



## NATIONAL HEADQUARTERS CIVIL AIR PATROL

### CAP REGULATION 280-2

22 FEBRUARY 2011

### 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*.

### SUMMARY OF CHANGES.

This revision changes the name of CAP Aerospace Education Officer of the Year Award to the Major General Jeanne M. Holm CAP Aerospace Education Officer of the Year Award, as approved by the May 2010 National Executive Committee, changes the name of the Fly a Teacher program to Teacher Orientation Program (TOP) Flights and deletes reference to the National Conference on Aviation and Space Education (NCASE). **Note: Shaded areas identify new or revised material.**

#### 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.

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Notice: CAP publications and forms are available digitally on the National CAP website at: [http://members.gocivilairpatrol.com/forms\\_publications\\_\\_regulations/](http://members.gocivilairpatrol.com/forms_publications__regulations/).

**2. Aerospace Education.** CAP has both an internal and an external aerospace education program. The internal program provides aerospace education to CAP members. 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 senior members and cadets.

**(1) Senior Members.** The Aerospace Education Program for Senior Members should be an integral part of a senior member's CAP experience. It 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 are encouraged to take the test 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 Award 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). For members who successfully complete the Yeager test on-line, their records will automatically be updated. These members may also print the Yeager Award Certificate (CAPC 20). If the 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 (DAE), using CAP Form (CAPF) 126, *Unit AE Examination Administration Record and Report Form*. The wing DAE will issue the CAPC 20 to the squadron commander for presentation. Wing and region headquarters units will send certificates to their own personnel completing the test. Wing DAEs and region deputy chiefs of staff for AE (DCS/AE) must forward the CAPF 127, *Monthly Certification Report*, to NHQ/AE by mail, fax or scanned document, so members can receive credit in the national database and have their names published. Senior members who earned the Spaatz Award may be credited with completion of the Yeager test and authorized to wear the Yeager Award ribbon. Official recognition will be awarded on an individual basis. Each member should submit a written request, approved by his/her commander, to HQ CAP/DP to have the member's permanent record updated to reflect this achievement.

**(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 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. Achievement of the Technician rating in the Aerospace Education Officer specialty track authorizes the wearing of the AE badge. A bronze star is added to the AE badge upon achievement of the Senior rating. A gold star replaces the bronze star after achievement of the Master rating. When the Master specialty track 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/DP on the "Commander's Evaluation and Rating Certification Checklist, Phase III-Master Rating" (Attachment 1 of CAPP 215). NHQ/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. Commanders at all levels should demonstrate support for the AE mission and staff 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. Visiting schools, talking with educators and school administrators, giving school presentations, writing newspaper articles and directing a unit hands-on activity are among those examples that exemplify the fulfillment of this element.

(2) **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. Cadets must complete staff duty analyses, one of which is Aerospace Education Officer, and serve as aerospace mentors to other cadets. CAPR 52-16, *Cadet Program Management*, defines the cadet program and outlines the aerospace education requirements.

**b. External Aerospace Education.** The External AE Program presents aerospace education to the public and particularly to schools. The general public’s understanding of aerospace and its importance to our society is part of CAP’s AE mission. This is accomplished through academic programs within the educational systems and through contacts between CAP members and their communities.

(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 objectives and purpose of CAP, but who have limited membership privileges. (See CAPR 39-2, *Civil Air Patrol Membership*, for more information.) The CAPF 13, *CAP Aerospace Education Membership Application*, is used to enroll into the AEM category. AEMs promote aerospace education to their students, peers and the general public.

(2) **Aerospace Education Workshops.** 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 can be a part of an educational institution’s course of study.

(3) **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.

**(4) 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.

**(5) Aerospace Organizations and Agencies.** CAP partners with aerospace organizations, government agencies, and the private sector in each state provide aerospace education opportunities, resources, and materials.

**3. Aerospace Education Positions.** Aerospace education staff positions are authorized at region, wing, group and squadron levels (see CAPR 20-1, *Organization of Civil Air Patrol*). 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. AE leadership positions that must be filled include: Region level - Deputy Chief of Staff/Aerospace Education (DCS/AE); Wing level - Director of AE (DAE); and Group/Squadron levels -Aerospace Education Officer (AEO).

