

2 July 1998

Aerospace Education
CIVIL AIR PATROL AEROSPACE EDUCATION MISSION

This regulation defines the Civil Air Patrol (CAP) Aerospace Education (AE) program: (a) authorizes AE staff positions; (b) provides for selection, orientation, and training of CAP AE officers; (c) defines internal and external AE programs; and (d) prescribes eligibility, selection criteria, and nomination procedures for national aerospace awards. Further information concerning the implementation of these provisions may be found in the CAP *Aerospace Education Officers' Handbook* (CAPP 15).

1. General:

a. The authority for CAP's aerospace education and training mission is derived from PL 476, 79th Congress, 2nd Session which was signed on 1 July 1946. The law stated the objectives and purposes of CAP were "to provide an organization to encourage and aid American citizens in the contribution of their efforts, services, and resources in the *development of aviation* and in the *maintenance of air supremacy...*" and "to provide *aviation education and training*, especially to the senior and cadet members...."

b. CAP aerospace education programs implement the AE mission goals and objectives. These AE programs provide an understanding and appreciation of aviation and space exploration in our world. Aerospace education is communicating knowledge, skills, and attitudes relating to aerospace activities and the total impact of air and space technology upon society.

c. CAP members are obligated to involve themselves in aerospace education. Members are required to:

- (1) Be informed on aerospace developments and issues.
- (2) Speak out on aerospace matters at appropriate formal occasions and during informal daily contacts.
- (3) Share aerospace knowledge and experiences with CAP members and the general public.

2. Aerospace Education – Civil Air Patrol (AE-CAP). CAP has developed internal and external aerospace education programs. The **internal** program provides aerospace education to the CAP membership. The **external** program provides the general public with the aerospace education necessary to ensure the continuing development of aerospace and aerospace supremacy.

a. Internal Aerospace Education. The internal AE program provides basic aerospace knowledge to both cadet and senior members.

(1) **Cadet Members.** Aerospace education is a major part of the cadet program. Cadets must complete formal aerospace education requirements to progress through the various achievements. CAPM 50-16, *CAP Cadet Training Program*, defines the cadet program and outlines the aerospace education requirements.

(2) **Senior Members.** Aerospace education is a major part of the senior program and consists of five elements:

(a) **Aerospace Education Program for Senior Members (AEPSM).** This element is a self-paced study based on the CAP text, *Aerospace: The Challenge*. All senior members have the responsibility to read and become knowledgeable of the content of the text. Upon completion of the AEPSM material, members have the choice of two options for the final evaluation: (1) test using open book format (in accordance with CAPR 50-4, *Test Administration and Security*) correctable to 100 percent, or (2) test using closed book format (in accordance with CAPR 50-4) and pass with 70% correct answers. Members completing either option will receive the *Charles E. "Chuck" Yeager Aerospace Education Achievement Award* and are authorized to wear the AE ribbon. Unit commanders and aerospace education officers [Deputy Chief of Staff/Aerospace Education (DCS/AE), Director of Aerospace Education (DAE), and Aerospace Education Officer (AEO)] manage and evaluate the AEPSM. The AEPSM test booklets and answer keys are requested from wing headquarters on CAPF 123, *Unit Request for AEPSM AE Examination Package*. Answer sheets are requested on CAPF 8, *Requisition for Publications & Blank Forms*, from HQ CAP/MSA. AEPSM tests are controlled, issued, and graded by unit AEOs, wing DAEs, and region DCS/AEs. CAPF 124, *AEPSM AE Examination Control Log*, will be used to control distribution of AEPSM evaluation. CAPF 127, *Monthly Certification Report*, will be used to report successful completion of the AEPSM evaluation.

(b) **Aerospace Education Management Skills Development [CAPP 215 Specialty Track, *Aerospace Education Officer (AEO)*].** This element involves the orientation and training of unit AEOs. The CAPP 215 Specialty Track was developed specifically for AE staff professional growth in each unit and is available from the CAP Bookstore. The CAPP 215 Specialty Track consists of three phases: (1) Technician, (2) Senior, and (3) Master. Completion of 215T, *Aerospace Education Officer (Technician)—Specialty Rating*, authorizes the wearing of the AE badge. A bronze star is added to the AE badge upon completion of 215S, *Aerospace Education Officer (Senior)—Specialty Track Rating*.

