

Aerospace Education Officer

Specialty Track Study Guide



NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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Preface

The Aerospace Education (AE) specialty track is dedicated to preparing CAP members for the responsibilities of becoming CAP Aerospace Education Officers (AEO) at all levels of the organization, including squadrons, groups, wings, and regions. This specialty guide provides aerospace education information and training that will enhance the candidate's knowledge of and performance in the aerospace education officer position in CAP.

This guide encompasses the professional requirements for executing the Aerospace Education mission in Civil Air Patrol, including the internal and external AE programs. It outlines the appropriate information and refers to the publications that will help the candidate understand and be able to perform the duties and responsibilities of an effective AEO. Progressively mastering the material at each level in Aerospace Education will prepare the candidate for AEO positions of increasing scope and responsibility.

Overview

This pamphlet describes the Aerospace Education 215 Specialty Track. It provides the candidate with the opportunity to learn more about CAP's Aerospace Education programs, advance in proficiency, and achieve the next rating. It also details the training and evaluation requirements that must be met in order to achieve each level. This pamphlet also itemizes the important publications that are used to help the candidate gain knowledge about the aerospace education mission and responsibilities of the Aerospace Education Officer. The specialty track is divided into three ratings: Technician, Senior, and Master. The specific requirements for each are listed in this pamphlet. Training in this specialty track can be accomplished either independently or under the guidance of a higher rated senior member. Whether with a supervisor or not, the candidate must meet the requirements at each level to advance in the AE Specialty Track.

Training Requirements

Each specialty track level contains **Knowledge, Performance, and Service Requirements** that must be completed in order to attain each successive rating. Satisfactory accomplishment of these requirements prepares the candidates for greater levels of responsibility and increases their ability to perform AE duties and fulfill the CAP AE mission. These requirements will become more demanding as the candidate proceeds through the ratings.

Knowledge Requirements are objectives describing what each candidate is expected to know to attain the rating. An online or paper test is the primary method by which candidates demonstrate their knowledge of the material.

Performance Requirements are objectives describing what each candidate is expected to accomplish through active participation to attain the rating.

Service Requirements require that candidates serve in a certain area for a specified amount of time to receive the rating. While not limiting the role that candidates may take as Aerospace Education Officers, it is suggested that the level of responsibility begin modestly and increase as the candidate advances.

Evaluation Requirements

The AE 215 Specialty Track has three ratings; Technician, Senior, and Master. All three levels have knowledge, performance, and service requirements.

- Knowledge requirements can be found in the requirements section of each rating and are then evaluated with a written examination. The written exams consist of 25 multiple choice, true or false, and matching questions. The tests are online and open book with no time limit. The passing score for these tests is 80%. Your computer will indicate the questions missed on the test. The online tests are found on CAP's website, www.capmembers.com. Go to **CAP University**; click on online **Courses and Exams**; and find the 215 Specialty Track tests. The online tests are set to a limit of 3 attempts within 30 days. If the candidate fails 3 times, the system will not allow a retake for 30 days. If the speciality track candidate cannot take the test online, contact AE at 1-877-227-9142, ext 403 or email ae@capnhq.gov. We will make arrangements for you take the test. Successful completion of the knowledge requirements will be verified on the Commander's Certification Checklist.
- Performance requirements are listed for each rating and become more demanding as the candidate advances in rating. A candidate must be able to perform the duties outlined in the performance requirement section at each level and the performance will then be verified on the Commander's Certification Checklist. During the process, candidates will inform commanders of their progress. This helps commanders when it is time to complete the checklist.
- Service requirements are also listed at each level and are verified on the Commander's Certification Checklist. There are many different positions where candidates can serve as they work through the rating process. Again, candidates should keep commanders aware of their progress.

Once the candidate has passed the appropriate level test and met the knowledge, performance, and service requirements, the unit commander certifies the rating. The commander will verify the activities performed, tasks accomplished, positions held, knowledge possessed, and program familiarity required by the 215 candidate. The commander can do this by completing and signing the Commander's Certification Checklist.

