

AKWG Recurring Suspense Dates

Monthly	(Yellow Highlight Denotes Sq/CC Suspense)	Due Date	cao 1 Nov 20
	Aircraft	3	Eservices-Sq/CC
	Vehicle	3	Eservices-Sq/CC
	sUAS	25	eMail to NHQ/DOU-AKWG/DOU
	Safety	25	Eservices-Sq/CC
Quarterly	All SUI Worksheets & Supporting Docs	Week 11	IG Tab/Documentation-Sq/CC
January			
	NEW Social Media Accounts	10	AKWG/IT-Update to Nat Hq
	Chaplin/CDI Activites Report (Jul-Dec)	2	AKWG/HC & CDIs - PCR/HC eServices
	Review AKWG SUP/OI/Best Prac Memos	15	AKWG/COS & AKWG/Admin Officer
	Wing Aerospace Ed Plan of Action	10	AKWG/AE-PCR
	Wing Aerospace Ed Activity Report	10	AKWG/AE-PCR
	Sq of Merit Wing Nomination	10	Sq/CC-AKWG/CC
	Sq of Distinction Wing Nomination	10	Sq/CC-AKWG/CC-PCR/CC
	Personnel Atuthorization-Staff	25	Esevices-AKWG/DP
	Personnel Atuthorization-Committee	25	Esevices-AKWG/DP
February			
	Annual Awards Nomination (Of the Year) PCR	1	AKWG/DP-PCR/DP
	Annual Safety Day/ORM Briefing	23	eService/SIRS-AKWG/SE
	Annual Public Plan of Action	23	AKWG/PAO-PCR/PAO
	Wing Crisis Communication Plan	23	AKWG/PAO-PCR/PAO
March			
	Annual Non-Discrimination	25	Esevices/SIRS-AKWG/COS
	Wing Annual Communication Plan	26	AKWG/DC-PCR/DC
April			
	Annual Historian Report CAPP5	25	AKWG/HO-PCR/HO
May			
	Vehicle Oil Change	15	Eservices-ORMS-Sq/Transporation Officer
July			
	Chaplain/CDI Activities Report (Jan-Jun)	2	AKWG/HC & CDIs - PCR/HC eServices
	Wing Opertions Training Plan	10	Esevices-AKWG/DO
August			
	Annual Awards Nomination (Of the Year) AK	25	Sq/CC-AKWG Awards Committee-AKWG/CC
	ESA/MSA/Region Comm Submissions	25	Sq/CC-AKWG Awards Committee-AKWG/CC
September			
	Appoint Cadet Advisory Council Reps	10	Esevices/Duty Assingment-Sq/CC
	Finance Authorization CAPF 172	20	Wing Administrator-AKWG/FM-Sq/CC
	Unit Budget for Next Fiscal Year	27	Wing Administrator-AKWG/FM-Sq/CC
October			
	Contributed Facilities and Utilities CAPF 174	10	Esevices-Sq/CC
	Commander's Financial Disclosure CAPF 171	10	Esevices-Sq/CC
	Vehicle Oil Change	15	Esevices-ORMS-Sq/Transporation Officer
	Inventory-Aircraft	31	Esevices-ORMS-AKWG/DO-Sq/CC
	Inventory-Vehicle	31	Esevices-ORMS-Sq/CC
	Inventory-Communication	31	Esevices-ORMS-Sq/CC
	Inventory-Supplies/Equipment	31	Esevices-ORMS-Sq/CC
	Inventory-Real Property	31	Esevices-ORMS-Sq/CC
	Upload Real Property Documents	31	Esevices-ORMS-Sq/CC
	Unit Aerospace Ed Activity Report	31	Esevices-SQ/CC-AKWG/AE
November			
	Wing Annual Inventory (Acft/Veh/Com/Sup/RP)	15	AKWG/LG-PCR
	Core Values for Senior Members CAPP 80-3	25	Sq/CC Report to AKWG/COS
December			
	Unit Commander OTY Award CAPF120	10	AKWG/CC-PCR/DP
	Wing Annual SUI Plan of Action	10	AKWG IG - PCR/IG
ON HOLD	Annual Safety Survey	20	Esevices/SMS/Annual Survey-AKWG/SE
	Congressional Report For Legislative Day	20	Esevices/GovernmentRelations-AKWG/LL
	Wing Aerospace Ed Activity Report	31	AKWG/AE-PCR