**GOAL: Earn Fiscal Year 2021 Squadron AE Achievement Award\***

To earn the ***Squadron AE Achievement Award***, a squadron must perform **at least 8 of the tasks listed below**. **Tasks - 1, 2, 3 and 4 are required** to qualify for the award. Squadrons must **achieve *at least* one task from each of the AE Internal and AE External task areas** **plus two more tasks for eight.**

**Meeting with Squadron Commander accomplished on (date):** Click or tap to enter a date.

**Signature of AEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Charter #):** Choose an item.

**Signature of Squadron Commander: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Required tasks: Check Box:**

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| --- | --- |
| 1. **Aerospace Education Officer (AEO)**   GOAL: Every squadron will have a minimum of one AEO.  DUE DATE: by 30 Sept 2021  **MEASURE**: Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | **Required** |
| 1. **Aerospace Education (AE) Specialty Track**   GOAL: All AEOs in the squadron will be working to achieve **or** will have achieved the Master rating in the AE Specialty Track IAW CAPP 50-2.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | **Required** |
| 1. **Meet with the commander** *(New AE TAB SUI Compliance Question 01)*   GOAL: The AEO will identify the AE activities to be accomplished during the fiscal year and discuss ideas with the commander. This meeting **will be documented** with notes **or** audio/video recording. *This completed/signed form satisfies SUI AE TAB.*  DUE DATE: by 28 Feb 2021  **MEASURE:** Click or tap to enter a date.  **Previous Year’s DATA:** Click or tap here to enter text. | **Required** |
| 1. **AE Annual Activity Report**   GOAL: The squadron will submit its current fiscal year AE Annual Activity Report no later than 30 October.  DUE DATE: by 30 Oct 2021  **MEASURE:** Click or tap to enter a date.  **Previous Year’s DATA:** Click or tap to enter a date. | **Required** |

\* Criteria Is Found In CAPR 50-1, AE CAP Aerospace Education Mission (Rev), ATT 5, 9 Nov 2020

**Internal AE tasks: (achieve at least one task out of 7 possible)**

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| 1. **AE Excellence Award Program (AEX)**   GOAL: The squadron will enroll *and* complete the AEX Award Program.  DUE DATE: by 30 Sept 2021  ***[Note: Due by 31 Aug to qualify for QCUA]***  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **Model Rocketry Program**   GOAL: Squadrons with cadets will complete the Model Rocketry Program.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **Science, Technology, Engineering and Math (STEM) Kits**   GOAL: Squadrons will *order, use and evaluate* at least one CAP STEM Kit.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **Yeager Award**   GOAL: The AEO and 75% of Senior Members will have earned the Yeager Award.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **AE Award Nominations**   GOAL: The squadron will submit at least one AE award nomination.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **AEO School**   GOAL: AEO will attend either a regional ***or*** national AEO School.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **Wing Conference**   GOAL: AEO will conduct a seminar ***or*** make a presentation at the wing conference.  External AE Tasks:  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |

**External AE Tasks: (achieve at least one task out of 7 possible)**

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| 1. **Aerospace Education Member (AEM).**   GOAL: **The squadron will recruit an AEM**  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA**: Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **AEX and AE Activities**   GOAL: A squadron member or members will assist an AEM in completing AEX program activities, STEM activities *or* present an AE activity in a local school/home school learning environment.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **Science, Technology, Engineering and Math (STEM) Kits**   GOAL: A squadron member *or* members will assist an AEM in ordering, participating, and evaluating a CAP STEM kit.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **Aerospace Connections in Education (ACE)**   GOAL: A squadron member *or* members will assist an ACE teacher with their ACE lessons or activities.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **Youth or Civic Group AE Activities/Presentation**   GOAL: A squadron member *or* members will assist a community youth group with an AE activity/presentation ***or*** make an AE presentation to a community civic organization.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **Teacher Orientation Program (TOP) Flights**   GOAL: AEO will assist in helping an AEM receive a TOP Flight.  DUE DATE: by 30 Sept 2021  **MEASURE:** Click or tap here to enter text.  **Previous Year’s DATA:** Click or tap here to enter text. | Y/N  Choose an item. |
| 1. **School Visits**   GOAL: AEO will visit (in person or virtually) the classroom of either a public, private *or* homeschool and promote CAP AE  DUE DATE: by 30 Sept 2021  MEASURE: Click or tap here to enter text.  Previous Year’s DATA: Click or tap here to enter text. | Y/N  Choose an item. |

**DATE REVIEWED:** Click or tap to enter a date. **INITIAL CC\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIAL AEO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**BACKGROUND:**

* We believe in SMART Goal setting: **S**pecific, **M**easureable, **A**ttainable, **R**ealistic, **T**angible.
* It is valuable to review at least semiannually, if not quarterly, to see if you are on track to achieve your goals.
* We have set our goal of 26 Squadrons receiving the AE Achievement Award for FY 2021.
* We had 11 for FY 2019 and 13 for FY 2020! We believe it is achievable!
* We also believe that if AEOs do not plan ahead for achieving the necessary requirements for the award, it will not be accomplished.
* We all know that if we do not document it, it did not happen.
* So be sure to document it in the system. The system generates the Award.
* We would be interested to see your POA and ask that you forward a copy to Lt Col Anita Martin, DAE, [amartin31392cap@juno.com](mailto:amartin31392cap@juno.com) before 30 Dec 2020.
* We will report in Jan/Feb Wing Tips your responses.

**NYWG DAE Hints:**

* Where it asks for GOAL, if it is not your unit goal, Click NO.
* If it is one of your goals, where it asks for MEASURE, just write how many times you hope this will happen next year or how many people will do it.
* We filled in the DUE DATE as the end of the fiscal year for you.
* Where it asks for previous year’s DATA, just write how many times you did it (or that you didn’t do it).
* Please note that National Headquarters **NO LONGER REQUIRES** each unit to have a [an ELECTRONIC] WRITTEN Plan of Action for Aerospace Education. This Plan of Action is based upon National’s revised CAPR 50-1, CAP AE Mission.
* We tweaked it a little in the hope of making it easier for you to use.
* We realize that not all items will apply to all units. If an item is not feasible for your unit at the present time, just write that where it says GOAL.

NY Wing AE FY21 POA v.4