission Essential Functions:

1. Review the Compliance Inspection/Subordinate Unit Inspection worksheets related to your primary CAP duty?

2. Summarize the must-do compliance requirements identified for your role:

3. If those tasks (above) are the minimum requirement for your duty position, what are 3 things you would like to pursue in addition to those?

3.a.Objective 1: _____

3.a.1. Deadline: _____

3.a.2.What support &/or resources do you need?

3.b.Objective 2: _____

3.b.1. Deadline: _____

3.b.2.What support &/or resources do you need?

3.c.Objective 3: _____

3.c.1.Deadline: _____

3.c.2. What support &/or resources do you need?

- 4. Gather together those objectives, the inspection worksheets, written guidance from your counterpart at higher headquarters, and correspondence with counterparts at lower/lateral echelons. Use this collateral to develop SMART goals for your duty position for the year.**
- 5. Build a budget for your CAP duty position, and provide it to your Supervisor, Commander, &/or Finance Officer. Include what you plan on doing with no additional funds, and what you'd like to accomplish if you are able to get sufficient funding.**
- 6. Prepare a memo to present your Annual Program Plan, including your SMART goals and budget. Share a copy with your team members, with your leadership, and with your counterparts at other echelons.**

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
3	4	5 <i>Yom Kippur</i>	6
10 <i>Indigenous Peoples Day</i>	11	12	13
17	18	19	20
24 <i>Diwali</i>	25	26	27
31 <i>Halloween</i>	1	2	3

OCTOBER 2022			NOTES
FRIDAY	SATURDAY	SUNDAY	
30	1	2	
7	8	9	
14	15	16	
21	22	23	
28	29	30	
4	5	6	

Looking Back: September 2022	
Successes:	Challenges:
Coming Up: October 2022	
Opportunities:	Threats:
Looking Ahead: November 2022 & Beyond	
Essential Tasks:	Secondary Objectives:

Monday	26 SEP

Tuesday	27 SEP

Wednesday	28 SEP

Monday	10 OCT

Tuesday	11 OCT

Wednesday	12 OCT

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31	1	2	3
7	8 <i>Election Day</i>	9	10
14	15	16	17
21	22	23	24 <i>Thanksgiving Day</i>
28	29 <i>Giving Tuesday</i>	30	1

NOVEMBER 2022			NOTES
FRIDAY	SATURDAY	SUNDAY	
4	5	6 <i>Daylight Savings Time Ends</i>	
11 <i>Veterans Day</i>	12	13	
18	19	20	
25	26	27	
2	3	4	

Looking Back: October 2022	
Successes:	Challenges:
Coming Up: November 2022	
Opportunities:	Threats:
Looking Ahead: December 2022 & Beyond	
Essential Tasks:	Secondary Objectives:

Thursday	24 NOV

Friday	25 NOV

Saturday	26 NOV

Sunday	27 NOV

Thursday	1 DEC

Friday	2 DEC

Saturday	3 DEC

Sunday	4 DEC

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	1 <i>Civil Air Patrol's Birthday</i>
5	6	7	8
12	13	14	15
19 <i>First Night of Hanukkah</i>	20 <i>US Space Force's Birthday</i>	21	22
26 <i>Kwanzaa (Christmas Day Observed)</i>	27	29	29

DECEMBER 2022			NOTES
FRIDAY	SATURDAY	SUNDAY	
2	3 <i>CAP Sabbath</i>	4 <i>CAP Sunday</i>	
9	10	11	
16	17	18	
23	24	25 <i>Christmas Day</i>	
30	31 <i>New Year's Eve</i>	1	

Looking Back: November 2022	
Successes:	Challenges:
Coming Up: December 2022	
Opportunities:	Threats:
Looking Ahead: January 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
2 <i>New Year's Day (Observed)</i>	3	4	5
9	10	11	12
16 <i>Martin Luther King Junior Day</i>	17	18	19
23	24	25	26
30	31	1	2

JANUARY 2023			NOTES
FRIDAY	SATURDAY	SUNDAY	
30	31	1 <i>New Year's Day</i>	
6	7	8	
13	14	15	
20	21	22 <i>Lunar New Year</i>	
27	28	29	
3	4	5	

Looking Back: December 2022	
Successes:	Challenges:
Coming Up: January 2023	
Opportunities:	Threats:
Looking Ahead: February 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday dd mmm	Tuesday dd mmm	Wednesday dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	29	1	2 <i>Groundhog Day</i>
6	7	8	9
13	14 <i>Valentine's Day</i>	15	16
20 <i>Presidents' Day</i>	21	22	23
27	28	1	2

