**GOAL: Earn Fiscal Year 2023 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 2023  **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 2023  **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 coming 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 31 Oct 2022  **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 2023  **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 2023  ***[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 2023  **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 2023  **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 2023  **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 2023  **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 2023  **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 2023  **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 2023  **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 2023  **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 2023  **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 2023  **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 2023  **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 2023  **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 2023  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**easurable, **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 30 Squadrons receiving the AE Achievement Award for FY 2023
* 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 2022
* 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.