



# CAP REGULATION 50-1

CORRECTED COPY

1 MAY 2018

Aerospace Education

## CIVIL AIR PATROL AEROSPACE EDUCATION MISSION

This regulation establishes the Civil Air Patrol (CAP) Aerospace Education (AE) program, which is authorized under Title 36, United States Code, § 40302. Further information concerning the implementation, procedures, and deadlines of the AE program is available in CAP Pamphlet (CAPP) 50-1, *Aerospace Education Officers Handbook*.

### SUMMARY OF CHANGES.

This document replaces CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*. It has been extensively revised and must be reviewed in its entirety. Additionally, CAPR 50-20, *Model Rocketry*, has been rescinded and consolidated into this regulation.

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**1. Overview.** Title 36, U.S.C. § 40302 defines CAP’s purposes as an organization to encourage and aid citizens of the United States in contributing their efforts, services, and resources in developing aviation and in maintaining air supremacy, to provide aviation education and training, and to promote AE and cyberspace to our members and the general public. This regulation implements these purposes and

communicates AE knowledge, skills, and attitudes relating to aerospace (aviation and space) activities and science, technology, engineering and math (STEM).

## **2. Roles and Responsibilities.**

2.1. National Commander. The National Commander ensures that CAP accomplishes its aerospace education mission.

2.2. National Headquarters. The National AE Team is the office of primary responsibility for the AE program and the overall focal point for program implementation, curriculum development and policy management.

2.3. Region Headquarters. Region Commanders, assisted by the Region Deputy Chief of Staff for AE (DCS/AE), approve all region AE activities, ensure the wings under their command operate in accordance with this regulation and assist wings in improving their AE programs.

2.4. Wing Headquarters. Wing Commanders, assisted by the Wing Director of AE (DAE), approve all wing AE activities, ensure the squadrons under their command operate in accordance with this regulation and assist squadrons in improving their AE programs. Refer to CAPP 50-1 for a detailed listing of DAE responsibilities.

2.5. Group Headquarters. Group Commanders, assisted by the Group Aerospace Education Officer (AEO), approve all AE activities, ensure the squadrons under their command operate in accordance with this regulation, and assists squadron in improving their AE programs.

2.6. Squadrons. Squadron Commanders, assisted by the Squadron AEOs, approve all squadron AE activities and ensure the squadron operates in accordance with this regulation. In the absence of an appointed AEO, the Squadron Commander will assume all AEO duties.

2.7. Aerospace Education Officers (AEO). AEOs are at every level; squadron, group, wing and region. However, at the wing level they are called Directors of AE (DAE), and at the region level they are called Deputy Chiefs of Staff (DCS/AE). At all levels AEOs are their commander's main point of contact and primary resource for accomplishing the AE mission. AEOs work closely with their assistants to ensure that AE is promoted in their units and in their communities. AEOs interact and coordinate with other AEOs at the organizational level above and below them to ensure that the AE mission is being accomplished. AEO responsibilities are listed in Attachment 4 of this regulation and in [CAPR 20-1\(I\), Organization of Civil Air Patrol](#).

2.8. Assistant Aerospace Education Officers. Assistant AEOs at all levels perform their assigned duties and support their AEO, DAE, or DCS/AE to help ensure accomplishment of the AE mission. At all levels assistant AEOs may be assigned to work specific AE tasks and functional areas. At the wing and region levels, the DAE and DSC/AE appoint an Internal AEO and an External AEO. Refer to Attachment 4 of this regulation and in CAPR 20-1(I) for a listing of AEO responsibilities.

**3. Waivers.** CAP/AE is the waiver authority for this regulation. Submit waiver requests through command channels to CAP/AE.

**4. Operating Instructions (OI) and Supplements to this Regulation.** OIs and supplements pertaining to this regulation shall not be issued below the wing level and must be approved by CAP/AE. Wings will send a courtesy copy to the region when submitting an OI or supplement for approval.

**5. AE Internal Aerospace Education Program.** CAP squadrons, groups, wings, and regions will have an internal AE program promotes AE and STEM to our members, cadets and seniors. The internal AE program promotes and educates CAP members on the importance of aviation, aerospace, cyberspace and STEM. It also provides resources to increase CAP members' basic aerospace knowledge of these important topics. AE's internal program contains many components, such as products, programs, and resources that can be used to educate and train CAP members to expand their knowledge of aerospace, cyberspace, and STEM. CAP also emphasizes the societal, economic, and national security impacts aerospace, cyberspace, and STEM have on our country. Information on how to best use these programs can be found either on the [AE website](#) or in CAPP 50-1, *Aerospace Education Officers Handbook*.