Note: AEOs at all command levels from squadron through region are responsible for the internal and external activities of Aerospace Education.

#### **4. National Awards:**

**a. Aerospace Education Mission Awards.** The AE Mission Award identifies the best wing in aerospace education in each region and the top three wings in the nation. The AE Mission Award is based on information submitted by the wings using the AE Wing Activity Report. The activity report indicates points earned by measured performance in four major AE mission areas; staffing, internal programs, external programs and Plan of Action. Details regarding submission of the annual activity report can be found on page 8 or this regulation. Additional information on the grading criteria can be found in CAPP 15, *Aerospace Education Officer's Handbook*. NHQ/AE will determine the winner from each region based on total points and then select the top three national winners based on the total points of all wings submitting reports. Groups and squadrons must submit their activity reports to the wings by January 15<sup>th</sup> and wings must submit the Wing Activity Report to NHQ/AE in accordance with paragraph 6, below, to compete for the AE Mission Awards.

**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, *Frank G. Brewer CAP Memorial Aerospace Award*, 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 but are not CAP members.

(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 submitted to the DAE NLT 15 January. The wing DAE, in coordination with the wing commander, must forward the nominations to the region DCS/AE NLT 15 February. The DCS/AE, in coordination with the region commander, will convene a committee, to include the Region DCS/AE or designee, to select a region winner in each category. The DCS/AE may obtain certificates from NHQ/AE for presentation at an appropriate region activity.

(b) The Region DCS/AE will forward names and supporting documentation of region winners to NHQ/AE NLT 15 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 Annual Conference.

**c. 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 and for possessing those honorable attributes we expect from American teachers.

(1) **Qualifications:** Nominees must be Civil Air Patrol members, senior member or aerospace education member (AEM), and certified classroom teachers from grades kindergarten through twelve from any public, private or parochial school. Nominees must either teach aerospace education\* as a subject or use aerospace education to enrich the teaching of traditional subjects. Although the CAP Teacher Award is an annual award presented to a teacher, the accomplishments of the nominee need not be limited to the year for which the award is given. The award recognizes dedicated and talented aerospace education teachers who:

(a) Set high standards for students and demand excellence in student performance.

(b) Strive to improve their personal academic competence and teaching ability.

(c) Perform their teaching duties in an exemplary manner, resulting in admiration by students.

(d) Demonstrate creativity in developing and utilizing materials to enhance the teaching of aerospace.

(e) Maximize student involvement and classroom activities to improve student learning or create and develop a one-time project or program of such significance that it has a major impact on the teaching of aerospace education.

\* Aerospace Education is that branch of general education concerned with communicating knowledge, skills and attitudes about aerospace activities and the total impact of air and space vehicles upon society.

**(2) Procedures:** Any CAP member or CAP unit may submit a nomination using CAPF 128, *Nomination for CAP Aerospace Education Teacher of the Year Award*. Unit commanders will submit senior member nominations to the wing commander for consideration NLT 15 January. AEM nominations will be sent directly to NHQ/AE who will then forward to the appropriate wing commander NLT 15 January. The wing commander will select the best nominee and forward to the region commander NLT 15 February. The region commander will select the best nominee from the wings and forward to NHQ/AE NLT 15 March for national award consideration. The national award is presented at the **Annual Conference**.

**d. 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 CAP Aerospace Education Officers assigned duties at the flight, squadron, group, wing or region levels.

**(1) Qualifications:**

(a) Service: At least 1 year of service as an AEO at any level (squadron, group, wing or region).

(b) Specialty track 215 rating: Senior or Master.

(c) Earned Yeager Award and promoted the completion of the Yeager Award by others.

(d) Efforts to promote AE programs: AEX Award, CAP Model Rocketry, Teacher Orientation Program (TOP) Flights, AEO Workshops, AEM Recruiting, Cadet AE Program, CAP AE Newsletter, Volunteer Magazine, CAP Teacher of the Year, Brewer Awards, AFA Grants, etc.