Award Requirements

AE 215 Specialty Track candidates are eligible for recognition in several ways. They are recognized with certificates, ribbons, and an AE badge. In order for candidates to receive the certificate for Technician, Senior, or Master Rating, the Commander's Certification Checklist must be completed and sent to NHQ CAP/DP at National Headquarters. It is the responsibility of the candidate to inform the commander of achievement of the evaluation items and, if required by the commander, to provide proof of performance.

Upon receipt of the Master Rating request, submitted by the commander on the Commander's Certification Checklist, NHQ CAP/DP will verify the candidate's eligibility. The Charles E. "Chuck" Yeager Aerospace Education Achievement Award is a prerequisite for attainment of the 215 Master Rating (The Yeager Award is described in CAPR 280-2 and CAPP 15). Once successful completion of this award is confirmed, National Headquarters will send the A. Scott Crossfield Award certificate to the individual. If the unit commander desires the A. Scott Crossfield certificate to be sent to a unit for a special presentation, please make this request on the Commander's Certification Checklist in the comments section.

Upon earning an AE Technician Rating, a CAP senior member qualifies to wear the leadership ribbon. At the Senior Rating, a bronze star is added to the ribbon, and at the Master Rating the bronze star is replaced by a silver star. Senior members achieving the Master Rating are also eligible for the A. Scott Crossfield ribbon. Requests for this Crossfield Award are submitted to NHQ CAP/DP on the Commander's Certification Checklist for the Master Rating. NHQ CAP/DP will issue the award certificate (as mentioned above) and the member will be authorized to wear the Crossfield ribbon.

The Aerospace Education specialty also has a badge. Upon earning the Technician Rating, a senior member qualifies to wear the AE badge. At the Senior Rating, a bronze star is added, and at the Master Rating a gold star replaces the bronze. Refer to CAPM 39-1, *CAP Uniform Manual*, and CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, for additional information, including how to wear these ribbons and badges. Also, refer to the chart below.

Rating	Leadership Ribbon	Crossfield Ribbon	Yeager Ribbon	*AE Badge
Technician			** 	 Basic Badge
Senior	add Bronze Star			add Bronze Star
Master	replace with Silver Star			replace with Gold Star

* AE badge may be worn at all AE rating levels. A bronze star is added to it at the Senior Rating and a gold star replaces the bronze at the Master Rating. The AE badge, along with the ribbons, can be purchased at www.vanguardmil.com. A miniature AE badge is also available and can be worn as a lapel pin on the blazer uniform or civilian clothing.

**The Yeager Award can be earned at any time prior to the Master Rating.

Publications

The publications listed below are very important for an AEO. Reviewing and learning the information contained in these publications will definitely enhance AEOs' abilities to perform their duties and accomplish the AE mission.

Number	Title	Notes
CAP Index 0-2	<i>Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids</i>	review the index
CAP Index 0-9	<i>Numerical Index of CAP Forms, Test Materials, and Certificates</i>	survey forms, tests, and certificates that apply to AE
CAPR 20-1	<i>Organization of Civil Air Patrol</i>	examine the AEO job descriptions and guidance pertaining to AE job
CAPM 39-1	<i>CAP Uniform Manual</i>	learn proper uniform attire
CAPR 39-3	<i>Award of CAP Medals, Ribbons, and Certificates</i>	learn how to properly display medals and ribbons on uniform
CAPR 50-4	<i>Test Administration and Security</i>	learn how to safeguard and administer tests
CAPR 50-17	<i>CAP Senior Member Professional Development Program</i>	identify how the AE specialty track fits into professional advancement
CAPR 50-20	<i>CAP Model Rocketry Program</i>	use to implement the cadet rocketry program
CAPR 52-16	<i>Cadet Program Management</i>	learn how AE fits into the cadet program
CAPR 280-2	<i>Civil Air Patrol Aerospace Education Mission</i>	understand this foundational AE regulation
CAPP 15	<i>Aerospace Education Officer's Handbook</i>	discover how this pamphlet aids AEO knowledge of AE programs
CAPP 215	<i>Specialty Track Study Guide – Aerospace Education Officer</i>	use pamphlet to advance in the AE Specialty Track

