

TAB A-1: AEROSPACE EDUCATION		C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	<p>Has the wing commander staffed each authorized wing Aerospace Education (AE) position?</p> <p>a. As a minimum, has the wing commander appointed a wing Director of Aerospace Education (DAE) in writing?</p> <p>b. In addition, has the wing commander also appointed an Internal Aerospace Education Officer (AEO) and an External AEO?</p> <p>c. Does Wing AE staff have an interest and enthusiasm for AE, show initiative and imagination in promoting AE, and have a working knowledge of the educational community?</p>	CAPR 280-2 Para 3 CAPR 20-1 page 25 and CAPP 15
2.	<p>Has the Wing DAE passed the Aerospace Education Program for Senior Members (AEPSM) exam and earned the Yeager award? If not, is the DAE working on completing the program?</p> <p>1. Have the Internal and External AEOs earned the Yeager award or are they working on it?</p>	CAPR 280-2 Para 2a(2)(a)
3.	<p>Is the Wing AE Staff progressing in the CAPP 215 Specialty Track, <i>Aerospace Education Officer</i>, or have they completed the program?</p> <p>a. What Specialty Track rating does the Wing DAE hold?</p> <p>b. What rating do the Internal and External AEOs hold?</p>	CAPR 280-2 Para 2a(2)(b)
4.	<p>Does the DAE submit an annual AE budget?</p> <p>a. Does the AE staff receive adequate financial support for the approved AE Plan of Action?</p> <p>b. Is it an appropriate budget for the size of the wing?</p> <p>c. Is the AE budget effectively managed?</p>	CAPR 280-2 Para 3c(5)
5.	<p>Has the Wing DAE developed an annual written Wing AE Plan of Action that is signed/approved by the wing commander?</p> <p>a. Are finite, measurable goals for both internal <u>and</u> external AE programs included?</p> <p>b. Is program monitoring addressed (unit</p>	CAPR 280-2 Para 3c(1)-(3) and CAPP 15 Pages 53-55

	<p>visits to assist with cadet and senior member AE programs)?</p> <p>c. Are promoting of award nominations, AE seminar(s) at Wing Conference and Wing AE workshops for CAP members included?</p> <p>d. Are periodic reporting, award processing, partnerships and coordination with non-CAP agencies who support AE included?</p> <p>e. Is the Plan of Action reviewed periodically to check progress in accomplishing goals?</p> <p>f. Is the wing commander periodically informed of the wing's progress?</p>	<p>CAPR 280-2 Para 3C(6) CAPR 280-2 Para 3C(6)</p>
6.	<p>Does the DAE maintain a current unit AEO roster? Does the DAE communicate on a regular basis with all unit AEOs?</p> <ul style="list-style-type: none"> • What method of communication is used (e-mail, phone, newsletter, mail, visit)? 	<p>CAPR 280-2 Para 3c(12) and (14)</p>
7.	<p>How is the AEPSM program monitored?</p> <p>a. Is the DAE issuing the Yeager Certificates to the local squadron commanders?</p> <p>b. Does the DAE forward CAPF 127 to NHQ monthly?</p>	<p>AE Policy letter dtd CAPR 280-2 Para 2a(2)(a) and 3c(17-20)</p>
8.	<p>Did the DAE submit an end-of-year AE Activity Report for the last calendar year?</p> <p>a. Review the Activity Report and the required documentation.</p> <p>b. Is the report thorough and well documented so that it provides an indication of the overall success of the AE program? (Is documentation an on going process rather than trying to create documentation for the end-of-year report?)</p> <p>c. Was the wing AE Plan of Action addressed in the end-of-year AE Activity Report (attainment of established goals)?</p> <p>d. Did the Wing Commander sign the report? Were required copies provided to the Region DCS-AE (CAP volunteer) and Region DAE (CAP employee)?</p>	<p>CAPR 280-2 Para 3c(4) and CAPP 15, pages 61-64</p>
9.	<p>Does the DAE encourage the wing's units to participate in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program?</p> <ul style="list-style-type: none"> • How many units are participating? (Please provide a list of those units)? 	<p>CAPP 15 Pages 38-39</p>

10.	Does the wing sponsor or participate in any type of wing/region aerospace education conference?	CAPR 280-2 Para 3c(15) and CAPP 15
11.	<p>Did the Wing DAE consider submitting nominations for (DAE should provide copies of completed nomination forms):</p> <p>a. Brewer Awards (Cadet, Senior Member, Individual, Organization categories)</p> <p>b. A. Scott Crossfield Aerospace Education Teacher of the Year Award</p> <p>c. Crown Circle Award</p> <p>Does the DAE promote and encourage subordinate units to make nominations for the above awards?</p>	<p>CAPR 280-2 Para 4 and CAPP 15</p> <p>CAPR 280-2 Para 3c(23) and 4b</p> <p>CAPR 280-2 Para 3c(10) and 4d</p> <p>CAPR 280-2 Para 3c(10) and 4c</p> <p>CAPR 280-2 Para 3c(21)</p>
12.	<p>Has the DAE worked with the Wing Public Affairs Officer to publicize Aerospace Education and to encourage that nominations be submitted for AE-related awards?</p> <ul style="list-style-type: none"> • What additional methods of publicizing AE events, activities, and awards are utilized? 	<p>CAPR 280-2 Para 3c(11)</p> <p>CAPR 280-2 Para 3c(10) and (23)</p>
13.	How does the wing promote participation in the National Congress on Aviation and Space Education (NCASE) both internally and externally?	CAPR 280-2 Para 2b(5)
14.	Is the wing utilizing the “How-To” material included in CAPP 15, <i>Aerospace Education Officers’ Handbook</i> ?	CAPP 15 Pages 19-36
15.	What is the wing doing “above and beyond” to promote AE internally?	
16.	What is the wing doing “above and beyond” to promote AE externally?	