Supersedes CAPR 280-2, 1 November 1995. (See signature page for summary of changes.)

OPR: ET

Distribution: In accordance with CAPR 5-4.

A gold star replaces the bronze star after completion of 215M, *Aerospace Education Officer (Master)—Specialty Track Rating*. When the 215M (Master Specialty Rating) is earned and the CAP member is an active aerospace education officer, as certified by their commander, the CAP member will be awarded the *A. Scott Crossfield Award*. Request for the *A. Scott Crossfield Award* will be submitted to HQ CAP/ET on CAPF 2a, *Request for Approval of Personnel Actions* (Part IV, mark A. Scott Crossfield Award box) attaching a completed and signed "Commanders' Evaluation and Rating Certification Checklist, Phase III—Master Rating." The *A. Scott Crossfield Award* certificate will be issued by HQ CAP/ET. The associated ribbon and medal are available for purchase from the CAP Bookstore. The award certificate will be sent to unit commanders for suitable presentation to award recipients. NOTE: Previously qualifying 215Ms (before 15 November 1997) may request award from HQ CAP/ET with a CAP Form 2a and proof of 215M achievement.

(c) Aerospace Education Leadership Requirements. This element deals with the leadership required for the aerospace education portion of the CAP mission. The term "leadership" applies to every CAP member, specifically to commanders and AE officers. The unit commander will staff each authorized AE position with individuals who will conduct and support aerospace education in the unit. Region, wing, unit commanders and aerospace education officers (AEOs) will provide leadership and assistance to ensure an effective AE program.

(d) Individual Aerospace Continuing Education. This element establishes the obligation for each senior member to create his/her own individual continuing education program on aerospace topics. Every member has a personal obligation to sustain a level of aerospace knowledge that will ensure a strong professional organization. Reading professional magazines, journals, and books are a way to achieve this element. Unit AEOs can facilitate individual continuing aerospace education through conducting aerospace education programs such as oral histories, guest speakers, and field trips.

(e) Aerospace Education Outreach. This element makes it the responsibility of all senior members and not just unit AEOs, to promote aerospace education within CAP and in their communities. School presentations, local articles and directing a unit hands-on activity are among those things exemplifying the fulfillment of this element.

b. External Aerospace Education. The external AE program presents aerospace education to the public. This is accomplished through academic programs within the education system and contacts between the CAP members and their communities.

(1) Aerospace Education Workshops (AEWs). Civil Air Patrol makes an outstanding contribution to the educational system by supporting aerospace education workshops in school systems and colleges throughout the country. These workshops are designed to provide educators

with a basic knowledge of aerospace and are a part of an educational institution's course of study. Workshops will be administered and directed by that institution.

(2) Aerospace Education in Local Schools and Other Community Organizations. CAP personnel will cooperate with schools and other community organizations to promote aerospace education efforts, provide aerospace education units of instruction, assist with materials, resource people, appropriate programs, arranging field trips, etc.

(3) Aerospace Education Materials. CAP has numerous educational materials to enhance and supplement academic curricula. These materials are available to educators and other community organizations, AEOs, and other CAP members.

(4) Aerospace Organizations and Agencies. Aerospace organizations, government agencies, and the private sector in each state provide aerospace education opportunities, resources, and materials. These organizations include, but are not limited to:

- State Department of Education
- State Aeronautics Commission
- Federal Aviation Administration
- National Aeronautics and Space Administration
- National Oceanic and Atmospheric Administration
- Ninety Nines
- Air Force Association
- U. S. Space Foundation

(5) National Congress on Aviation and Space Education (National Congress). The National Congress is the premier aerospace education conference held in the nation. It is an annual congress sponsored by CAP. The National Congress promotes an understanding of aviation and space education, and motivates and encourages educators and others to incorporate aerospace education into their curricula or programs. The National Congress provides a forum for leaders to speak out on aerospace issues facing our nation today. CAP members are encouraged to promote and attend the National Congress.