Other Items and Resources

	Aerospace Dimensions Modules (includes Leader Guide)	basic introduction to aerospace topics used by Phase I & II cadets and in middle school classrooms
	Aerospace: The Journey of Flight (includes Teacher Guide)	comprehensive aerospace textbook used by Phase III & IV cadets, senior members, high school and college students
	Model Rocketry Program Book	rocket module used by cadets and students to participate in Model Rocketry Program
	Aerospace Education Excellence (AEX) Award Program	hands-on AE activities for cadets, senior members and teacher members
	Other AE curriculum materials – thematic units, booklets, posters	several more products used by cadets, senior members, and teacher members
	Website – AE pages	excellent resource for cadets, senior members and AEMs www.capmembers.com/ae



Achieving the Technician Rating

Position Description

The Aerospace Education Officer (AEO) at the Technician level is expected to:

- Implement aerospace education programs for cadets and senior members at the squadron level and promote AE in school systems

Objectives

The objectives for the Technician Rating in the Aerospace Education Officer Specialty Track are to:

- Possess a basic knowledge of the aerospace education programs
- Know the duties and tasks associated with CAP's squadron and group Aerospace Education Officer positions
- Develop a highly motivated and trained AEO who will conduct and promote effective internal and external aerospace education programs



Knowledge, Performance, & Service Requirements for Technician Rating

To successfully complete the Technician level of this specialty track, accomplish the requirements below.

Knowledge Requirements

1. Define the CAP AE mission (CAPR 280-2)
2. Describe the basic AE subject matter that cadets and seniors study (CAPP 15)
3. Oversee the operation of the internal and external aerospace education programs, including Aerospace Education Excellence (AEX) Award program, at the unit level (CAPR 280-2 & CAPP 15)
4. Comprehend the relationship of aerospace education to both cadet and senior activities at the unit level (CAPP 15)
5. Describe certification, recording, and award procedures for the internal program at the unit level (CAPR 280-2 & CAPP 15)
6. Identify the forms, directives, and evaluation instruments associated with the internal aerospace education program at the unit level (CAPR 280-2 & CAPP 15)
7. Successfully complete CAP Test 46 (CAPP 215)

Performance Requirements

1. Prepare internal and external aerospace education award nominations
2. Conduct at least two unit aerospace current event discussions
3. Prepare one or more aerospace displays (either bulletin board, multimedia, or web based) for the unit
4. Prepare the AE reports required from the unit to higher echelons
5. Conduct an aerospace lesson or activity for the unit using hands-on and other visual learning tools to achieve the desired objective
6. Provide input to one of the following: unit AE goals and objectives, unit AE plan of action, or unit AE reports to the Wing Director of Aerospace Education (DAE)

Service Requirements

Each 215 Technician candidate must have served a minimum of 6 months in one of the areas listed below:

1. Unit Aerospace Education Officer (AEO)
2. Assistant to unit AEO in one of the following: counseling cadets, performing hands-on activities, writing award nominations, preparing AE Reports, researching resource material, or promoting the Aerospace Education Program for Senior Members (AEPSM)

COMMANDER'S CERTIFICATION CHECKLIST for TECHNICIAN RATING

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Current Position Title: _____ (Refer to CAPR 20-1)

Certified Items	Date Start & End	CC's Initials
1. "Knowledge" requirements and a passing score on the Technician rating test have been successfully completed (CAPP 215, page 9)		
2. "Performance" requirements have been successfully completed (CAPP 215, page 9)		
3. "Service" requirements have been successfully accomplished (CAPP 215, page 9)		

* SEND THIS COMPLETED CHECKLIST TO NATIONAL HEADQUARTERS, CAP/DP, 105 S. HANSELL STREET, BLDG 714, MAXWELL AFB, AL 36112-6332 SO A TECHNICIAN CERTIFICATE CAN BE SENT TO THE SUCCESSFUL CANDIDATE. NOTE: COMMANDERS - REMEMBER TO COMPLETE THE STR REFLECTING SUCCESSFUL ACCOMPLISHMENT OF RATING.

