



Aerospace Education

CIVIL AIR PATROL AEROSPACE EDUCATION MISSION

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

SUMMARY OF CHANGES.

This revision mentions that the Yeager test and the 215 test can be administered on-line at the CAP web site, and that only unit commanders and test control officers may administer the tests, to conform to CAP Regulation (CAPR) 50-4, *Test Administration and Security*. This revision explains that the name of the National Congress on Aviation and Space Education has been changed to National Conference on Aviation and Space Education. This revision mentions that the categories of the Brewer Award have been changed from five to four. This revision also mentions that CAP/ETA has been changed to CAP/AE. This revision also deletes any reference to RDAE. The RDAE position no longer exists. This revision adds the definition of an aerospace education member, and the announcement of the Frank G. Brewer-Civil Air Patrol Memorial Aerospace Award winners is updated.

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1. General:

a. The authority for CAP's aerospace education and training mission is derived from Title 36 of the United States Code, Section 40302. The law states that among the organization's purposes are "To provide 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*" and "To provide *aviation education and training* especially to its senior and cadet members."

b. CAP aerospace education programs implement the AE mission's goals and objectives. These AE programs provide an understanding and appreciation of aviation and space exploration in our world. Aerospace education communicates 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 other CAP members and the general public.

2. **Aerospace Education.** CAP has both an internal and an external aerospace education program. 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 supremacy.

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

Supersedes CAPR 280-2, 17 August 2002.

OPR: AE

Distribution: In accordance with CAPR 5-4.

(1) **Cadet Members.** Aerospace education is a major part of the cadet program. Cadets study aerospace books and perform hands-on aerospace activities in a group or by themselves. Cadets must complete formal aerospace education requirements to progress through the various achievements of the cadet program. CAPR 52-16, *Cadet Program Management*, defines the cadet program and outlines the aerospace education requirements.

(2) **Senior Members.** Aerospace Education Program for Senior Members (AEPSM) is an integral part of the senior program and consists of five elements:

(a) **Yeager Test.** This element is a self-paced study based on the CAP text, *Aerospace: The Journey of Flight*. All senior members have the responsibility to read and become knowledgeable with the content of this text. Once members are ready to take the Yeager test, they have three options, open book, closed book, or on-line. Members completing any of the options will receive the Charles E. "Chuck" Yeager Aerospace Education Achievement Award and are authorized to wear the Yeager ribbon. Unit commanders, test control officers (TCOs) or alternate test control officers may administer the Yeager test. Local reproduction of the test is authorized, but all copies must be controlled in the same manner as the originals (see CAPR 50-4, *Test Administration and Security*). If a member elects to take the Yeager test on-line, the member must send the Certificate of Completion to the wing Director of Aerospace Education (DAE) to receive credit and to receive the Yeager Award Certificate (CAPC 20). If a member elects to test using the hard copy on file at the local unit, squadrons will send the results to the wing Director of Aerospace Education, using CAP Form (CAPF) 126, Unit AE Examination Administration Record and Report Form. Either way, the wing DAE will issue the CAPC 20 to the squadron commander for presentation. Wing and region headquarters units will continue to send certificates to their own personnel completing the test. Wing and region DAEs must forward the CAPF 127, *Monthly Certification Report*, to NHQ CAP/DP, 105 South Hansell Street, Maxwell AFB, AL 36112, so members can receive credit in the national database and have their names published in the CAP News on-line as award winners. Former cadets who have earned the Spatz Award may be awarded the Yeager Award (reference attached CAP/CC ICL, 4 Jun 08).

(b) **Aerospace Education Management Skills Development** (CAPP 215 Specialty Track Study Guide, *Aerospace Education Officer (AEO)*). This element involves the orientation and training of unit AEOs. The CAPP 215 Specialty Track, developed specifically for AE staff professional growth, is available on the CAP website. The CAPP 215 Specialty Track consists of three phases, Technician, Senior and Master. All three phases are evaluated by a written examination (available on-line) and by demonstrated performance. An individual cannot accelerate faster than 4 months between each skill level upgrade. Completion of 215T, *Aerospace Education Officer (Technician)-Specialty Track 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*. 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 the commander, the CAP member will be awarded the A. Scott Crossfield Award. Requests for the A. Scott Crossfield Award are submitted to NHQ CAP/DP on the "Commander's Evaluation and Rating Certification Checklist, Phase III-Master Rating" (Attachment 1 of CAPP 215). NHQ CAP/DP will issue the A. Scott Crossfield Award certificate. The award certificate will be sent directly to the member unless otherwise requested.

