



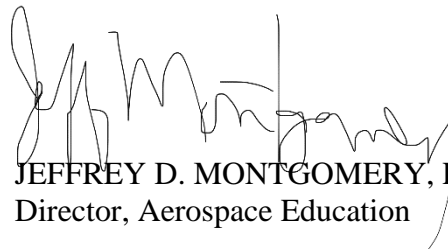
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6 October 2020

MEMORANDUM FOR CAP UNIT COMMANDERS
AEROSPACE EDUCATION OFFICERS (AEOs)

SUBJECT: Squadron Aerospace Education Plan of Action Requirement

1. CAP recently eliminated the requirement for the Squadron Aerospace Education Plan of Action (POA). The working group on Reducing the Squadron Commanders' Burden recommended this action, and Maj Gen Smith concurred.
2. Squadron AEOs are no longer required to complete an AE POA; however, AEOs will still be required to complete the end-of-year AE Activity Report, a necessary step to earning the Squadron AE Achievement Award. Therefore, AEOs should review that report at the beginning of a new fiscal year to plan how they will conduct AE throughout the year.
3. CAPR 50-1, *CAP Aerospace Education Mission*, is currently being revised to accommodate the necessary changes and will be available soon. The Wing AE POA, the AE Activity Report, and the Squadron AE Achievement Award are all being revised and updated as well to be in line with the regulation. As always, coordination between region, wing and squadron AEOs will be crucial to their success and accomplishment of the AE mission.
4. CAPP 50-1, *Aerospace Education Officer Handbook*, is also being updated and will provide specific guidance and suggestions related to these changes to help AEOs at all levels accomplish their AE responsibilities and mission. CAPP 50-1 will also be available soon.
5. This letter serves as an interim notice until the regulation coordination is completed and made available.



JEFFREY D. MONTGOMERY, Ed.D.
Director, Aerospace Education

cc:
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