



REGION SUSPENSE CALENDAR

Updated 17 January 2020



NHQ DATE NHQ Regulation



JANUARY					
7	Chaplain/CDI Activities Report (Jul-Dec)	<i>Completed in eServices/Chaplain Corp Reports</i>	10-Jan	265-1, 8c	
31	Aerospace Education Plan of Action (*current FY)	<i>Completed in eServices/AE Squadron POA</i>	31-Jan	50-1, 10	
31	Personnel Authorization-Staff (YY-01)	<i>Completed in eServices/Duty Assignment</i>		35-1, 1-3	
31	Personnel Authorization-Committee (YY-02)	<i>Completed in eServices/Duty Assignment</i>		Various	
FEBRUARY					
1	Annual Award Nomination (Of The Year)	<i>Emailed to PCR DP</i>	15-Feb	39-3	
15	Unit Commander OTY Award CAPF 120	<i>Emailed to PCR DP</i>	n/a	n/a	
28	Annual Safety Day/ORM Briefing	<i>Completed in eServices/SIRS/Log Safety Ed</i>	31-Mar	160-1, 5.2.1.4	
28	Annual Public Affairs Plan of Action	<i>Emailed to PCR PAO (Google Documents)</i>	31-Mar	190-1, 7.1	
28	Wing Crisis Communication Plan	<i>Emailed to PCR PAO (Google Documents)</i>	31-Mar	190-1, 7.1.3	
MARCH					
31	Annual Non-Discrimination Briefing	<i>Completed in eServices/SIRS/Log Safety Ed</i>	Annually	36-1, 4.4.2	
APRIL					
1	Wing Annual Communications Plan	<i>Emailed to PCR/DC</i>	10-Apr	100-1, 2.2.3	
MAY					
1	Annual Historian Report CAPP5	<i>Emailed to PCR Historian</i>	30-Jun	210-1, 6a (5)	
JULY					
7	Chaplain/CDI Activities Report (Jan-Jun)	<i>Completed in eServices/Chaplain Corps</i>	10-Jul	265-1, 8c	
15	Wing Operations Training Plan	<i>Completed in eServices</i>	31-Jul	60-3, 1-7	
SEPTEMBER					
15	Appoint Cadet Advisory Council Reps	<i>Completed in eServices/Duty Assignment</i>	15-Sep	60-1, 7.2.2	
30	Finance Authorization CAPF 172	<i>Emailed to Wing Administrator/FM</i>	Annually	173-1, 9b (6)	
OCTOBER					
1	Unit Budgets for Next Fiscal Year	<i>Emailed to Wing Administrator/FM</i>	1-Oct	173-1, 9b (4)	
20	Contributed Facilities and Utilities CAPF 174	<i>Completed in eServices/ORMS</i>	1-Nov	173-1, 22	
20	Commander's Financial Disclosure CAPF 171	<i>Completed in eServices/Commander's Corner</i>	1-Nov	173-1, 30	

	NOVEMBER				
	12	Congressional Report for Legislative Day	<i>Completed in eServices/Government Relations</i>	12-Nov	eServices
	8	Annual IG Program Overview	<i>Emailed to PCR IG</i>	15-Nov	20-1, 7.3
	30	Inventory - Supplies/Eqpt, Aircraft, Vehicle, Comm	<i>Completed in eServices/ORMS</i>	31-Dec	174-1, 2-16 (b)
	30	Inventory - Real Property	<i>Completed in eServices/ORMS</i>	31-Dec	174-1, 2-16 (b)
	30	Upload Real Property Documents	<i>Completed in eServices/ORMS</i>	31-Dec	174-1, 2-16 (b)
	DECEMBER				
	1	CAPF 175, Vehicle Justification	<i>Emailed to PCR/LGT</i>	1st Qtr	174-1, 5-2 a
	31	Aerospace Education Activity Report>(*previous FY)	<i>Completed in eServices</i>	31-Dec	50-1, 11
	Monthly:				
	8	Vehicle and Aircraft Usage Reporting	Completed in eServices and WMIRS	10th of month	77-1, 5-1 b (1)
	Last Day of Month	Safety Briefing	Completed in eServices	Last day of month	160-1, 5.2.1.1