(c) **Aerospace Education Leadership Requirements.** This element outlines the leadership required for the AE portion of the CAP mission. The term "leadership" applies to every CAP member and specifically to commanders and AE officers. The unit commander staffs each authorized AE position with individuals who conduct and support aerospace education in the unit. Region, wing, unit commanders and AE officers 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 is a way to achieve this element. Unit AEOs can facilitate individual continuing aerospace education by conducting aerospace education programs including such things as hands-on activities, 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. Giving school presentations, writing newspaper articles and directing a unit hands-on activity are among those examples that exemplify 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, working with Aerospace Education Members (AEM), as well as other contacts between CAP members and their communities. Aerospace Education Membership is a special category open to members of the educational community and any reputable individual or organization that has a desire to promote the aerospace objectives and purpose of CAP, but who does not desire to participate in the squadrons. The CAPF 13, *CAP Aerospace Education Membership Application*, is used to enroll into the CAP AEM category.

(1) **Aerospace Education Workshops (AEW).** CAP 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.

(2) **Aerospace Education in Local Schools and Other Community Organizations.** CAP personnel will cooperate with schools and other community organizations by promoting aerospace education efforts; providing aerospace education units of instruction; assisting with materials, people and 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, as well as to AEOs and other CAP members. Materials are listed on the Aerospace Education web page at www.cap.gov/ae.

(4) **Aerospace Organizations and Agencies.** Aerospace organizations, government agencies, and the private sector in each state provide aerospace education opportunities, resources, and materials. Access to these organizations are found at www.cap.gov/ae.

(5) **National Conference on Aviation and Space Education (NCASE).** This is the premier aerospace education conference in the nation. It is an event sponsored by CAP and the United States Air Force and a variety of aerospace education-oriented businesses and organizations. NCASE promotes an understanding of aviation and space education. Additionally, it motivates and encourages educators and others to incorporate aerospace themes into their curricula or programs. NCASE provides a forum for leaders to speak out on aerospace issues facing our nation today. CAP members are encouraged to promote and attend NCASE.

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 others to assist in promoting aerospace education. Positions and duty descriptions are as follows:

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

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

- (1) Communicate and coordinate with the region commander in developing a region AE Plan of Action.
- (2) Assist each wing DAE.
- (3) Be responsible for all AE programs at the region level.
- (4) Periodically report to the region commander on progress of region AE Plan of Action.
- (5) Offer assistance to the region cadet competition team in preparation for National Cadet Competition.
- (6) Maintain a current wing DAE roster.
- (7) Give AE updates at staff meetings.
- (8) Review each wing's annual AE Plan of Action and, if changes are necessary, assist with revisions.
- (9) Convene a committee, with region commander approval, to select a regional winner in each Brewer Award category.
- (10) Compile region listings of AE workshops, including the name and contact information of the director.
- (11) Plan and conduct AE programs at region conferences.
- (12) Conduct orientation training for newly appointed DAEs.
- (13) Contact individuals, private industry, organizations and governmental agencies to promote and enhance the aerospace mission.

b. Director of Aerospace Education (Wing). The wing DAE duties include:

- (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 for review.
- (3) Submit final AE Plan of Action, signed by wing commander, with a copy to the DCS/AE and to NHQ CAP/AE.
- (4) Provide end-of-year AE Wing Activity Report – to the wing commander, with a copy to the DCS/AE and to NHQ CAP/AE.
- (5) Report to the wing commander periodically on progress of wing AE Plan of Action.
- (6) Report to the DCS/AE periodically on wing aerospace activities.
- (7) Offer assistance to cadet competition teams in preparation for wing cadet competition.
- (8) Confer and coordinate with CAP-USAF State Director to ascertain and obtain available support services.
- (9) Monitor the CAP awards program for aerospace education.
- (10) Work with wing public affairs officer to publicize aerospace education.
- (11) Compile region listings of AE workshops, including the name and contact information of the director.
- (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) Complete and mail CAPF 127, *Monthly Certification Report*, to NHQ CAP/AE, as needed, with a copy to the DCS/AE.
 - (18) Order CAP Certificate (CAPC) 20, *Charles E. "Chuck" Yeager Aerospace Education Achievement Award*, (Region/Wing Level only) through wing administrative officers and issue upon satisfactory completion of evaluation. Send certificate to unit commander within 30 days for timely presentation.
 - (19) Conduct orientations for newly appointed AEOs.
 - (20) Contact individuals, public and private industry, organizations, and governmental agencies, to promote and enhance the AE mission.
 - (21) Work with wing staff (such as the public affairs officer) and commanders to submit Brewer Award nominations.
 - (22) Give AE updates at staff meetings.
- c. Unit AEOs.** Unit AEOs are responsible for all AE programs in the unit and for reviewing monthly verification of the Yeager award evaluation completion:
- (1) The Senior Squadron AEO duties include:
 - (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) Arrange Yeager testing for senior members, through the Unit Test Control Officers.
 - (d) Conduct AE current events portion of squadron meetings.
 - (2) The Cadet Squadron AEO duties include:
 - (a) Administer both cadet and senior AE programs.
 - (b) Encourage and assist cadets to complete AE requirements (CAPR 52-16).
 - (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.
 - (3) The Composite Squadron AEO duties include:
 - (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 National Capital Wing DAE will support The Congressional Squadron.