Commander comments:

(Use back of checklist for additional commander comments. This checklist may be reproduced locally.)

Commander's Signature

Date

Achieving the Senior Rating

Position Description

The AEO at the Senior level is expected to:

- Implement aerospace education activities and duties
- Develop materials/activities
- Promote aerospace education programs for the local community
- Accept a leadership role by holding an AE staff position

This prepares the AEOs for positions from the squadron to the wing level.

Objectives

The objectives for the Senior Rating in the AEO Specialty Track are:

- Understand the duties and tasks associated with CAP's squadron, group, wing and region aerospace education positions
- Understand the elements of the various aerospace education programs



Knowledge, Performance, & Service Requirements for Senior Rating

To complete the Senior level of this specialty track, the member must have earned the 215 Technician rating and successfully completed the requirements below.

Knowledge Requirements

1. Describe how to develop and implement AE lessons and activities (CAPP 15)

2. Explain how to develop an AE Plan of Action for a unit (CAPP 15)

3. Promote and present the Aerospace Education Membership (AEM) Program to teachers within the local community (CAPP 15)

4. Describe the role of aerospace education workshops and the guidelines for conducting them, including the Teacher Orientation Program (TOP) Flights (CAPP 15)

5. Integrate AE into CAP activities in the squadron, group, wing or region level (CAPP 15)

6. Successfully complete CAP Test 47 (CAPP 215)

Performance Requirements

1. Develop and implement an aerospace education activity that will support the learning objectives of cadets and/or senior members (lesson or hands-on activity)

2. Develop and submit a Unit AE Plan of Action

3. Prepare and present aerospace education programs to teachers within the local community

4. Attend a wing or region aerospace education conference, aerospace education workshop, or AEO School (regional or national)

5. Develop and maintain a collection of aerospace education resources to support cadets, senior members, and the community

6. Perform **two** of the following:
 - Present or direct the AE portion of a cadet encampment
 - Serve as a unit, wing, or region AE advisor for the Cadet Competition Team
 - Recruit and train a senior member through successful completion of 215T rating
 - Prepare and submit an AE award nomination package
 - Develop or maintain an AE Continuity Book (this book describes responsibilities, procedures, and activities for use by present and future AEOs)
 - Participate in the AE portion of a Subordinate Unit Inspection

Service Requirements

The 215 Senior candidate must have served in a unit AE position for an additional 6 months beyond the Technician rating in areas such as:

- Group AEO, Group Internal AEO, or Group External AEO
 - Cadet Squadron AEO
 - Senior Squadron AEO
 - Composite Squadron – AEO for Cadets or AEO for Senior Members
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**COMMANDER'S CERTIFICATION CHECKLIST
for SENIOR RATING**

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Current Position Title: _____ (Refer to CAPR 20-1)

Certified Items	Date Start & End	CC's Initials
1. "Knowledge" requirements and a passing score on the Senior rating test have been successfully completed (CAPP 215, page 12)		
2. "Performance" requirements have been successfully completed (CAPP 215, page 12)		
3. "Service" requirements have been successfully accomplished (CAPP 215, page 13)		

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Commander comments:

(Use back of checklist for additional commander comments. This checklist may be reproduced locally.)

