

AEROSPACE EDUCATION MASTER SUSPENSE SCHEDULE

	SQUADRON / FLIGHT	WING	REGION
EACH MONTH	AEO Periodic Update Report to Squadron CC, Wing DAE Aerospace 2000 Activity Report to HQ CAP/ETA each month, January through June	DAE Periodic Update Report to Wing CC, DCS/AE, Sqdn AEOs Aerospace 2000 Activity Report to HQ CAP/ETA each month, January through June AEPSM Monthly Certification Report, CAPF 127 to HQ CAP/ETA	DCS/AE Periodic Update Report to Region CC, RDAE, Wing DAEs Aerospace 2000 Activity Report to HQ CAP/ETA each month, January through June
JANUARY	1 January National Congress Crown Circle nominations to HQ CAP/ETA 15 January Brewer Award nominations to Wing DAE	1 January National Congress Crown Circle nominations to HQ CAP/ETA 15 January Wing – Aerospace Education Activity Report to Wing CC, DCS/AE, RDAE Updated Wing AEO Roster to DCS/AE	1 January National Congress Crown Circle nominations to HQ CAP/ETA 31 January Region – Aerospace Education Activity Report to Region CC / RDAE Updated Wings' AEO Rosters to RDAE and HQ CAP/ETA
FEBRUARY	1 February National Congress Crossfield Teacher nominations to HQ CAP/ETA	1 February National Congress Crossfield Teacher nominations to HQ CAP/ETA Draft Annual Wing Plan of Action to DCS/AE, RDAE Brewer Award nominations to DCS/AE, RDAE	1 February National Congress Crossfield Teacher nominations to HQ CAP/ETA 15 February Review Wings' Plans of Action comments to each Wing DAE Draft Annual Region Plan of Action to Region CC, RDAE
MARCH		1 March Approved Wing Plan of Action to DCS/AE, RDAE	1 March Brewer Award nominations from RDAE-DCS/AE team to HQ CAP/ETA Aerospace Education Workshop Listings to RDAE 15 March Approved Region Plan of Action to Region CC, RDAE
April - May - June No specific requirements other than those listed for Each Month at the top of the Suspense Schedule			
JULY		1 July Updated Wing AEO Roster to DCS/AE	31 July Updated Wings' AEO Rosters to RDAE and to HQ CAP/ETA
August - September - October - November No specific requirements other than those listed for Each Month at the top of the Suspense Schedule			
DECEMBER	15 December Squadron -Aerospace Education Activity Report to Squadron CC, Wing DAE	1 December Report on Wing Plan of Action to Wing Commander, DCS/AE	1 December Report on Region Plan of Action to Region Commander, RDAE