

Squadron Submission-Due Dates

Due	Item	Duty Position
<u>Monthly:</u>	Vehicle Usage Report Aircraft Usage Report Unit Funds Balance	TransO-EServices AMO-email WgAMO FinO-email WgBanker
<u>Quarterly:</u>	Finance Committee Meeting CP Goals Review	FinCom DCC/SqCC
<u>Annually:</u>		
SEPTEMBER	New Fiscal Year Budget CAPF172 CAC Appointments Internet Operations	FinO-email WgBanker FinO-email WgBanker DCC/SqCC-EServices ITO/ SqCC-EServices
OCTOBER	Inventory: -Real Prop -Comm -Equipment -Aircraft -Vehicle -Paper Tests AE Activity Report New Fiscal Year CP Goals	SqCC-EServices LogO/CommO/SqCC-EServices LogO/SqCC-EServices AMO/SqCC-EServices TransO/SqCC-EServices TestO/SqCC (recommend retire/shred) AEO/SqCC-EServices DCC/SqCC
DECEMBER	CAPF120's Staff&Members Admin File Purge	AdminO/PDO/SqCC-email WgPDO/EServ. AdminO
JANUARY	ORM Safety Briefing EO Briefing CAPF71 Inspection	SafetyO-meeting/EServices SqCC-meeting/email AMO-copy in AIF cover
JUNE	Non-Discrimination Briefing	SqCC-meeting/email
<u>SUI-Biennially:</u>		
6mo. prior 20-10 days prior	SUI Date Request-IG Visit SUI Documents Upload	SqCC-email WgIGr SqCC/Staff-EServices