5.1. Senior Members. All senior members are encouraged to make aerospace education an integral part of their CAP experience. Commanders and AEOs are expected to assume leadership roles in the internal AE program.

5.2. Cadet Members. Aerospace education is a major part of the cadet program. Cadets study aerospace books and perform hands-on aerospace activities in their unit or by themselves. Cadets must complete formal aerospace education requirements to progress through the various achievements of the cadet program. [CAPR 60-1](#), *Cadet Program Management*, defines the cadet program and outlines the aerospace education requirements.

**6. External Aerospace Education Program.** CAP squadron, groups, wings and regions will have an external AE program that represents CAP's outreach to the general public, including schools and organizations. Commanders and AEOs are expected to assume leadership roles in external AE programs. Helping our society understand the importance of aerospace, cyberspace and STEM is a critical part of CAP's AE mission. This can be accomplished through CAP's academic programs and products and through the contacts between CAP members, their communities and schools. AEOs and other CAP members are encouraged to promote AE and STEM by visiting local schools and organizations and communicating CAP's AE mission. For more information refer to CAPP 50-1.

6.1. Aerospace Education Member (AEM). AEM is a special membership category open to educators or any reputable individual or organization that has a desire to promote the aerospace education objectives and purpose of CAP. AEMs do not attend CAP meetings on a routine basis or wear the CAP uniform. They do not participate in CAP missions or go to national cadet activities. However, AEMs have access to CAP AE products, help develop and implement AE materials, and promote aerospace education and STEM to their students, peers and the general public.

6.2. Aerospace Education in Local Schools and Other Community Organizations. CAP members can support AE's external mission by visiting schools, school teachers, and other community organizations and promoting aerospace education efforts; providing aerospace education units of instruction; assisting with materials, personnel, and arranging field trips.

**7. AE Education and Training.** Accomplishing the AE mission involves both education and training. Leading cadets, other senior members, community and school members into understanding the importance of AE requires that AEOs be involved in AE education and training. This section identifies valuable education and training components of AE that will help AEOs more effectively and efficiently achieve the AE mission. CAP members are encouraged to invest time and effort in acquiring knowledge about AE and the skills necessary to accomplish the AE mission.

7.1. Yeager Test. This test is a self-paced study for senior members and is based on the CAP text, *Aerospace: The Journey of Flight*. This test will increase a members' knowledge of aviation and space and help them appreciate the importance of CAP's AE mission. Once members are ready to take the Yeager

test, they have two options; open book or closed book. Members are encouraged to take the test on-line through CAP's Learning Management System, or they may opt to take a paper test at their unit. For more information about the Yeager testing procedures, refer to CAPP 50-1. After successful completion of the test, members will receive the Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award and are authorized to wear the Yeager Award ribbon. Paragraph 9.1.2 of this regulation discusses the Yeager Award.

7.2. AE Specialty Track. CAPP 215 is the *Aerospace Education Officer Specialty Track Study Guide*. This guide involves the education and training of AEOs at all levels. The CAPP 215 specialty track publication, developed specifically for AE staff professional growth, is available on the [CAP website](#). The specialty track consists of three ratings: technician, senior, and master. All three ratings are evaluated by three requirements: knowledge, performance, and service. Once a member is assigned as an AEO and the squadron commander enter the AEO into the AE Specialty Track, the member is expected to progress through the ratings, thereby increasing their knowledge and experience of AE. When the master specialty track rating is earned and the CAP member is serving or has served as an AEO or assistant AEO, as certified by the commander, the CAP member will be awarded the A. Scott Crossfield Award and is authorized to wear the Crossfield ribbon. Paragraph 9.1.3. of this regulation further discusses the Crossfield Award. For more information on the AE specialty track and the Crossfield award refer to CAPP 215.

7.3. AEO Schools. These schools educate and train CAP AE leaders, at all levels, in their job requirements and the resources available to them. The schools introduce the students to many of the aerospace education, cyberspace and STEM programs, products, hands-on activities, AE publications and other valuable information that help accomplish the AE mission. These schools can be either the national or regional schools. Attending at least one of these schools is highly encouraged for AEOs at all levels.