3. Aerospace Education Positions. Aerospace education staff positions are authorized at region, wing, group, and squadron levels. Positions are filled by organizational commander appointment. The major characteristics desired of AE staff members are: (1) a high interest in and an enthusiasm for aerospace, (2) initiative and imagination in promoting aerospace education, (3) a working knowledge of the educational community, and (4) the ability to work with people and recruit individuals to assist in promoting aerospace education.

REGION

Deputy Chief of Staff/Aerospace Education (DCS/AE)
Internal Aerospace Education Officer (AEO)
External Aerospace Education Officer (AEO)

WING

Wing Director of Aerospace Education (DAE)
Internal Aerospace Education Officer (AEO)
External Aerospace Education Officer (AEO)

GROUP

Aerospace Education Officer (AEO)
Internal Aerospace Education Officer (AEO)
External Aerospace Education Officer (AEO)

SQUADRON

(Senior) Aerospace Education Officer (AEO)
(Cadet) Aerospace Education Officer (AEO)
(Composite)
Cadet Aerospace Education Officer (AEO)
and
Senior Aerospace Education Officer (AEO)

a. Deputy Chief of Staff/Aerospace Education (Region). The DCS/AE will:

- (1) Communicate and coordinate with the region commander in developing a region AE Plan of Action.
- (2) Report those wings submitting AE Plans of Action to the region commander.
- (3) Assist each wing DAE.
- (4) Be responsible for all AE programs at the region level.
- (5) Report to the region commander periodically on progress of region AE Plan of Action.
- (6) Submit annual AE budget.
- (7) Offer assistance to the region cadet competition team in preparation for National Cadet Competition.
- (8) Maintain a current wing DAE roster.
- (9) Give AE updates at staff meetings.

b. The DCS/AE-Region Director of Aerospace Education (RDAE) team. The team will coordinate to accomplish the following:

- (1) Review region and each wing's annual AE Plan of Action and, if changes are necessary, assist with revisions.
- (2) Convene a committee, with Region Commander approval, to select a regional winner in each Brewer Award category.
- (3) Compile region listing of AEWs, including the name of the director. The RDAE will forward the list to HQ Civil Air Patrol / ETA.
- (4) DCS/AE plans and conducts AE program at region conferences for CAP members; RDAE assists with program, if requested.
- (5) DCS/AE conducts an orientation for newly appointed DAEs; RDAE assists, if requested.
- (6) Contact individuals, private industry, organizations, and governmental agencies to promote and enhance the aerospace education mission.

c. Director of Aerospace Education (Wing). The wing DAE will:

- (1) Communicate and coordinate with the wing commander to develop wing AE Plan of Action.

(2) Submit draft of annual AE Plan of Action to DCS/AE and RDAE for review.

(3) Submit final AE Plan of Action, signed by wing commander, to DCS/AE and a copy to RDAE.

(4) Provide end-of-year AE Activity Report - wing to the wing commander, with copies to DCS/AE and RDAE.

(5) Submit annual AE budget.

(6) Report to the wing commander periodically on progress of wing AE Plan of Action.

(7) Report to the DCS/AE and RDAE periodically on wing aerospace activities.

(8) Offer assistance to cadet competition teams in preparation for region cadet competition.

(9) Confer and coordinate with wing liaison officer or non-commissioned officer to ascertain and obtain available support services.

(10) Monitor the CAP awards program for aerospace education.

(11) Work with wing public affairs officer to publicize aerospace education.

(12) Maintain a current AEO roster.

(13) Be responsible for and administer all wing AE programs.

(14) Assist unit AEOs.

(15) Conduct AE programs within the wing and at the wing conference.

(16) Visit units throughout the wing for evaluation and assistance.

(17) Provide quarterly verification of AEPSM.

(18) Complete and mail CAPF 127, *Monthly Certification Report*, to HQ CAP/ETA as needed with copies to the DCS/AE and RDAE.

(19) Maintain CAPF 124, *AEPSM AE Examination Control Log*.