FEBRUARY 2023			NOTES
FRIDAY	SATURDAY	SUNDAY	
3	4	5	
10	11	12	
17	18	19	
24	25	26	
3	4	5	

Looking Back: January 2023	
Successes:	Challenges:
Coming Up: February 2023	
Opportunities:	Threats:
Looking Ahead: March 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	1	2
6	7	8 <i>Holi</i>	9
13	14 <i>Pi Day</i>	15	16
20	21	22 <i>Start of Ramadan</i>	23
27	28	29	30

MARCH 2023			NOTES
FRIDAY	SATURDAY	SUNDAY	
3	4	5	
10	11	12	
		Daylight Savings Time Begins	
17	18	19	
St Patrick's Day			
24	25	26	
31	1	2	

Looking Back: February 2023	
Successes:	Challenges:
Coming Up: March 2023	
Opportunities:	Threats:
Looking Ahead: April 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4	5 <i>Passover</i>	6
10	11	12	13
17 <i>Tax Day</i>	18	19	20
24	25	26	27

APRIL 2023			NOTES
FRIDAY	SATURDAY	SUNDAY	
31	1 <i>April Fools' Day</i>	2	
7	8	9 <i>Easter</i>	
14	15	16	
21 <i>Eid al-Fitr</i>	22 <i>Earth Day</i>	23	
28	29	30	

Looking Back: March 2023	
Successes:	Challenges:
Coming Up: April 2023	
Opportunities:	Threats:
Looking Ahead: May 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1
Memorial Day			

MAY 2023			NOTES
FRIDAY	SATURDAY	SUNDAY	
5 <i>Cinco de Mayo</i>	6	7	
12	13	14 <i>Mother's Day</i>	
14	15	16	
26	27	28	
2	3	4	

Looking Back: April 2023	
Successes:	Challenges:
Coming Up: May 2023	
Opportunities:	Threats:
Looking Ahead: June 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1
5	6	7	8
12	13	14 <i>Flag Day</i>	15
19 <i>Juneteenth</i>	20	21	22
26	27	28	29 <i>Eid al-Adha</i>

JUNE 2023

NOTES

FRIDAY

SATURDAY

SUNDAY

2

3

4

9

10

11

16

17

18

Father's Day

23

24

25

30

1

2

Looking Back: May 2023	
Successes:	Challenges:
Coming Up: June 2023	
Opportunities:	Threats:
Looking Ahead: July 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Volunteers serving America's communities, saving lives, and shaping futures.

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
3	4 <i>Independence Day</i>	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3

JULY 2023

NOTES

FRIDAY

SATURDAY

SUNDAY

30

1

2

7

8

9

14

15

16

21

22

23

28

29

30

Ashura

4

5

6

Looking Back: June 2022	
Successes:	Challenges:
Coming Up: July 2023	
Opportunities:	Threats:
Looking Ahead: August 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

MONTH AT-A-GLANCE			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31
Memorial Day			

AUGUST 2023			NOTES
FRIDAY	SATURDAY	SUNDAY	
4	5	6	
11	12	13	
18	19	20	
	<i>National Aviation Day</i>		
25	26	27	
1	2	3	

Looking Back: July 2023	
Successes:	Challenges:
Coming Up: August 2023	
Opportunities:	Threats:
Looking Ahead: September 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday dd mmm	Tuesday dd mmm	Wednesday dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

MONTH AT-A-GLANCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	31
4 <i>Labor Day</i>	5	6	7
11	12	13	14
18	19	20	21
25 <i>Yom Kippur</i>	26	27	28

SEPTEMBER 2023			NOTES
FRIDAY	SATURDAY	SUNDAY	
1	2	3	
8	9	10	
15	16	17	
	<i>Rosh Hashanah</i>		
22	23	24	
29	30	1	
	<i>Last Day of the CAP Fiscal Year</i>		

Looking Back: August 2023	
Successes:	Challenges:
Coming Up: September 2023	
Opportunities:	Threats:
Looking Ahead: October 2023 & Beyond	
Essential Tasks:	Secondary Objectives:

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Monday	dd mmm

Tuesday	dd mmm

Wednesday	dd mmm

Thursday	dd mmm

Friday	dd mmm

Saturday	dd mmm

Sunday	dd mmm

Developing SMART Goals

Characteristic	Explanation
Specific	Each goal should be discrete. That means each goal should only relate to a single topic, mission area, or objective. Goals that are too broad or that include too many things can be overwhelming and fail because we don't know what components to focus on.
Measurable	Is there a number or characteristic that tells you when you've met the goal? How will you track progress towards the goal? How many, how much, how long, etc?
Achievable	Can you reach this goal with the resources you have now, such as time, personnel, money, equipment, training, etc? Can you get the resources you need along the way? Setting un-achievable goals can demoralize units and waste resources.
Relevant	Does that goal you're setting relate to the Civil Air Patrol Strategic Plan, to the Region's or Wing's goals, or does it otherwise help CAP achieve our Congressionally-assigned missions? If the answer to these are all "No," then this goal may not be a good use of resources at this time.
Time-Bound	This means that there is a deadline that you intend to meet the goal by. It can be challenging, but as with the Achievable characteristic, it should be within the realm of your control.

Putting These Together

Example SMART Goal:	Thomas will prepare and eat only a chef's salad for lunch 5 days a week between March 1st and March 15th.
Specific	This is a discrete goal related to what Thomas chooses to eat.
Measurable	There are several measures here, baked-into the example: (1) making 5 chef's salads each week; (2) eating 5 chef's salads each week; (3) the alternative foods Tom's avoiding, and (5) the duration of weeks Tom is pursuing this goal.
Achievable	Tom has the required expertise, supplies, time, and budget to accomplish this, and the goal is not so ambitious that it's likely to fail regardless of effort.
Relevant	This goal is related to healthy choices, and Tom can decide that it is relevant for him. CAP goals should be negotiated and approved by leadership to ensure they are relevant and appropriate to pursue at the time you intend to do so.
Time-Bound	This goal has a start-date (March 1st), and end-date (March 15th), and benchmarks along the way (5 salads each week).

Spring/Fall Open House Tips

Core Idea	Explanation
Recruiting for Success	Keeping sufficient numbers of members coming into the pipeline is crucial for accomplishing out missions. Two Open House events each year are a proven method for supporting high-quality Cadet training, sufficient ES personnel for tasking, talented (and not overburdened!) staff leaders, and engagement with the community.
Advertising	<p>Local Media: Radio stations, television stations, newspapers, etc.</p> <p>Social Media: Engaging posts & Ad campaigns on platforms like TikTok, Instagram, Twitter, FaceBook, NextDoor, LinkedIn, Volunteer Match, Craigslist, etc.</p> <p>Communities of Interest:</p> <ul style="list-style-type: none"> • Parents & youth – local PTA meetings, home school groups, posters in schools • Teachers – posters in schools, teacher conferences • Pilots – FBOs, aviation stores, flying clubs • Chaplains, Legal Officers, Health Services Officers – Professional groups
Scheduling	Deconflict the date/time of the open house from competing events. Check community calendars, civic and religious holidays, and school district events.
Open House Team	Make sure there are people who know their role at the Open House: guides to speak to visitors and answer their questions, leaders to prepare and present the main overview of CAP and invite people to join, and facilitators to host hands-on stations where people can try out the kinds of things we do and get excited.
Call to Action	<p>The Open House will only be successful if you actually ask people to join CAP.</p> <p>“Please join! We’re excited to get you involved, and we’re starting our Great Start cohort in 2 weeks. You can get your required 3 visits done between now and then so you’re ready to start then.”</p>

Sample Hands-On Experiences

AE/SUAS	Facilitated indoor flying of small drone around an obstacle course
ES	Map & Compass Lesson, Airborne Photography Camera, Practice Beacon DF
Drill	Demonstration and teaching basic drill, such as position of attention, saluting, facing movements.
AE STEM Kits	Any of the various STEM kits could be appropriate.
Aircraft Tour	If you have a plane available, show prospective members around it.