7.4. Aerospace Education Workshops. AEOs conduct AE workshops for various reasons. Some of these reasons are mentioned below. AEOs are encouraged to conduct or to attend AE workshops to further their knowledge.

7.4.1. Wing AE Workshops. Some wings conduct AE specialty track technician rating training for recently assigned AEOs in the wing. This training introduces new AEOs to the AE specialty track and how to develop their knowledge, performance and service as AEOs. Wings may also conduct AE/STEM subject matter workshops to increase the AEOs knowledge and performance.

7.4.2. AEM Workshops. All levels of AEOs may conduct AEM workshops to enhance AEMs' knowledge of AE products and programs available to help them promote AE in their classrooms and communities. Additionally, these workshops also expose educators to CAP and its aerospace education mission.

7.4.3. College and University Workshops. Some AEOs conduct AE workshops in colleges. These workshops are designed to provide educators with a basic knowledge of aerospace and can be a part of an educational institution's course of study. These workshops also expose educators to CAP and its aerospace education mission. Attendees can potentially earn college credit if the AEO works with the college/university.

**8. AE/STEM Products/Programs.** AE has several products and programs available to CAP members to help increase their knowledge of aerospace and provide them with materials to share with other CAP members and the general public. A complete listing of the products and programs can be found on the [AE website](#) and in CAPP 50-1; however, here are a few examples:

8.1. Aerospace Education Excellence (AEX) Program. The AEX program is hands-on, inquiry-based learning tool that meets national academic standards and provides aerospace, aviation, space, and STEM-related activities to our members. It is both a participation and award program. Members may use the AEX books and may also use any of the other AE/STEM products to conduct AE activities and satisfy the requirements of the AEX award. Paragraph 9.1.1. further discusses the AEX award.

8.2. AE STEM Kit Program. CAP's STEM kit program distributes kits to AEOs at all levels, and to AEMs to be used to increase excitement and knowledge of AE and STEM programs and potential careers. Detailed information, a list of available kits, and ordering instructions may be found on the [AE website](#) or in CAPP 50-1.

8.3. Model Rocketry Program. The basic rocketry program is designed to introduce cadets (facilitated by senior members) to model rocketry and to increase their knowledge and interest in rocketry. The program consists of rocket history, rocket science, and the safe building, launching and recovery of rockets. Members progress through three phases of written and hands-on activity requirements. Successful completion of the program and its performance requirements are in accordance with the CAP Model Rocketry module, which is available on the [AE website](#) or on the AE download pages in [eServices](#). Successful completion of this program also allows the cadet to receive and wear the rocketry badge. The National Association of Rocketry's safety code is used to guide the safety of the CAP Model Rocketry program. CAP AE also has an Advanced Model Rocketry program for cadets and senior members that contains two phases. Additional information on how to conduct a successful rocketry program is also included in CAPP 50-1.

8.4. Aerospace Connections in Education (ACE). ACE is CAP's K-6 AE program that provides teachers with grade-specific lesson plans on character development, physical fitness and academics, all revolving around an aerospace theme. AEOs are encouraged to connect their squadrons with ACE teachers to assist in the implementation of the program, and to introduce the cadet program to fifth and sixth graders. To learn more about the program and how to involve teachers in this program, refer to CAPP 50-1.

8.5. Teacher Orientation Program (TOP) Flight. The TOP Flight program provides the opportunity for teacher members, both AEMs and senior members who are teachers, to experience the thrill of flying with an orientation flight in a CAP aircraft. Not only do the teachers receive a flight, but they also get to share that exciting experience later with their students. AEMs who contact CAP/AE will be put in contact with the appropriate wing DAE, who will either coordinate the flight with the AEM or find someone in the local area to take place for coordinate the flight details. Any regular CAP member contacting CAP/AE about a TOP Flight will receive funding information on how to proceed with the coordination procedures. The teachers, CAP/AE, a wing DAE, the pilot or pilots, and the wing commander must all be involved to ensure a successful TOP Flight. An overview of the program and the necessary procedures can be found in the [TOP Flight Handbook](#) located on the AE website.

**9. AE Awards.** AE awards can be divided into two general categories – earned and nominated. Earned awards result from a member completing activities, performing duties, or taking tests. Nominated awards result from a nomination package being submitted on behalf of an individual. Any CAP member may nominate an individual for an award at any command level, but only one award recommendation may be forwarded through the chain of command to compete at the next higher level. For additional information for the following awards, refer to CAPP 50-1.