(e) Narrative description of the nominee's overall contributions: Explaining why this officer's contribution is significant.

**(2) Procedures:** Any CAP member or CAP unit may submit a nomination using CAPF 129, *Nomination for CAP Aerospace Education Officer of the Year Award*, through the chain of command to National Headquarters, which will convene a Major General Jeanne M. Holm CAP AEO of the Year selection committee. Nomination deadlines are as follows: 15 Jan – unit nomination due to wing; 15 Feb – wing nomination due to region; 15 Mar – region nomination due to National Headquarters.

**Note:** AEO Award nominations may not be sent directly to National Headquarters.

## 5. Reporting Requirements for an Annual AE Plan of Action.

a. Each squadron, group (if applicable), and wing will develop an annual AE Plan of Action (POA) no later than 15 February. Consult CAPP 15, *Aerospace Education Officers' Handbook*, for guidance on how to develop a POA.

b. A current roster of AE staff officers will be attached to each POA. Rosters attached to the group POA will include the group AE staff as well as the AE staff of subordinate squadrons. Likewise, rosters attached to the wing POA will include the wing AE staff as well as the AE staff assigned to all subordinate units. Rosters will be updated and resubmitted through the chain of command as personnel changes occur.

c. The AE Plan of Action will be sent through the chain of command for approval and implementation as follows:

(1) For wings with group-level organizations: Squadron commanders should consult with their staff and develop a proposed POA for the group commander's approval. Upon receipt of the POAs from squadrons, the group commander should confer with his/her staff, make adjustments to the POAs as needed, and approve the POAs. Upon approval of the POAs, the group commander should again consult with his/her staff (team effort) and develop a single POA for the group as a whole. The group POA will be forwarded to the wing where the wing DAE will collect group POAs and consolidate into a wing POA. Whether or not informational copies of the POAs submitted by the squadrons should be attached to the group POA is left to the discretion of the wing commander. However, the consolidated AE staff roster, as specified in paragraph 5b above, must be attached. After wing commander approval, the wing will then forward a single POA (wing as a whole) to the region commander for approval. After the wing POA and attached staff roster are approved by the region commander, an informational copy will be forwarded to NHQ/AE.

(2) For wings without group-level organizations: Squadron POAs will be submitted directly to the wing commander for approval. After the approval process is completed, the wing commander should confer with his/her staff, especially the wing DAE, and develop a single POA for the wing as a whole (team effort). The wing POA will then be forwarded to the region commander for approval. Whether or not informational copies of the squadron POAs should be attached to the wing POA is left to the discretion of the region commander. However, the consolidated AE staff roster, as specified in paragraph 5b above, must be attached. After the wing POA and attached staff roster are approved by the region commander, an informational copy will be forwarded to NHQ/AE by the region HQ.

(3) Recommendations for region commanders and region DCS/AEs: Although regions are not required to formally develop a region POA, an informal plan should be developed to employ region resources, if required, to help all subordinate commanders successfully accomplish the CAP AE mission. In this regard, the region commander, and especially the region DCS/AE, are key players in providing advice, assistance, and leadership.

## 6. Reporting Requirements for an Annual AE Activity Report.

a. Each squadron, group (if applicable), and wing will complete an annual AE Activity Report by 15 February, which will contain all of the information pertaining to aerospace activities occurring during the year. Instructions on how to complete the activity report are explained in CAPP 15 *Aerospace Education Officers' Handbook*.

**b.** The AE Activity Report will be sent through the chain of command in a manner similar to that explained above for POA reports. Squadron commanders will send reports to their group commanders (for wings that have groups) and the group commander will prepare a single consolidated report and send it to the wing commander. For wings without groups, squadron commanders will send reports directly to the wing commander. Upon receipt of the reports from either group commanders or squadron commanders, as applicable, the wing commander will confer with the DAE, prepare a single consolidated report and send a courtesy copy to the region commander. The wings will also send a copy of their activity report to NHQ/AE to be evaluated for national-level AE awards.