

APPENDIX B

GENERAL CALENDAR OF REGIONAL REPORTING OF DEADLINES AND EVENTS

This calendar is a list most of the general annual occurrences per Commandant and D5NR instruction.

JANUARY

1 ENROLLMENT FEE FOR NEW MEMBER APPLICATIONS START

NOTE: NATIONAL TRAINING – Generally last week of January

FEBRUARY

1 **DEADLINE** – CG PROPERTY INVENTORY (**ADMIN-7**) – TO: **DIRAUX**

1 **DEADLINE** – FINANCIAL REPORTS (**ANSC-7025**) – TO: **DSO-FN**

MARCH

DEADLINE – SPRING CONFERENCE REPORT TO: **DCOS**
(Generally three (3) Weeks Before Conference)

NOTE: D5-NR SPRING CONFERENCE – Generally third week of March

APRIL

No Activity

MAY

31 **DEADLINE** (National) – REQUIRED WORKSHOPS

JUNE

1 NEXT FY TRAINING PLAN TO DIRAUX FROM DCOS

30 **DEADLINE** – DISENROLLMENTS (**ANSC-7035**) FOR FAILURE TO PAY
CURRENT YEAR DUES TO: DSO-HR.
(Must be postmarked by 30 Jun to: **DSO-HR**)

30 **DEADLINE** (D5-NR) – REQUIRED WORKSHOPS

GENERAL CALENDAR OF REGIONAL REPORTING OF DEADLINES AND EVENTS

JULY

5 NEXT FY BUDGET TO DISTRICT
15 **DEADLINE** – WORKSHOP DATA ENTRY BY SO-IS

AUGUST

NOTE: NACON – Generally third week of August

SEPTEMBER

30 END CURRENT YEAR WORKSHOPS

NOTE: D5-NR FALL D-TRAINING – Generally second week of September

OCTOBER

1 ENROLLMENT FEE FOR NEW MEMBERS WAIVED THROUGH 31 DEC

NOVEMBER

1 DIRAUX TO MAIL AUDIO/VISUAL INVENTORY FORMS

30 **DEADLINE FOR DISENROLLMENTS (ANSC-7035) TO: DSO-HR:**
(Must be postmarked by 30 Nov to: DSO-HR)

DECEMBER

15 **DEADLINE**
-CERTIFICATION OF ELECTION (ADMIN-2) TO: DIRAUX
-ANNUAL UNIT OFFICER REPORT FORM (ANSC-7007) TO: SO-IS

21 **DEADLINE TO DIRAUX**
-NEW MEMBER ENROLLMENT PACKAGES
-TRANSFERS
-DISENROLLMENTS (ANSC-7035) TO: DIRAUX BY: DSO-HR

****DUE TO DIRAUX TO ENSURE DATA ENTRY
BY END OF YEAR****

31 **DEADLINE**
-DATA ENTRY BY SO-IS
(ELECTIONS & MISSION ACTIVITY)