#### 9.1. Earned Awards.

9.1.1. AEX Award Program. Each participant who successfully completes six AE/STEM related hands-on activities, plus completes an additional two-hour activity, has met the requirements of this

program and will receive a completion certificate. The activities can be CAP activities, or they can come from other sources as long as they are AE/STEM related activities. The additional two hours can be anything, as long as it is AE/STEM related. For instance, it can be an activity, a combination of activities, or even a field trip.

9.1.2. Brigadier General Charles E. "Chuck" Yeager Award. This award is based on the successful completion of the Yeager test, which is described in paragraph 7.1. of this regulation and further described in CAPP 50-1. After successful completion of the test, members are authorized to wear the Yeager Award ribbon.

9.1.3. A. Scott Crossfield Award. The Crossfield Award is awarded to members who have earned the master level rating in the aerospace education specialty track and served as an aerospace education officer. A Crossfield Award recipient will have met the knowledge, performance, and service requirements as listed in CAPP 215. More information about the Crossfield Award is contained in CAPP 215.

9.1.4. Squadron AE Achievement Award. The Squadron AE Achievement Award identifies squadrons that successfully perform at least eight of the fourteen criteria, which encompass both internal and external programs in AE. Refer to Attachment 5 for additional details about the award criteria

9.1.5. Aerospace Education Mission Award. The AE Mission Award identifies the best wing in aerospace education in each region. The AE Mission Award is based on information contained in the wing's annual AE Activity Report. The contents of the activity report will be evaluated in these AE mission areas; staffing, internal programs, external programs, AE Plan of Action (AEPOA), and the AE Activity Report. Details regarding the deadlines for submission of the annual [Wing AE Activity Report](#) can be found in Attachment 2 of this regulation. Additional information on the grading criteria can be found in CAPP 50-1. Region commanders, with the assistance of their region AE staff, will determine their respective winner.

9.2. Nominated Awards. CAPF 120 will be used only as the cover sheet for each award nomination. Use AE award forms to complete your nomination packets.

9.2.1. 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 that have made outstanding contributions to the advancement of youth in aerospace activities. The four award categories, nomination procedures, and the selection criteria for each are covered on the nomination form in CAPF 50-1, *Frank G. Brewer CAP Memorial Aerospace Award*. Any CAP member may nominate an individual an award; however, each command level forwards only one selection in each category to the next higher level. Commanders at each level, with the assistance of their AE staff, will determine their winners. Deadlines for nominations are contained in Attachment 2.

9.2.2. Major General Jeanne M. Holm Civil Air Patrol Aerospace Education Officer of the Year Award. This award was established to recognize and reward outstanding performance in aerospace education by AEOs at the squadron, group, wing, or region levels. More information about the qualifications and the nomination procedures can be found on CAPF 50-2 or in CAPP 50-1. Each command level, with the assistance of their AE staff, forwards their single selection to the next higher level according to the schedule noted in Attachment 2.

9.2.3. Civil Air Patrol Aerospace Education Teacher of the Year Award. The Civil Air Patrol Aerospace Education Teacher of the Year Award is a national level award established to recognize and reward any Civil Air Patrol member who is a certified teacher for outstanding accomplishments in

Aerospace Education. More information about the qualifications and the nomination procedures can be found in CAPF 50-3 or in CAPP 50-1. Each command level, with the assistance of their AE staff, forwards their single selection to the next higher level according to the schedule noted in Attachment 2.

9.2.4. Air Force Association's (AFA) Aerospace Education Cadet of the Year Award. The AFA sponsors this award recognizing a CAP cadet for outstanding aerospace education contributions. The deserving cadet winner will have made significant contributions by promoting AE within CAP and the local community. More information about qualifications and nomination procedures can be found in CAPF 50-4 or in CAPP 50-1. Each command level, with the assistance of their AE staff, forwards their single selection to the next higher level according to the schedule noted in Attachment 2.

**10. AE Plan of Action.** Each squadron will develop an online AE Plan of Action in eServices every fiscal year. This plan represents the AE programs and activities the squadron plans to conduct in the upcoming year. Squadrons, groups and wings can add comments in the Above and Beyond sections of their AE Plans of Action. The plan is then reviewed or action by the next higher headquarters and then approved by the wing commander. Refer to Attachment 2 for submission deadlines. For additional information on how to develop an AE Plan of Action refer to CAPP 50-1.

