A-1 AEROSPACE EDUCATION

Summary

Discrepancies	Repeats
0	0

Staffing

Position - Aerospace Education Officer (AE) position held: Year(s) Month(s)

Aerospace Education Specialty Track:

Mission and Staffing Notes

List AEO Name and Rank | Date Appointed | CAP ID | Phone Number | E-Mail

Notes

Y/N/R/NA/OB	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
	02 Does the unit have an internal Aerospace Education program?	Unit will submit examples of AE events (presentations, workshops, other activities, etc) agendas which will include date and topic presented, activity done, etc.	(Discrepancy): [xx] (A1 Question 02) Unit failed to have internal Aerospace Education efforts, IAW CAPR 50-1 para 5.	Attach a copy of examples to promote internal AE to the discrepancy in the Discrepancy Tracking System (DTS).

	03 Does the unit have an external Aerospace Education program?	Unit will submit examples of cooperative events with either schools or community organizations, such as civic or youth groups, which resulted in the promotion of Aerospace Education.	(Discrepancy): [xx] (A1 Question 03) Unit failed to have external Aerospace Education efforts, IAW CAPR 50-1 para 6.	Reference CAPP 50-1 for suggestions. Accomplish cooperative events with either schools or community organizations which result in the promotion of Aerospace Education. Attach a copy of documentation of the activities with the school or community organization which promoted Aerospace Education to the discrepancy in the DTS. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
	04 a) Did the unit complete an AE Annual Activity Report IAW CAP regulations?	Download from eServices: AE POA / Activity Report	(Discrepancy): [xx] (A1 Question 04a) Unit failed to complete an AE Annual Activity Report, IAW CAPR 50-1 para 11.	a) Complete an AE Annual Activity Report for the missing year. Attach a copy of the unit AE Annual Activity Report to the discrepancy in the DTS.

04	b) Was the AE Annual Activity Report submitted by the required deadline?	Download from eServices: AE POA / Activity Report	(Discrepancy): [xx] (A1 Question 04b) Unit failed to submit Annual Activity Report by required deadline, IAW CAPR 50-1 para 11	b) For an AE Activity Report that was submitted past the deadline, complete a Plan of Action (POA) and upload to the Discrepancy Tracking System (DTS).
05	Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating?	Download the Member Duty Report and compare with the specialty track report	Discrepancy: [xx] (A1 Question 05) Unit failed to enroll AEOs in the AE specialty track, IAW CAPR 50-1, para 7.2. and IAW CAPR 35-1 1-2(b)	Unit will attach a list of enrollees to the discrepancy in the Discrepancy Tracking System (DTS).
06	Did the AEO and the commander discuss future AE activities for the upcoming year?	AEO will provide notes or audio/video record of discussion between AEO and CC about future AE activities.	(Discrepancy): [xx] (A1 Question 06) Unit failed to provide documentation of discussion of future AE activities, IAW CAPR 50-1, Attachment 4.	Have the discussion and attach a copy of the documentation to the discrepancy in the Discrepancy Tracking System (DTS).

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 must:
   a. Apply directly to one or more of the already vetted mission-critical worksheet questions
   b. Be process oriented i.e. based on a fully implemented continuous improvement-type cycle (ex: PDCA)
   c. Include results over time from designated process points (ex: input-output; before-after) that are measurable and quantifiable (i.e. performance metrics)
   d. Clearly substantiate the improvements made by instituting the process in terms of money, manpower/man-hours saved 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.