- (5) Overseas units will receive AE support from NHQ CAP/AE.

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 Wing Activity Report provides the information used to determine points earned. Details regarding submission of the annual Aerospace Education Wing Activity Report and grading criteria can be found in CAPP 15, *Aerospace Education Officers' Handbook*. Each year, NHQ CAP/AE compiles all the aerospace education points earned by each wing in CAP. NHQ CAP/AE then determines the top three wings in aerospace education by point totals and declares them National Aerospace Education Mission Award winners. Further, NHQ CAP/AE 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., because of his lifelong interest in aviation, youth, and education. Recognition is given to individuals and organizations that 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. The nomination form (CAPF 25) is 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/Organization (non CAP). Nominees may include educators, state aviation officials, fixed-base operators, state superintendents of public instruction, members of the Armed Forces, members of Congress, or elementary or secondary schools, colleges and universities, airlines, aircraft industries, flying schools, governmental agencies, associations or other individuals or organizations who have performed a noteworthy aerospace achievement or made significant contributions to the aerospace field over a continuous period of up to 10 years. Nominees should have a strong involvement in CAP and not be a CAP member.

(d) Category IV – Lifetime Achievement. Nominees must be CAP members, who are also, 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 four award categories. Using the format shown in CAPP 15, nominations must be forwarded to the DCS/AE NLT 1 February. The DCS/AE will convene a committee to select a region winner in each category. The DCS/AE may obtain certificates from NHQ CAP/AE for presentation at an appropriate region activity.

(b) The DCS/AE will forward names and supporting documentation of region winners to NHQ CAP/AE NLT 1 March for national award consideration. CAP/AE will consolidate the nominations and forward to the Brewer Family. National awardees are selected by a committee and are announced on or about 15 May. The national award is presented at the CAP National Board meeting.

c. Crown Circle Award. Induction into the 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 Conference 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 NCASE 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 NCASE. Nominations may be submitted by anyone; however, they must be typewritten, documented, and have the approval of the nominee. A biographical sketch and a black and white photo (5" x 7") should accompany the nomination. Nominations must be postmarked on or before 1 January. Submit nominations to:

NHQ CAP/AE

105 S. Hansell St, Bldg 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 Conference. A biographical sketch and a black and white photo (5" x 7") should accompany the nomination. Nominations must be postmarked on or before 1 February. Submit nominations to:

NHQ CAP/AE

105 S. Hansell St, Bldg 714

Maxwell AFB AL 36112-6332



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

4 June 2008

MEMORANDUM FOR ALL CAP COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 50-17, *CAP Senior Member Professional Development Program* and CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*

1. The November 2007 National Executive Committee (NEC) voted to revise CAPR 50-17 to incorporate senior member professional development program credit(s) for achievements that were earned as a cadet. This change is retroactive for all senior members who earned certain achievements as former cadets. These achievements are explained below.
2. Credit will be awarded to former cadets based on specific accomplishments. Those members who earned the Earhart Award may receive the technician rating in the Cadet Programs Officer specialty training track. Members who have earned the Eaker Award may be awarded completion of SLS, the CAP Senior Officer Course, and Level II. In addition, members who earned the Spaatz Award may be awarded the senior rating in the Cadet Programs Officer specialty training track and the Yeager Award.
3. Official recognition of these achievements will be awarded on an individual basis. Former cadets who qualify for these awards should submit a written request, approved by their commander, to HQ CAP/DP to have the member's permanent record updated to reflect the appropriate equivalency as described above and issuance of the Yeager Award, if applicable. If completion of required cadet accomplishments is not already a part of the member's permanent record, then supporting documentation should be attached to the request.
4. This change letter will be incorporated into formal changes to CAPR 50-17 and CAPR 280-2.

A handwritten signature in black ink that reads "Amy Courter".

AMY S. COURTER
Brigadier General, CAP
Interim National Commander