**11. AE Activity Report.** Each squadron will complete the online AE Activity Report in eServices every year. The report records all of the unit's accomplishments for the past fiscal year. Groups and wings will review the consolidated activity reports they receive from their squadrons, with the group and wing commanders approving their squadrons' or groups' reports. Regions will then review the wing submissions. Refer to Attachment 2 for submission deadlines. Instructions on how to complete the AE activity report are explained in CAPP 50-1.

**12. AE Wing Compliance Inspection.** The AE wing compliance inspection questions, how to verify compliance and how to handle any discrepancies are contained in Attachment 1 of this regulation.

MARK E. SMITH  
Major General, CAP  
Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

<b>Checklist and Tab</b>	<b>Compliance Questions</b>	<b>How to Verify Compliance</b>	<b>Discrepancy Write-Up</b>	<b>How to Clear Discrepancy</b>
SUI 01	Has the unit developed an annual AE Plan of Action (POA) IAW CAP regulations? a) For groups, the POA must include POAs from each squadron in the group.	Review unit POAs in eServices. If unit is a group, make sure all subordinate units have approved their POA.	(Discrepancy): [xx] (A1 Question 1) Unit failed to enter an annual AE Plan of Action (POA) IAW CAPR 50-1 para 10.  a) (Discrepancy): [xx] (A1 Question 1) Group failed to consolidate an annual AE Plan of Action (POA) IAW CAPR50-1 para 10.	Attach a copy of the POA to the discrepancy in the Discrepancy Tracking System (DTS).
SUI 02	Does the unit have an Internal Aerospace Education program?	Unit will submit examples of AE events (presentations, workshops, other activities, etc.) agendas which will include date and topic presented, activity done, etc.	(Discrepancy): [xx] (A1 Question 2) Unit failed to have internal Aerospace Education efforts, IAW CAPR 50-1 para 5.	Attach a copy of examples to promote internal AE to the discrepancy in the Discrepancy Tracking System (DTS).
SUI 03	Does the unit have an external Aerospace Education program?	Unit will submit examples of cooperative events with either schools or community organizations (Explorer/Boy/Brownie/Girl Scouts, 4-H, etc.) which resulted in the promotion of Aerospace Education.  NOTE: If unable to provide documentation then provide documentation of attempts to establish cooperative events to promote Aerospace Education.	(Discrepancy): [xx] (A1 Question 3) Unit failed to have external Aerospace Education efforts, IAW CAPR 50-1 para 6.	Reference CAPP 50-1 for suggestions. Accomplish cooperative events with either schools or community organizations which result in the promotion of Aerospace Education.  Attach a copy of documentation of the activities with the school or community organization which promoted Aerospace Education to the discrepancy in the DTS.  Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
SUI 04	Did the unit complete an annual AE Activity Report IAW CAP regulations? Groups are required to consolidate Squadron AE Activity Reports.	Unit will submit a copy of the AE Activity Report.	(Discrepancy): [xx] (A1 Question 4) Unit failed to complete an annual AE Activity Report, IAW CAPR 50-1 para 11.	Complete an annual AE Activity Report for the missing year.  Attach a copy of the Unit annual or Group consolidated AE Activity Report to the discrepancy in the DTS.  Attach a plan of action, approved by Unit or Group Commander, to prevent reoccurrence to the discrepancy in the DTS.

