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

Based on CAPP 215 Dated: 22 Dec 16

Last Updated: 00/00/00

Student Name:

Unit:

Duty Position:

**Knowledge Requirements**

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

Outline the process of appointing a senior member to the AE (215) Specialty Track.

**Comment**:

Describe the components of the technician rating.

**Comment**:

Explain AE and STEM as it is used in CAP programs.

**Comment**:

Summarize the requirements of a successful AEX program.

**Comment**:

Describe the procedures of a TOP Flight.

**Comment**:

Generalize the role of financial support required to execute CAP AE activities.

**Comment**:

Identify the components of an AE Plan of Action.

**Comment**:

Explain why the annual AE Activity Report is important.

**Comment**:

Identify the major AE components of a unit SUI and a unit self-inspection.

**Comment**:

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

**Comment**: Completed on xx/xx/xx as noted on eServices. See attached certification.

**Performance Requirements**

Maintain the AE Notebook.

**Comment**: See attached notebook pdf named XYZ.pdf

Lead an AEX or AE STEM activity.

**Comment**: See attached pdf documenting dates, lesson plans, supporting pictures

Develop and submit an AE Plan of Action or an annual AE Activity Report to the next higher echelon.

**Comment**: As documented in eServices. See attached pdf of Activity Report.

Earn the Yeager Award.

**Comment**: As documented in eServices. See attached certification.

Attend one of the following (page 12 of CAPP 215):

A wing or region AE conference, AE workshop or AEO training session;

**Comment**: NA or see attached pdf documenting attendance ticket/receipt, program/schedule, and pictures.

An AE School (region or national);

**Comment**: NA or see attached pdf documenting attendance ticket/receipt, program/schedule, and pictures.

Two AE learning labs or AE break-out sessions at a wing, regional or national conference.

**Comment**: NA or see attached pdf documenting attendance ticket/receipt, program/schedule, and pictures.

Perform one of the following (page 12 of CAPP 215):

Present or direct the AE portion of a cadet encampment

**Comment**: NA or See attached pdf documenting dates, lesson plans, supporting pictures

Mentor an AEO in achieving the AE technician rating

**Comment**: NA or See attached pdf documenting a signed mentoring agreement or affidavit from trainee, PDO, or commander.

Participate in the AE portion of an SUI or AE Self Inspection

**Comment**: NA or See attached pdf of SUI report.

Prepare and present an AE activity for teachers within local schools

**Comment**: NA or See attached pdf documenting dates, lesson plans, supporting pictures

Contact a local community civic organization to present current AE issues

**Comment**: NA or See attached pdf documenting dates, lesson plans, supporting pictures

**Service Requirements**

AEO Senior candidates will have served a minimum of an additional 6 months after receipt of the technician rating in one of the positions below:

AEO or Assistant AEO at the squadron level or higher

**Comment**: NA or See attached pdf/screen shot from eService documenting duty position assign date.

Group Internal or External AEO

**Comment**: NA or See attached pdf/screen shot from eService documenting duty position assign date.

**Checklist - Knowledge, Performance, & Service Requirements**

Knowledge

Outline the process of appointing a senior member to the AE (215) Specialty Track.

**Comment**: See page X above.

Describe the components of the technician rating.

**Comment**: See page X above.

Explain AE and STEM as it is used in CAP programs.

**Comment**: See page X above.

Summarize the requirements for a successful AEX program.

**Comment**: See page X above.

Describe the procedures for a TOP Flight.

**Comment**: See page X above.

Generalize the role of financial support required to execute CAP AE activities.

**Comment**: See page X above.

Identify the components of an AE Plan of Action.

**Comment**: See page X above.

Explain why the annual AE Activity Report is important.

**Comment**: See page X above.

Identify the major AE components of a unit SUI and a unit self-inspection.

**Comment**: See page X above.

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

**Comment**: See page X above.

Performance

Maintain the AE notebook.

**Comment**: See page X above.

Lead an AEX or AE STEM activity.

**Comment**: See page X above.

Develop and submit an annual AE Plan of Action or an annual AE Activity Report to the next higher echelon.

**Comment**: See page X above.

Earn the Yeager Award.

**Comment**: See page X above.

Attend one of the activities as listed on page 12 of CAPP 215.

**Comment**: See page X above.

Perform one of the additional activities as listed on page 12 of CAPP 215.

**Comment**: See page X above.

Service

Complete an additional 6 months experience as an AEO/Assistant per the provisions on page 12 of CAPP 215.

**Comment**: See page x above.

**Aerospace Education**

**Senior Level Checklist**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAP Grade: \_\_\_\_\_ CAPID: \_\_\_\_\_\_\_\_ Unit Charter No: GLR-IL-XXX

**To complete the checklist, the member must:**

|  |
| --- |
| **Mentor or PDO**  **Knowledge, Performance, & Service Requirements Initials and Date** |

|  |  |
| --- | --- |
| **Knowledge** |  |
| Outline the process of appointing a senior member to the AE (215) Specialty Track. |  |
| Describe the components of the technician rating. |  |
| Explain AE and STEM as it is used in CAP programs. |  |
| Summarize the requirements for a successful AEX program. |  |
| Describe the procedures for a TOP Flight. |  |
| Generalize the role of financial support required to execute CAP AE activities. |  |
| Identify the components of an AE Plan of Action. |  |
| Explain why the annual AE Activity Report is important. |  |
| Identify the major AE components of a unit SUI and a unit self-inspection. |  |
| Successfully complete the online senior level test in eServices Learning Management System. |  |
| **Performance** |  |
| Maintain the AE notebook. |  |
| Lead an AEX or AE STEM activity. |  |
| Lead an AEX or AE STEM activity. |  |
| Develop and submit an annual AE Plan of Action **or** an annual AE Activity Report to the next higher echelon. |  |
| Earn the Yeager Award. |  |
| Attend **one** of the activities as listed on page 12. |  |
| Perform **one** of the additional activities as listed on page 12. |  |
| **Service** |  |
| Complete an additional 6 months experience as an AEO/Assistant according to the provisions on page 12.  Dates of service: from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Commander’s Signature – GLR-IL-XXX Date Approved