**Master AEO Rating – Completed Items and Comments**

Based on CAPP 215 Dated: 22 Dec 16

Last Updated: 00/00/00

Student Name:

Unit:

Duty Position:

**Important Publications for AEOs**

AEOs should be familiar with the below listed publications. Reviewing these publications will enhance AEOs’ abilities to perform their duties and accomplish the aerospace education mission.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Title** | **Notes** | **Completed**  **Date** |
| CAPR 20-1 | Organization of Civil Air Patrol | Examine the AEO job descriptions and guidance pertaining to AE positions |  |
| CAPR 50-17 | CAP Senior Member Professional Development Program | Identify how the AE specialty track fits into professional advancement |  |
| CAPR 52-16 | Cadet Program Management | Learn how AE fits into the cadet program |  |
| CAPR 280-2 | Civil Air Patrol Aerospace Education Mission | Understand this foundational AE regulation |  |
| CAPP 15 | Aerospace Education Officers Handbook | Discover how this pamphlet aids AEO knowledge of AE programs |  |
| CAPP 215 | Specialty Track Study Guide – Aerospace Education Officer | Use pamphlet to advance in the AE Specialty Track |  |
|  | Aerospace Dimensions Modules  (includes Leader Guide) | Basic introduction to aerospace topics used by Phase I & II cadets and in middle school classrooms |  |
|  | Aerospace: The Journey of Flight  (includes Teacher Guide) | Comprehensive aerospace textbook used by Phase III & IV cadets, senior members, high school and college students |  |
|  | Model Rocketry Program Advanced Rocketry Program | Rocket module used by cadets and students in Model Rocketry Program |  |
|  | Aerospace Education Excellence (AEX) Award Program | Hands-on AE activities for cadets, senior members and teacher members |  |
|  | AE STEM (Science, Technology, Engineering & Math) Kit Program | Choose from various AE STEM kits with hands-on learning |  |
|  | Website – AE pages <http://ae.capmembers.com> | Excellent resource for all AE products/programs including those not mentioned on this list |  |

**Achieving the Master Rating**

***Position Description***

The Aerospace Education Officer (AEO) at the master level is expected to:

* Demonstrate comprehension of the duties and responsibilities associated with CAP’s squadron, group, wing, and region AE positions.
* Demonstrate comprehension of how to manage unit CAP AE Programs.
* Successfully implement AE activities and duties as it pertains to their unit.
* Successfully perform in an AE leadership role.
* Provide aerospace education policy and activity recommendations to their commander.
* Develop programs that enhance CAP aerospace education in the community.

**Knowledge, Performance, & Service Requirements for Technician Rating**

***Knowledge Requirements***

To complete the master rating in the AEO Specialty Track, the member must:

* Describe the role of AE in the cadet program and in the advancement of cadets, as well as, the involvement of AE in senior member professional development.

**Comment:**

* Discuss the importance of AE programs and products as they relate to accomplishing the AE mission.

**Comment:**

* Explain an AEX program for a CAP unit or school.

**Comment:**

* Describe the process for planning a TOP Flight for an AEM.

**Comment:**

* Describe the process for recruiting an AEM, including the membership process.

**Comment:**

* Identify the qualities of an individual or organization worthy of an AE award nomination. Consider the following awards or nomination:
  + Brewer Award
  + AEO of the Year
  + Teacher of the Year
  + AFA/CAP Aerospace Cadet of the Year.

**Comment:**

* Describe the components of writing a successful AFA AE Grant.

**Comment:**

* Describe the components of a unit’s AE Plan of Action and annual AE Activity Report.

**Comment:**

* Discuss the value of the AE portion of a wing compliance inspection.

**Comment:**

* Successfully complete the online master level test in eServices Learning Management System.

**Date Complete:**

**Performance Requirements**

* Continue maintenance of the AE Notebook.
* Develop and submit an AE Plan of Action and an annual AE Activity Report since earning the senior rating.
* Present an AE activity at a wing or region conference, AE School, workshop or cadet encampment since earning the senior rating.
* Participate in the AE portion of a CAP unit or wing inspection.
* Mentor an AEO through achieving the technician or senior rating.
* Perform three of the following after receiving the senior rating
  + Attend a wing, region or national AE School or Workshop
  + Recruit an AEM
  + Assist in coordination of a TOP Flight
  + Coordinate with an AEM to do an AE presentation/activity
  + Develop and submit an AFA AE grant application
  + Develop an AE budget for a CAP unit
  + Serve as an advisor for the AE portion of a cadet competition team
  + Become a mentor/instructor for cadets in AE in Phases III and IV of the Cadet Program
  + Speak to a community organization or a school about AE in CAP

**Date Provided for Review:**

**Service Requirements**

AEO master candidates will have served a minimum of an additional12 months after receipt of the senior rating in one of these:

* Region DCS/AE, region internal AEO, or region external AEO
* Wing DAE, wing internal AEO, or wing external AEO
* Group AEO, group internal AEO, or group external AEO
* Cadet squadron AEO or assistant AEO
* Senior squadron AEO or assistant AEO
* Composite squadron-AEO, AEO for cadets or AEO for senior members

**Position and Complete Date:**

**Comment:**

**Aerospace Education Master Level Checklist**

To complete the checklist, the member must:

|  |  |
| --- | --- |
| **Knowledge, Performance, and Service Requirements** | **Mentor or PDO Initials and Date** |
| **Knowledge** | |
| Demonstrate comprehension of all duties and responsibilities associated with CAP’s squadron, group, wing, and region AE positions |  |
| Describe the role of AE in the cadet program and in the advancement of cadets, as well as, the involvement of AE in senior member professional development |  |
| Discuss the importance of AE programs and products as they relate to accomplishing the AE mission |  |
| Describe an AEX program for a CAP unit or school |  |
| Describe the process for planning a TOP Flight for an AEM |  |
| Describe the process for recruiting an AEM, including the membership process |  |
| Identify the qualities of an individual or organization worthy of an AE award nomination as outlined on page 15. |  |
| Describe the components of writing a successful AFA AE Grant |  |
| Identify the components of an effective units AE Plan of Action |  |
| Discuss the value of the AE portion of a wing’s compliance inspection. |  |
| Successfully complete the online master level test in eServices Learning Management System |  |
| **Performance** | |
| Continue maintenance of the AE Notebook |  |
| Develop and submit an AE Plan of Action and an annual AE Activity Report since earning the senior rating |  |
| Present an AE activity at a wing or region conference, AE School, workshop or cadet encampment since earning the senior rating. |  |
| Participate in the AE portion of a CAP unit or wing inspection. |  |
| Mentor an AEO through achieving the technician or senior rating |  |
| Perform **three** of the additional activities as listed on page 16. |  |
| **Service** | |
| Complete an additional 12 months experience as an AEO/Assistant AEO according to the provisions on page 16.  Dates of Service: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Candidate’s Name: < >

Last, First, M.I.

CAP Grade: <Rank> CAPID: <Number> Unit Charter No: GLR-IL-263

Approved: < > < >

Commanders Signature Date

Note: When the commander is satisfied that the AEO can perform to the level required for the rating and has met the service requirements, the commander or the PDO records the award of the rating through the eServices Specialty Track Module as well as in the member’s local personnel record.