Checklist and Tab	Compliance Questions	How to Verify Compliance	Discrepancy Write-Up	How to Clear Discrepancy
SUI 05	Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating?	Unit will provide a list of AEOs enrolled in the AE specialty track from Member Reports.	Discrepancy: [xx] (A1 Question 5) Unit failed to enroll AEOs in the AE specialty track, IAW CAPR 50-1, para 7.2.	Unit will attach a list of enrollees to the discrepancy in the Discrepancy Tracking System (DTS).
CI 01	Has the wing consolidated an annual AE Plan of Action based on the reports received from subordinate units?	Wing will submit copy of the most recent AE Plan of Action (POA). Compliance is determined by reviewing materials submitted by the wing.	(Discrepancy): [xx] (A1 Question 1) Wing failed to consolidate an annual AE Plan of Action (POA) IAW CAPR 50-1 para 10.	Attach a copy of the POA to the discrepancy in the Discrepancy Tracking System (DTS).
CI 02	Does the wing advance the CAP external AE program?	Wing will submit examples of cooperative events with either schools and/or community organizations (Explorer/Boy Scouts/Brownie/Girl Scouts, 4-H, etc.) which resulted in the promotion of Aerospace Education for the last two years. <b>Note:</b> If unable to provide examples, the provide documentation of attempts to establish cooperative events to promote Aerospace Education.	(Discrepancy): [xx] (A1 Question 2) Wing Failed to advance the CAP external AE program IAW CAPR 50-1, para 6.	Attach a copy of examples to promote external AE to the discrepancy in the Discrepancy Tracking System (DTS).
CI 03	Did the wing complete an AE activity report?	Wing will submit copies of the last two AE activity reports that were forwarded to CAP/AE.	(Discrepancy): [xx] (A1 Question 3) Wing failed to complete an annual AE activity report IAW CAPR 50-1 para 11. List missing year(s).	Attach a list of activities to the discrepancy in the Discrepancy Tracking System (DTS).
CI-04	Does the wing advance the CAP internal AE program?	Wing will provide a list of AE activities for the last two years which resulted in the promotion of Aerospace Education within CAP.	Discrepancy: [xx] (A1 Question 4) Wing failed to advance the CAP internal AE program, IAW CAPR 50-1, para 5.	Attach a list of activities to the discrepancy in the Discrepancy Tracking System (DTS).
CI-05	Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating?	Wing will provide a list of AEOs enrolled in the AE specialty track from Member Reports.	Discrepancy: [xx] (A1 Question 5) Wing failed to enroll AEOs in the AE specialty track, IAW CAPR 60-1, para 7.	Wing will attach a list of enrollees to the discrepancy in the Discrepancy Tracking System (DTS).

**Attachment 2 - REPORTING AND DUE DATES PRESCRIBED IN THIS REGULATION**

**Deadlines for Award Submissions**

<b>Wings with Groups</b>	<b>AEPOA</b>	<b>AE Activity Report</b>
Squadron to Group	30 Nov	30 Oct
Group to Wing	31 Dec	30 Nov
Wing to Region	31 Jan	31Dec
Region to NHQ	28 Feb	28 Feb
<b>Wings without Groups</b>	<b>AEPOA</b>	<b>AE Activity Report</b>
Squadron to Wing	30 Nov	30 Oct
Wing to Region	31 Jan	31 Dec
<b>Region to NHQ</b>	28 Feb	28 Feb

**Deadlines for Award Nominations**

<b>Wings with Groups</b>	<b>Dates</b>
Squadron to Group	15 Dec
Group to Wing	15 Jan
Wing to Region	15 Feb
Region to NHQ	15 Mar
<b>Wings without Groups</b>	<b>Dates</b>
Squadron to Wing	15 Jan
Wing to Region	15 Feb
Region to NHQ	15 Mar

Waiver to these dates can be obtained if unforeseen circumstances arise. Refer to paragraph 3. of this regulation.

**Attachment 3 - GLOSSARY AND TERMS**

## References

Title 36, U.S. Code, 40302, Patriotic and National Organizations

## Acronyms

ACE	Aerospace Connections in Education
AE	Aerospace Education
AEM	Aerospace Education Member
AEO	Aerospace Education Officer
AEPOA	Aerospace Education Plan of Action
AEX	Aerospace Education Excellence Program
AFA	Air Force Association
CAPF	Civil Air Patrol Form
CAPP	Civil Air Patrol Pamphlet
CAPR	Civil Air Patrol Regulation
DAE	Wing Director of AE
DCS/AE	Region Director of AE
STEM	Science, Technology, Engineering and Math
TOP Flight	Teacher Orientation Program Flight

#### **Attachment 4 - AEROSPACE EDUCATION OFFICER RESPONSIBILITIES**

##### Duties and Responsibilities of an AEO/DAE/DCS

###### Squadron/Group AEO:

- Responsible for all AE programs in the unit (cadet and senior if applicable)
- Communicates and coordinates with the commander to develop unit AE goals and objectives and annual budget
- Reports periodically to unit commander and group AEO, or wing DAE on AE program
- Selects, trains and supervises AE assistants to help perform AE responsibilities
- Works toward the next higher rating level in the AE Specialty Track
- Initiates and supports external AE programs in the community
- Supports group/wing/region/national internal and external AE activities
- Encourages unit and school participation in the Model Rocketry program, the AE Excellence (AEX) program, and the STEM Kit program
- Encourages and helps cadets to complete AE requirements
- Promotes the Teacher Orientation Program (TOP) Flights
- Has completed or working on completion of the Yeager test
- Administers and evaluates the Yeager test for senior members. Test Control Officer can also administer the test.
- Applies for AFA/CAP unit AE grants
- Develops the annual squadron Plan of Action
- Completes the AE annual Activity Report
- Files reports as required by regulations
- Maintains an AE Notebook; hard copy or electronic

