A-1 AEROSPACE EDUCATION

Staffing

Position - Director of Aerospace Education (DAE) position held: 0 Year(s) 0 Month(s)

Aerospace Education Specialty Track:

List DAE name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI					
	01	a Did the wing complete an AE POA ?	Compliance is determined by reviewing uploads in eServices: AE POA and Activity Report > Plan of Action > Wing POA Report	(Discrepancy): [xx] (A1 Question 01a) Wing failed to consolidate an annual AE POA IAW CAPR 50-1 para 10.	Attach a copy of the AE POA to the discrepancy in the Discrepancy Tracking System (DTS).
	01	b Was the AE POA submitted by required deadline?	Compliance is determined by reviewing uploads in eServices: AE POA and Activity Report > Plan of Action > Wing POA Report	(Discrepancy): [xx] (A1 Question 01b) Wing failed to submit the AE POA by required deadline IAW CAPR 50-1 para 10	For an AE POA that was submitted past the deadline, complete a Plan of Action (POA) and upload to the Discrepancy Tracking System (DTS).

Export Import

CI

	02 Does the wing advance the CAP external AE program?	Wing will submit examples of cooperative events with either schools and/or community organizations (Explorer/Boy Scouts/Brownie/Girl Scouts, 4-H, etc.) which resulted in the promotion of Aerospace Education for the last two years. Note: If unable to provide examples, then provide documentation of attempts to establish cooperative events to promote Aerospace Education.	(Discrepancy): [xx] (A1 Question 02) Wing failed to advance the CAP external AE program IAW CAPR 50-1, para 6.	Attach a copy of examples to promote external AE to the discrepancy in the Discrepancy Tracking System (DTS).

CI

	03 a Did the wing complete an AE Annual Activity Report?	Compliance is determined by reviewing uploads in eServices: AE POA and Activity Report > Activity Report > Wing Activity Report	(Discrepancy): [xx] (A1 Question 03a) Wing failed to complete an annual AE Annual Activity Report IAW CAPR 50-1 para 11. List missing year(s).	Attach a copy of the AE Activity Report to the discrepancy in the Discrepancy Tracking System (DTS).
	03 b Was the AE Annual Activity Report submitted by the required deadline?	Compliance is determined by reviewing uploads in eServices: AE POA and Activity Report > Activity Report > Wing Activity Report	(Discrepancy): [xx] (A1 Question 03b) Wing failed to submit Annual Activity Report by required deadline, IAW CAPR 50-1 para 11	For an AE Activity Report that was submitted past the deadline, complete a Plan of Action (POA) and upload to the Discrepancy Tracking System

CI	04	Does the wing advance the CAP internal AE program?	Wing will provide a list of AE activities for the last two years which resulted in the promotion of Aerospace Education within CAP.	(Discrepancy): [xx] (A1 Question 04) Wing failed to advance the CAP internal AE program, IAW CAPR 50-1, para 5.	Attach a list of activities, and a calendar schedule to the discrepancy in the Discrepancy Tracking System (DTS).
CI	05	Are AEOs and assistants, assigned to the duty position, at Wing and lower units, enrolled in the AE specialty track, unless they have already achieved the AE master rating?	Compliance is determined by reviewing uploads in eServices: Member Reports > Modules > Member Reports > Duty Assignment	(Discrepancy): [xx] (A1 Question 05) Wing failed to enroll AEOs in the AE specialty track, IAW CAPR 50-1, para 7.2. and IAW CAPR 35-1 1-2(b)	Wing will enroll the members in eServices and attach a list of enrollees to the discrepancy in the Discrepancy Tracking System (DTS).

CI

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.