Sample Event Backdating Timeline

Timeframe	Benchmark
E* - 365	Secure Location & Save Date
E - 365	Identify Activity Director/Officer-in-Charge
E - 330	Solicit Event Staff
E - 315	Get Command Approval for Draft Operations-Plan & Budget
E - 300	Hold Initial Staff Monthly Meeting
E - 285	Market & Advertise to All Stakeholders
E - 270	Hold 2 nd Staff Meeting
E - 240	Hold 3 rd Staff Meeting
E - 210	Hold 4 th Staff Meeting
E - 180	Open Event Registration & Re-advertise
E - 180	Hold 5 th Staff Meeting
E - 120	Hold 6 th Staff Meeting
E - 90	Verify Logistics (e.g., permits, insurance, facility walk-thru, messing, billeting, sanitation, etc)
E - 90	Hold 7 th Staff Meeting
E - 75	Printing deadline (e.g., signs, training aids, promotional materials, or other collateral)
E - 60	Hold 8 th Staff Meeting
E - 30	Hold 9 th Staff Meeting
E - 15	Final Walk-Through of Facility
E - 3	Verify materials and supplies
E - 1	Set-Up
E*	Execute Event
End of E	Turn-In or Deposit Funds, Prepare Deposit Information & Receipts
E + 3	Submit any Awards for Staff & Thank-You Cards to Outside Stakeholders
E + 7	Verify All Financial Deposits/Paperwork and Equipment Returns Completed
E + 15	Hold After-Action Meeting with Staff & Prepare Report
E + 30	Submit After Action Report to Higher Headquarters

* "E" Stands for "Date of the Event"

Sample Activity/Event Budget Categories

Expense Categories

Supplies: Program

Supplies: Food & Commissary

Supplies: Janitorial

Supplies: Office & Administration

Postage

Facility Rental

Cleaning Contract

Printing

Recognition: Participants

Recognition: Staff

Concessions: Costs

Scholarships/Subsidization

Fuel

Contingency (15% of all other costs)

Income Categories

Participant Fees

Staff Fees

Meals/Guest Fees

Concessions: Revenue

Donations

Selected Job Aids (Following Pages)

Always refer to the guidance in properly-issued CAP directive publications. Regulations, supplements, and Operating Instructions can be found on the Civil Air Patrol's National Publications Page by visiting www.GoCivilAirPatrol.com.

These job aids were assembled to be supportive, but do not take the place of requirements from CAP leadership. Please use your best judgment. Also, your feedback on improving these job aids is welcome.

Finance

FISCAL YEAR 2023		
Quarter	Meeting Date	Notes
Q1 (OCT - DEC)		
Q2 (JAN - MAR)		
Q3 (APR - JUN)		
Q4 (JUL - SEP)		

Annual Finance Suspenses	
Date	Item
1 NOV 2022	Unit CC CAPF 171 Due to Wing HQ
1 NOV 2022	Wing CAPF 174 Due to Wing Financial Analyst
31 DEC 2022	Q1 Finance Committee Meeting Held & Minutes Filed
31 MAR 2023	Q2 Finance Committee Meeting Held & Minutes Filed
30 JUN 2023	Q3 Finance Committee Meeting Held & Minutes Filed
30 SEP 2023	Q4 Finance Committee Meeting Held & Minutes Filed
1 OCT 2023	FY24 CAPF 172 Sent to Wing Director of Finance
1 OCT 2023	FY 2024 Budgets Sent to Wing Director of Finance



Operations & Emergency Services

Annual Ops/ES Suspenses	
Date	Item
1 MAR 2023	Survival Kit Inspection Reported to LGM
31 MAY 2023	Unit Contributions/Suggestions for FY 2024 Ops/Tng Plan Sent to Wing
31 JUL 2023	Wing Ops/Tng Plan Due in eServices
30 SEP 2023	Wing/CC Evaluate CISM Needs & Prepare Memo
30 SEP 2023	Wing Alert Roster Updated (At Least Annually)

Monthly Items	
Date	Item



Cadet Programs

Annual Cadet Programs Suspenses	
Date	Item
31 DEC 2022	2023 Cadet Program Goals' Progress Reviewed
31 DEC 2022	2024 Cadet Program Goals Established
15 JAN 2023	Award Nominations Due to Wing (i.e., Sorenson, DDRO, Cadet NCO, Cadet Off., AFA, etc.)
15 MAR 2023	Squadron Of Merit Nom's Due from Wing to NHQ
31 MAR 2023	1st Quarterly Review of 2024 Cadet Programs Goals
15 APR 2023	Award Nominations Due to Partners (i.e., VFW, AFSA, etc)
30 JUN 2023	2nd Quarterly Review of 2024 Cadet Programs Goals
15 SEP 2023	Appointments for FY 2025 CAC Made in eServices
30 SEP 2023	3rd Quarterly Review of 2024 Cadet Programs Goals

Monthly Items	
Applicable Months	Item
JAN - OCT	"Weekend Activity" available to Cadets
JAN - OCT	Ensure minimum content contact-hours met

Logistics

Communications