###### Wing DAE:

- Helps recruit flight, squadron, and group AEOs
- Trains and assists squadron and group AEOs
- Appoints an internal and external AE staff
- Works toward the next higher rating level in the AE Specialty Track
- Gives AE updates at staff meetings
- Works with wing public affairs officer to promote aerospace education
- Communicates and/or visits subordinate units for evaluation and assistance
- Maintains a current AEO roster
- Conducts AE programs within the wing and at the wing conference
- Conducts and supports AE's outreach programs
- Creates an AE page on wing's website
- Has completed or working on completion of the Yeager test
- Reports to the DCS/AE periodically on wing aerospace activities
- Serves as point of contact for the Teacher Orientation Program (TOP) Flights
- Ensures nominations are written for CAP's AE awards program
- Forwards award nominations to DCS/AE
- Ensures applications are made for AE grants
- Submits annual AE budget to wing commander
- Reports to the wing commander periodically on progress of wing AE Plan of Action
- Reviews final on line AE Plan of Action

- Ensures wing commander approves on line POA
- Provides end-of-year AE Activity Report to the wing commander

Region DCS/AE:

- Appoints an internal and external AE staff
- Maintains a current wing DAE roster
- Assists each wing DAE
- Gives AE updates at staff meetings
- Is responsible for all AE programs at the region level
- Assists region cadet competition team preparing for National Cadet Competition
- Helps select the region AE awards
- Submits annual AE budget
- Develops a region AE Plan of Action in coordination with the region commander (not mandatory, but suggested)
- Reports to the region commander periodically the progress of the wing AE Plans of Action and AE Activity Reports
- Reports to the region commander those wings submitting AE Plans of Action and AE Activity Reports

These duties and responsibilities are listed in CAPR 20-1 (i) and CAPP 50-1. How you accomplish these duties is up to you, but these are the important responsibilities for these CAP aerospace positions that will help you fulfill your AE mission. As you review this handbook, all of the AE programs will be discussed, and this should give you ideas on how to accomplish your duties.

### **Attachment 5 - SQUADRON AEROSPACE EDUCATION ACHIEVEMENT AWARD**

To earn the Squadron AE Achievement Award, a squadron must perform eight of the tasks listed below.

Tasks - 1, 2, 3 and 4 are required to qualify for the award.

Squadrons must achieve at least one task from each of the AE internal and external task areas.

#### **Required tasks:**

1. Aerospace Education Officer (AEO)

Every squadron will have a minimum of one AEO.

2. Aerospace Education (AE) Specialty Track 215

All AEOs in the squadron will be working to achieve or will have achieved the master rating in the AE Specialty Track 215.

3. AE Plan of Action (AE POA)

The squadron will submit an annual AE POA not later than 30 November.

4. AE Activity Report

The squadron will submit an annual AE activity Report not later than 30 October.

#### **Internal AE tasks:**

5. AE Excellence Award Program (AEX)

The squadron will enroll and complete the AEX Award Program.

6. Model Rocketry Program

Squadrons with cadets will complete the Model Rocketry Program.

7. Science, Technology, Engineering and Math (STEM) Kits

Squadrons will order, use and evaluate at least one CAP STEM Kit.

8. Yeager Award

The AEO and 75% of Senior Members will have earned the Yeager Award.

9. AE Award Nominations

The squadron will submit at least one AE award nomination.

#### **External AE Tasks:**

10. Aerospace Education Member (AEM)

The squadron will recruit an AEM.

11. AEX and AE Activities

A squadron member or members will assist an AEM in completing AEX program activities, STEM activities or present an AE activity in a local school/home school learning environment.

12. Science, Technology, Engineering and Math (STEM) Kits

A squadron member or members will assist an AEM in ordering, participating and evaluating a CAP STEM kit.

13. Aerospace Connections in Education (ACE)

A squadron member or members will assist an ACE teacher with their ACE lessons or activities.

14. Youth or Civic Group AE Activities/Presentation

A squadron member or members will assist a community youth group with an AE activity/presentation or make an AE presentation to a community civic organization.