Commander's Signature

Date

Achieving the Master Rating

Position Description

The AEO at the Master Level is expected to:

- Implement aerospace education activities and duties
- Accept an AE leadership role
- Provide aerospace education policy and activity recommendations to the commander
- Develop programs that enhance CAP aerospace education in the community

Objectives

The objectives for the Master Rating in the AEO Specialty Track are:

- Understand all duties and responsibilities associated with CAP's squadron, group, wing and region Aerospace Education Officer positions
- Understand how to manage all CAP aerospace education programs



Knowledge, Performance, & Service Requirements for Master Rating

To complete the Master level of this specialty track; the member must have earned the 215 Senior Rating, demonstrated in-depth knowledge of CAP's internal and external aerospace education programs, and be prepared to recommend aerospace education policy to commanders, as well as be able to actually present aerospace education in the community. The Master Rating prepares AEOs for positions from the squadron to the region level. This may fulfill one requirement for completing CAP Level IV, Senior Member Training Program. As a minimum, the 215 Master candidate must accomplish the following:

Knowledge Requirements

1. Explain the internal and external aerospace education programs including CAP's educational materials, testing and evaluation forms, award requirements, record keeping, and performance certification procedures (CAPP 15)
2. Develop a comprehensive plan of action for units above the squadron level (CAPP 15)
3. Acquire and maintain a variety of aerospace education materials (CAPP 15)
4. Comprehend aerospace education staff positions, job descriptions/responsibilities, and staff relationships within CAP (CAPR 20-1, CAPR 280-2, & CAPP 15)
5. Summarize the Aerospace Education Membership (AEM) Program and its importance to the CAP mission (CAPP 15)
6. Pass the Yeager test (CAPP 215)
7. Successfully complete CAP Test 48 (CAPP 215)

Performance Requirements

1. Successfully complete the Yeager Award (any time while in the 215 specialty track)
2. Prepare and submit an AE Activity Report (squadron, group, or wing)
3. Prepare and submit an AE Plan of Action (squadron, group, or wing)
4. Present an AE lesson or activity at a group, wing or region AE conference or workshop
5. Plan and implement an AE activity at squadron, group, wing, or region level
6. Perform **four** from the list below:
 - Coordinate with an AEM (classroom teacher) to do an aerospace education presentation/activity in an AEM's classroom
 - Arrange for an AEM to do a presentation/activity in a CAP unit
 - Develop and maintain an AE Continuity Book (this book describes responsibilities, procedures, and activities for use by present and future AEOs)

- Attend a regional or national AEO School
 - Prepare and submit an AE award nomination package
 - Participate in an AE portion of a unit or wing inspection
 - Attend a minimum of two wing or region AE conferences or workshops
 - Develop and implement an AE promotion plan for the local community
 - Develop an AE mentor and instructor program for cadets in Phases III & IV
-

Service Requirements

The 215 Master candidate must have served for 12 months beyond the Senior rating in one of the following positions:

Twelve months as:

-
1. Region DCS/AE, region internal AEO, or region external AEO

 2. Wing DAE, wing internal AEO, or wing external AEO

 3. Group AEO, group internal AEO, or group external AEO

 4. Cadet squadron AEO

 5. Senior squadron AEO

 6. Composite squadron – AEO for cadets or AEO for senior members
-

**COMMANDER'S CERTIFICATION CHECKLIST
for MASTER RATING**

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Current Position Title: _____ (Refer to CAPR 20-1)

Certified Items	Date Start & End	CC's Initials
1. "Knowledge" requirements and a passing score on the Master rating test have been successfully completed (CAPP 215, page 16)		
2. "Performance" requirements have been successfully completed (CAPP 215, page 16-17)		
3. "Service" requirements have been successfully accomplished (CAPP 215, page 17)		
4. Yeager Examination successfully completed (any time prior to award of 215 Master rating) (CAPP 215, page 5)		

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Commander comments:

(Use back of checklist for additional commander comments. This checklist may be reproduced locally.)

Commander's Signature

Date



Citizens Serving Communities

Above and Beyond