

ARKANSAS WING AEROSPACE EDUCATION REPORTS

Report/Activity	Submit to	Product	Start NLT	Squadron Deadline	Wing Deadline	Notes
AE Teacher of the Year Award Nomination	Wing DAE	CAP Form 128	15-Oct	15-Nov	15-Jan	Preparation - Consult CAPP 15 and CAPR 280-2 <i>Dates are incorrect in CAPP 15, follow CAPR 280-2, as shown here</i>
Major General Jeanne M. Holm Civil Air Patrol Aerospace Education Officer of the Year Award.	Wing Commander via chain of command	CAP Form 129	15-Oct	15-Nov	15-Jan	Preparation - Consult CAPP 15 and CAPR 280-2 <i>Dates are incorrect in CAPP 15, follow CAPR 280-2, as shown here</i>
The Frank G. Brewer – Civil Air Patrol Memorial Aerospace Award Nominations	Wing Director of Aerospace Education	CAP Form 25	15-Oct	15-Nov	15-Jan	Preparation - Consult CAPP 15 and CAPR 280-2 <i>Dates are incorrect in CAPP 15, follow CAPR 280-2, as shown here</i>
AFA-CAP AE Cadet of the Year Nomination	Squadron Commander or Deputy Commander for Cadets submits to Wing DAE	Nomination form from CAPP 15.	15-Oct	15-Nov	15-Jan	1. Wing DAE reviews nominations and selects one from squadron nominees. 2. Wing DAE submits to Region DCS/AE.
AFA-CAP AE Teacher Grant Application	HQ CAP/AE	AFA Grant Application: http://ae.capmembers.com/programs/grant	1 Sep 1 Mar	30 Sep 31 Mar	N/A	Each year there are two time periods to apply.
Wing-CAP Unit Grant Application	HQ CAP/AE	AFA Grant Application: http://ae.capmembers.com/programs/grant	1-Dec 1-Jun	31-Dec 30-Jun	N/A	Each year there are two time periods to apply.
Squadron AE Activity Report	eServices, then Sq Commander approval in eServices	AE Activity Report per CAPR 280-2	1-Sep	15-Oct	15-Jan	1. SUI Inspection Item. 2. NHQ reviews report for Squadron and Mission Awards.
Squadron Plan of Action	eServices, then Sq Commander approval in eServices	AE POA per CAPR 280-2	1-Sep	15-Oct	15-Jan	1. SUI Inspection Item. 2. NHQ reviews report for Squadron and Mission Awards.
Squadron Bi-Monthly AE Reports	Wing DAE per CAPP 15	AE Bi-monthly Report	Oct & Nov Dec & Jan Feb & Mar Apr & May Jun & Jul Aug & Sept	15 Dec 15 Feb 15 Apr 15 Jun 15 Aug 15 Oct	N/A	Bi-monthly reports are accessed on the AR Wing Website – Aerospace Education page.