Continuous Compliance Guidance
A1 – Aerospace Education

This document is to be used as guidance only. You need to make the decisions for your wing to ensure you are compliant. I have included several items that you can use to help, that list is as follows:

- Guidance on filling out the A1 Worksheet
- Guidance on how to answer each question

A1 – AEROSPACE EDUCATION Worksheet Guidance

A-1 - AEROSPACE EDUCATION

Summary

Commendables	Discrepancies
0	0

Staffing

Position - Director of Aerospace Education (DAE) position held: **1** Year(s)   **2** Month(s)   **3**

Aerospace Education Specialty Track:

Mission and Staffing Notes

Y/N/NA	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Notes
4	**5**	**6**	**7**	**8**

1.) Enter # Years you have been in the Director of Aerospace Education position
2.) Enter # Months you have been in the Director of Aerospace Education position
3.) Click the down arrow and select the appropriate response to the question.
4.) Column 1 – Select your Specialty Track Rating
   a. Not Enrolled
   b. Enrolled –No Rating
   c. Technician
   d. Senior
   e. Master
5.) Column 2 – Contains the question(s) to be answered. ** Make sure there is a Y/N/NA in Column 1 for each question in Column 2 **
6.) Column 3 – Important to read and understand this column. This will tell you what will be reviewed in order to determine your compliance with this section. You should try to ensure there is a document for each validation item, this is what should be uploaded to the IG→Documentation→A1 Section for your wing.

7.) Column 4 – This is there for the inspector. If you are not compliant based on the evaluation of the items in Column 3, then this is the exact text that will appear in the Inspection Report

8.) Column 5 – Your notes regarding this question. See below for examples.

A1 – Aerospace Education Question Guidance

Question 1: The inspection will review current year and back two years. If prior year POA's are missing you will need to obtain an electronic copy from the Group and/or Squadron for those missing reports. If the report is for the upcoming Fiscal Year please followup with the squadron and group to complete these POA's (Refer to CAPR 50-1 paragraph 10). Upload copies to the IG page.

Question 2: Upload a print out of your wings internal activities. These should be obtained from the prior year Activity Reports and current year accumulated AE Activities.

Question 3: Upload a print out of your wings external activities. These should be obtained from the prior year Activity Reports and current year accumulated AE Activities.

Question 4: The inspection will review current year and back two years. If prior year AE Activity Reports have been incomplete or missing, you will need to ontain an electronic copy from the Group and/or Squadron for those missing reports. (Refer to CAPR 50-1 paragraph 11). Upload copies to the IG page.

Question 5: For this question upload a copy of the Wing CAPF 2A and a copy of the Senior Duty Assignment report.

UPLOADING
All electronic files should be backed up regularly.   Files such as Unit / Group AE Plan of Action, AE Acitivty Report, Reports of AEO Assignment, AEM listings, Internal and External Activities (including photos) should be uploaded:
'eServices – Inspector General – Supporting Documentation – Organization – A-1 type of file to be uploaded.'

Continuous Compliance approach. Nevada Wing DAE has been able to save the uploaded reports in a PDF Document and will review and update the online reports at a minimum quarterly or as needed. See the following attachment.

https://www.caphq.gov/CAP/igAssessments/Web/CIDocuments.aspx

Inspector Info | Wing/Unit Info | eServices | Sign Out | Lt Col William N. Ham

CAP Inspector General - Supporting Documentation

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PCR-NV-001 ⌄

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Documentation Folder Files

	File	Date and Time	
View File	A1_469703_A1Q01_NVWG_2018_POA.pdf	21 Jun 2018 09:53:31	Delete File
View File	A1_469703_A1Q02_External_AE.pdf	21 Jun 2018 09:53:04	Delete File
View File	A1_469703_A1Q03_2016_NVWG_Activity_Report.pdf	21 Jun 2018 09:52:46	Delete File
View File	A1_469703_A1Q03_2017_NVWG_Activity_Report.pdf	21 Jun 2018 09:52:23	Delete File
View File	A1_469703_A1Q04_Internal_AE.pdf	21 Jun 2018 09:51:59	Delete File
View File	A1_469703_A1Q05_AEO_Training_Report.pdf	21 Jun 2018 09:51:43	Delete File
View File	A1_469703_A1_AE_Worksheet.pdf	21 Jun 2018 09:53:57	Delete File
View File	B1_503497_2018_CAC_ROSTER.pdf	24 Feb 2018 12:18:54	Delete File
View File	B1_503497_B1_Worksheet_Cadet_A545E97645F6B.pdf.pdf	02 Jan 2018 12:01:38	Delete File
View File	B1_503497_B1_Worksheet_Cadet_A545E97645F6B_Encampment_CAPF11.pdf	02 Jan 2018 12:06:25	Delete File
View File	B1_503497_B1_Worksheet_Cadet_A545E97645F6B_Encampment_Participation_Report.pdf	02 Jan 2018 12:08:00	Delete File
View File	C1_168540_C1_Q01_2018.docx	02 Mar 2018 19:25:33	Delete File
View File	C1_168540_C1_Q02_2018.docx	02 Mar 2018 19:25:38	Delete File
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View File	C1_168540_C1_Q05_2018.docx	02 Mar 2018 19:25:53	Delete File
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View File	C1_168540_C1_Q07_2018.docx	02 Mar 2018 19:26:03	Delete File
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View File	C2_168540_C2_Q03a_Wing_Comm_Exercise_2018_A_.pdf	01 Mar 2018 23:07:21	Delete File
View File	C2_168540_C2_Q03b_.pdf	01 Mar 2018 23:07:29	Delete File
View File	C2_168540_C2_Q03c_Wing_Communications_Exercise_AARIP_.pdf	01 Mar 2018 23:07:38	Delete File

6:13 PM
7/2/2018