

A-1 AEROSPACE EDUCATION

Summary

Discrepancies Repeats

Staffing

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

Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
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.	

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. NOTE: If unable to provide documentation then provide documentation of attempts to establish cooperative events to promote Aerospace Education.	(Discrepancy): [xx] (A1 Question 03) Unit failed to have external Aerospace Education efforts, IAW CAPR 50-1 para 6.
04 a Did the unit complete an AE Annual Activity Report IAW CAP regulations? b Was the AE Annual Activity Report submitted by the required deadline?	Unit will submit a copy of the AE Annual Activity Report.	(Discrepancy): [xx] (A1 Question 04) Unit failed to complete an AE Annual Activity Report, IAW CAPR 50-1 para 11. (Discrepancy): [xx] (A1 Question 04b) Unit failed to submit Annual Activity Report by required deadline, IAW CAPR 50-1 para 11deadline?
05 Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating?	Unit will provide a list of AEOs enrolled in the AE specialty track from Member Reports.	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)
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.

SUI	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).
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SUI	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. NOTE: If unable to provide documentation then provide documentation of attempts to establish cooperative events to promote 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.
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SUI	04	Did the unit complete an AE Annual Activity Report IAW CAP regulations? b Was the AE Annual Activity Report submitted by the required deadline?	Unit will submit a copy of the AE Annual Activity Report.	(Discrepancy): [xx] (A1 Question 04a) Unit failed to complete an AE Annual Activity Report, IAW CAPR 50-1 para 11. (Discrepancy): [xx] (A1 Question 04b) Unit failed to submit Annual Activity Report by required deadline, 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. 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).
SUI	05	Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating?	Unit will provide a list of AEOs enrolled in the AE specialty track from Member Reports.	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).
SUI	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).