



# Recurring Reports



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|---|-------------------------------|
| <input type="checkbox"/> CAPF 73 Monthly COV Usage Report ORMS  | Due online 5th of every month |
| <input type="checkbox"/> CAPF 73 Monthly COV Usage Report<br><input type="checkbox"/> 10 <sup>th</sup> of every month | Hardcopy LGT                  |
| <input type="checkbox"/> Cadet Uniform Status Review<br>1 Mar, Jun ,Sep, Dec  | Sent to Units                 |
| <input type="checkbox"/> Annual S-3 Sent for Review ORMS<br>01 JAN  | Due online                    |
| <input type="checkbox"/> S-3 Completed in ORMS<br><input type="checkbox"/> 31 MAR                                     | Due online                    |
| <input type="checkbox"/> S-6 Annual Property Survey in ORMS from Unit<br><input type="checkbox"/> 31 MAR              | Due online                    |
| <input type="checkbox"/> S-2 Annual COV Report from Wing ORMS<br><input type="checkbox"/> 31 MAR                      | Due online                    |
| <input type="checkbox"/> Annual Combined Asset Report from Wing ORMS<br><input type="checkbox"/> 31 MAR               | Due online                    |
| <input type="checkbox"/> As Needed Actions  |                               |



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## 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 and in ORMS 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.
- ❑ CAPF 75 is normally sent back to the unit through channels to either group commander or group transportation officer for recording and distribution.
- ❑ 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(T).**



# Electronic Repairs

CAP units are assigned corporate purchased computers and laptops

- New HP/DELL Products carry a 3-year extended warranty.
- All warranty requests go through NYWG/LG
- Before warranty work or replacement is initiated, the unit must contact the NYWG/LG. When, and if, it is determined by NYW/LG Staff that the equipment needs to be replaced, NYWG/LG who will initiate the replacement process.

NOTE: Good stewardship must prevail. Repairs are a unit expense, if warranty does not apply .