

## Sample

### SQUADRON AEROSPACE EDUCATION PLAN OF ACTION

CURRENT CALENDAR YEAR  
2005

#### 1 AE PROGRAM FOR SENIOR MEMBERS (AEPSM)

GOAL: To increase the number of Squadron Senior Members completing the AEPSM

MEASURE: Two squadron Senior Members will complete the AEPSM

DUE DATE: 31 December 2005

2004 DATA: One squadron Senior Member completed AEPSM

#### 2 AEROSPACE EDUCATION OFFICER (AEO) COMMANDER

GOAL: To improve Track 215 rating of squadron AEO one level

MEASURE: The Track 215 rating of squadron AEO will improve one level from technician to senior

DUE DATE: 31 December 2005

2004 DATA: AEO achieved the Technician Rating within Specialty Track 215

#### 3 SQUADRON AE ACTIVITY REPORT

GOAL: To submit complete and timely Squadron Aerospace Education Activity Report

MEASURE: The Squadron AE Activity Report will be completed and filed on time to Wing DAE

DUE DATE: 31 December 2005

2004 DATA: The Squadron AE Activity Report was completed and submitted on time to Wing DAE

#### 4 SQUADRON AEX AWARD PROGRAM

GOAL: To have squadron participate in the Aerospace Education Excellence Award Program (AEX)

MEASURE: Squadron will complete six monthly AE activities in the 2005 AEX Program

DUE DATE: 31 December 2006

2005 DATA: Squadron did not participate in 2005 AEX Program

#### 5 AEROSPACE EDUCATION MEMBERS (AEMs)

GOAL: To increase the number of Aerospace Education Members (AEM) in the state

MEASURE: One teacher will be recruited by this squadron and will participate as an AEM

DUE DATE: 31 December 2005

2004 DATA: No teachers were recruited as AEMs

#### 6 SCHOOL AEX AWARD PROGRAM

GOAL: To develop an Aerospace Education Excellence Award school site for 2005 in Oshkosh

MEASURE: AEO will notify CAP NHQ of teacher, grade level, and school participation

DUE DATE: 15 December 2005

2004 DATA: No school AEX sites were identified

**7 WING CONFERENCE**

GOAL: To have AEO attend an AE session within the Wing Conference covering AE topics (such as Wing AE Plan of Action, Squadron AE Activity Report, and AE Activities)

MEASURE: AEO will brief Squadron Commander on the wing AE session

DUE DATE: 30 April 2005

2004 DATA: AEO briefing was held regarding wing Conference AE session

**8 NCASE**

GOAL: To more AE activities by attending National Conference of Aviation and Space Education (NCASE)

MEASURE: The Squadron AEO will register to attend 2006 NCASE

DUE DATE: 15 December 2005

2004 DATA: The Squadron AEO attended 2004 NCASE

**9 AE AWARDS**

GOAL: To submit one of the four AE awards (such as Brewer, Crown Circle and/or Crossfield AE Teacher) to wing Headquarters

MEASURE: Copy of the forwarded AE award nomination will placed in Squadron AE SUI Continuity Book

DUE DATE: As appropriate considering the due date of award nomination submission

2004 DATA: No nomination for an AE award was submitted

**10 AE BULLETINS**

GOAL: To submit squadron AE Bulletins by email to DAE for inclusion in wing's website AE Pages

MEASURE: A minimum of 6 monthly bulletins will be submitted

DUE DATE: 31 December 2005

2004 DATA: No AE Bulletins were submitted

**11 REPORTS TO COMMANDER**

GOAL: To increase the number of AE reports submitted to Squadron Commander by AEO

MEASURE: A minimum of 6 monthly email reports using the AE Plan of Action format will be provided to the Squadron Commander

DUE DATE: 31 December 2005

2004 DATA: Two reports were submitted