

Recurring Logistic Reports

CAPF 73 Monthly COV Usage Report	Due online report	5 th of every month
CAPF 73 Monthly COV Usage Report	Hardcopy to NYWG/LG	10 th of every month
Cadet Uniform Status Review	Sent to Units	1 Mar, Jun, Sep, Dec
Annual S-3 Sent for Review	Sent to Units	1 JAN
S-3 Signed by unit commander	Returned to NYWG/LG	1 MAR
S-3X from unit (Updated or New)	Sent to NYWG/LG	1 MAR
Annual Property Survey from Unit	Sent to NYWG/LG	1 JAN

As Needed Actions

New lease, rental, and usage agreement requests sent to NYWG/LG as needed.

Renewal for lease, rental, and usage agreement requests sent to NYWG/LG as needed.

Renewal reminder for expiring lease, rental, or usage agreements with a known expiration date will be sent to unit 2-3 months prior to the date by NYWG/LG.

Property Survey Form is submitted to NYWG/LG whenever a site/information change occurs. CAPF 27 submission requires this action.

NYWG/LG will normally issue CAPF 75 requests within 3 days of receipt of NYWG Form 75 A, with attachments, sent to NYWG.LG via USPS or email.

- a. CAPF 75 is normally sent back to the unit through channels to either group commander or group transportation officer for recording and distribution.
- b. Wing staff officers will receive CAPF 75 directly to their home address.

Other: A copy of an **original paid receipt** for reimbursable COV repairs must reach NHQ/LG(T) via NYWG/LG within 45 days of issuance of the Control Number authorizing repairs. Failure to comply may result in the local unit being held financially liable for the entire invoice amount. **Reminder: no repairs are authorized without a Control Number being issued by NHQ.LG(T) via NYWG/LG.**