(20) Order CAPC 20, *Charles E. "Chuck" Yeager Aerospace Education Achievement Award (Region/Wing Level)*, and issue upon satisfactory completion of evaluation. Send certificate to unit commander within 30 days for timely presentation.

(21) Conduct orientations for newly appointed AEOs.

(22) Contact individuals, public and private industry, organizations, and governmental agencies, to promote and enhance the AE mission.

(23) Work with wing staff (such as the PAO) and commanders to submit Brewer Award nominations.

(24) Give AE updates at staff meetings.

d. Unit AEOs. Unit AEOs are responsible for all AE programs in the unit and for reviewing monthly verification of AEPSM evaluation completion:

(1) The Senior Squadron AEO Will:

(a) Communicate and coordinate with commander to develop unit AE goals and objectives, plan of action, and annual budget.

(b) Report periodically to unit commander and wing DAE on AE program.

(c) Administer and evaluate AEPSM examination for senior members.

(d) Conduct AE current events portion of squadron meetings.

(e) Maintain a squadron AE bulletin board.

(2) The Cadet Squadron AEO Will:

(a) Administer both cadet and senior AE programs.

(b) Encourage and assist cadets to complete AE requirements (CAPM 50-16).

(c) Select, train, and supervise AE counselors to assist and guide cadets.

(d) Report periodically to unit commander and wing DAE on AE program.

(e) Conduct AE current events portion of squadron meetings.

(f) Maintain a squadron AE bulletin board.

(3) The Composite Squadron:

(a) AEO for cadets has the same responsibilities as the cadet squadron AEO.

(b) AEO for seniors has the same responsibilities as the senior squadron AEO.

(c) AEOs report periodically to unit commander and wing DAE on AE program.

(4) **The Congressional Squadron** will be supported by the National Capital Wing DAE.

(5) **Overseas units** will receive AE support from HQ CAP/ETA, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

4. National Awards:

a. Aerospace Education Mission Awards. Points are earned by measured performance in four major aerospace education mission areas: staffing, internal program, external program, and Plan of Action. The annual Aerospace Education Activity Report - Wing provides the information used to determine points earned. Details regarding submission of the annual Aerospace Education Activity Report - Wing can be found in CAPP 15, *Aerospace Education Officers' Handbook*.

Selection Procedures. Each year, HQ CAP/ETA compiles all the aerospace education points earned by each wing in CAP. HQ CAP/ETA then determines the top three wings in aerospace education by point totals and declares them National Aerospace Education Mission Award winners. Further, HQ CAP/ETA determines the top wing in aerospace education in each region by point totals and declares that wing the region Aerospace Education Mission Award winner.

b. Frank G. Brewer-Civil Air Patrol Memorial Aerospace Awards. The Brewer awards are presented in commemoration of Frank G. Brewer, Sr., and his lifelong interest in aviation, youth, and education. Recognition is given to individuals and organizations who have made outstanding contributions, out of selfless devotion, to the advancement of youth in aerospace activities. Nominees are evaluated on CAP program support, significance of accomplishment, community involvement, and support of all facets of the aerospace

education mission. Nomination forms are found in CAPP 15, *Aerospace Education Officers' Handbook*.

(1) Awards Selection Criteria:

(a) Category I - Civil Air Patrol Cadet.

Nominee must have earned the Billy Mitchell Award and must be a current CAP member. The nomination should include a strong justification that supports an outstanding aerospace achievement or significant contribution to the aerospace field during the calendar year preceding the selection.

(b) Category II - Civil Air Patrol Senior Member. Nominee must be a current CAP member. The nomination should include strong justification that supports an outstanding aerospace achievement or significant contribution to the aerospace field during the calendar year preceding the selection.

(c) Category III - Individual. Nominees may include educators, state aviation officials, fixed-base operators, state superintendents of public instruction, members of the Armed Forces, members of Congress, or other individuals who have performed a noteworthy aerospace achievement or made significant contributions to the aerospace field over a continuous period of up to 10 years.

