



# AE Squadron Activity Report

- Summary metrics of various aspects of the AE program
- Submit by **5 January**

Fill in Squadron information

Fill in AEO information

**Civil Air Patrol**  
**Group/Squadron Aerospace Education Annual Activity Report**  
(calendar year) 2011

• Group and Squadron AEOs complete this report; signed by the Group or Squadron AEO and their respective commander unless done electronically. Submit report to Wing DAE, postmarked by January 15.

Group/Squadron 3/902 Charter # NER-PA-1600

AEO Information:  
Name ROB MONTGOMERY CAPID Date assigned as AEO 3 JUL 10  
Office \_\_\_\_\_ Email \_\_\_\_\_

Your 215 rating SENIOR Yeager Award Y (yes/no) Date 10 OCT 09

Activity Information Items: (fill in blanks with "x", "yes/no", or appropriate number)

1. Did the AEO consult with the wing/group DAE during preparation of the squadron or group AE activity plan for the year? Did the wing DAE provide the AEO with a copy (paper or electronic) of the current wing plan of action? Did the wing DAE/group AEO communicate, visit, or conduct AEO training in the squadron this year?	<u>N</u> <u>N</u> <u>N</u>
2. Yeager Award: Total number of Yeager Awards awarded <u>this year</u> in the unit Total number of Yeager Awards granted <u>prior</u> to this year Total number of senior members currently assigned to the unit	<u>1</u> <u>0</u> <u>10</u>
3. 215 Specialty Track: Number completed 215T <u>0</u> , 215S <u>0</u> , 215M <u>0</u> this year Total number of 215T <u>2</u> , 215S <u>1</u> , 215M <u>0</u> prior to this year	<u>0</u> <u>3</u>
4. How many Aerospace Education Members (AEMs) did the Group/Squadron recruit?	<u>0</u>
5. How many AE presentations did the unit make in schools? How many AE presentations did the unit make in other organizations? Did the AEO conduct any other AE workshops? How many? <u>2</u>	<u>0</u> <u>0</u> <u>Y</u>
6. Does the squadron have an AE bulletin board? (room/wall or electronic)	<u>Y</u>
7. How many staff meetings included AE current events discussions?	<u>Y</u>
8. Did your unit participate in the Aerospace Education Excellence (AEX) Award Program?	<u>N</u>
9. Did the AEO attend the wing conference this year?	<u>Y</u>
10. Did the AEO attend or conduct an AE seminar at the wing conference?	<u>Y</u>
11. Did anyone in the unit attend a Region or National AEO School?	<u>N</u>
12. Did the unit submit Brewer Award nominations?	<u>N</u>
13. Did the unit submit a nomination for the AEO of the Year Award?	<u>N</u>
14. Did the unit submit a nomination for the AE Teacher of the Year Award?	<u>N</u>
15. Did the unit participate in the Model Rocketry Program?	<u>N</u>
16. Does the squadron have a resource center or access to the wing resource center? (books, videos, study guides, articles, pictures, models)	<u>Y</u>
17. Does the squadron publish an AE newsletter?	<u>N</u>

AEO Signature \_\_\_\_\_ Commander Signature \_\_\_\_\_

Add year this report covers

AEO signs & dates plan

Fill in what did (or didn't) happen this past year

THIS IS NOT AN EVALUATION OF YOUR PROGRAM; ONLY A REPORT OF ACTIVITY DONE

AEO signs report

CO signs report

Can get data from :

1. eServices  
Member Search > Person > Training
2. Squadron Admin Officer
3. PA Wing  
Ask for squadron personnel report email request to:  
rthorn33@comcast.net  
cappdo@aol.com

Count only Active senior members

# AE Plan of Action (Squadron)

- List of things you intend to accomplish in the coming year
- Submit by **5 January**
- Reference during squadron inspection

SQUADRON 902 AEROSPACE EDUCATION (AE)  
PLAN OF ACTION  
2012

1. STAFFING
  - a. GOAL: Assistant AEO achieves Senior rating
    - i. MEASURE: Assistant AEO performs selected tasks required for Senior rating
    - ii. DUE DATE: 31 December 2012
    - iii. 2011 DATA: Assistant AEO achieved Technician Rating
2. INTERNAL PROGRAMS
  - a. GOAL: Increase cadet retention of AE material
    - i. MEASURE: Implement new presentation methods and interactive sessions to engage cadets more
    - ii. DUE DATE: 31 December 2012
    - iii. 2011 DATA: Cadets enjoyed AE sessions where they participated
  - b. GOAL: Plan and conduct AE field trips
    - i. MEASURE: Coordinate and conduct at least one AE field trip for squadron
    - ii. DUE DATE: 31 December 2012
    - iii. 2011 DATA: Field trips taken: Smithsonian, USCG Air Station Atlantic City/NJANG 177<sup>th</sup> FW, and RotoFest air show
3. EXTERNAL PROGRAMS
  - a. GOAL: Advertise CAP AE materials to local schools
    - i. MEASURE: Make contact with science teachers and offer CAP AE materials for use in classroom
    - ii. DUE DATE: 31 December 2012
    - iii. 2011 DATA: No formal external AE program in place
4. REPORTS
  - a. Submit a complete and timely Squadron AE Activity Report
    - i. MEASURE: Squadron AE Activity Report will be complete and submitted to Squadron Commander before end of December 2012
    - ii. DUE DATE: 31 December 2012
    - iii. 2011 DATA: 2011 Squadron AE Activity report submitted on time to Squadron Commander

AEO, Squadron 902 \_\_\_\_\_ Date \_\_\_\_\_

Squadron & Year this plan applies to

For each area, describe what you intend to do:

- GOAL: In general, what you want to accomplish
- MEASURE: How you can tell you've done it
- DUE DATE: When you'd like to have it done by
- DATA: Any applicable metrics or information from last year relevant to this goal

**SUBMITTING REPORTS**  
Send to your Group AEO by 5 January.

**REVIEW THESE REPORTS WITH YOUR SQUADRON CO BEFORE SUBMITTING TO:**

For more information, see CAPP 15