(d) Category IV - Organization. Nominees may include elementary or secondary schools, colleges, universities, airlines, aircraft industries, flying schools, government agencies, associations, or other organizations which have contributed significantly to the aerospace field over a continuous period of up to 10 years.

(e) Category V - Anniversary Award. (Presented every 5 years—2000, 2005, etc.) Nominees may include CAP members, educators, state aviation officials, fixed-base operators, state superintendents of public instruction, members of the Armed Forces, members of Congress, or other individuals who have performed a noteworthy aerospace achievement or made significant contributions to the aerospace field for a period of more than 20 years.

(2) Procedures:

(a) Any CAP member or CAP unit may submit nominations in any of the five award categories. Using the format shown in CAPP 15, nominations must be forwarded to the DCS/AE NLT 1 February. The DCS/AE-RDAE team will convene a committee to select a region winner in each category. The DCS/AE-RDAE team may obtain certificates from HQ CAP/ETA for presentation at an appropriate region activity. The RDAE may serve only as a non-voting selection committee member.

(b) The RDAE will forward names and supporting documentation of region winners to HQ CAP/ETA NLT 1 March for national award consideration. National awardees are selected by a committee and are announced by CAP's Executive Director on or about 15 April. The national award, consisting of a cast metal plaque mounted on a wooden shield with appropriate engraving, is presented at the CAP National Board Meeting.

c. Crown Circle Award. Induction into the National Congress on Aviation and Space Education Crown Circle for Aerospace Education Leadership is one of the highest honors bestowed in the field of aerospace education. Nominees are considered by the National Congress Planning Committee and may be individuals, organizations, associations, colleges or universities, school systems, government agencies, or industries. The nominees may be current or retired employees or associates of any of the Congress sponsors, supporters, or affiliates. Qualities sought in Crown Circle inductees include demonstrated performance of outstanding leadership in aerospace education over an extended term at a high level and of great quality. Induction may also be the result of exceptionally unique or extraordinarily outstanding achievement or contributions in aerospace education. Induction into Crown Circle takes place at National Congress. Nominations may be submitted by anyone; however, they must be typewritten, documented, and have the approval of the nominee. Accompanying the nomination should be a biographical sketch and a black and white photo (5x7). Nominations must be postmarked on or before 1 January. Submit nominations to:

HQ CAP/ET
Chief of Aerospace Education
105 South Hansell Street / Building 714
Maxwell AFB AL 36112-6332

d. A. Scott Crossfield Aerospace Education Teacher of the Year Award. The A. Scott Crossfield Aerospace Education Teacher of the Year Award recognizes and rewards aerospace education teachers for outstanding accomplishments in aerospace education and for possessing those honorable attributes expected of American educators. The Crossfield Aerospace Education Teacher of the Year Award consists of \$1,000 cash and membership in the Crown Circle of the National Congress. An official nomination form due on 1 February, may be obtained from:

HQ CAP/ET
Chief of Aerospace Education
105 South Hansell Street / Building 714
Maxwell AFB AL 36112-6332

Completed Crossfield Aerospace Education Teacher of the Year Award nominations must be submitted to HQ CAP/ETA on or before 1 February.



DAVID L. MILLER
Chief, Administration

PAUL J. ALBANO, SR.
Colonel, CAP
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SUMMARY OF CHANGES

This revision adds the A. Scott Crossfield Award in "AE-CAP," Internal Aerospace Education, Aerospace Education Management Skills Development (CAPP 215) series; explains Individual Aerospace Continuing Education in "AE-CAP," explains Aerospace Education Outreach in "AE-CAP." Within "Aerospace Education Positions" presents revisions to staff duties in the DCS/AE, DCS/AE-RDAE team, wing DAE, Unit AEO positions. Within "National Awards" revises submission due dates in the Frank G. Brewer – Civil Air Patrol Memorial Aerospace Awards; adds full nomenclature to the A. Scott Crossfield Aerospace Education Teacher of the Year Award. Moves required submission or action dates for AEO reports or processes to *Aerospace Education Officers' Handbook* (CAPP 15).

NOTE: Changes from superseded publication are identified in this document by placing a bold vertical bar outside the appropriate margin.