



AEROSPACE EDUCATION OFFICERS' HANDBOOK

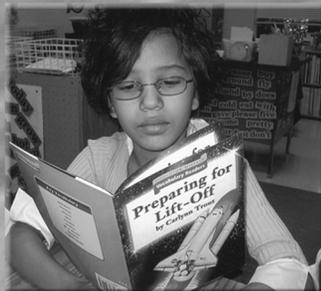


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Introduction

General

Thank you for volunteering to help Civil Air Patrol accomplish one of its important, vital missions, aerospace education. No special credentials are required or necessary for you to perform the Aerospace Education Officer's (AEO) duties. An interest in helping our CAP members learn more about aerospace and a desire to promote it will go a long way in helping you accomplish your aerospace duties. Our aerospace education mission applies to our cadet members, senior members, and the general public. So, an understanding of our aerospace programs and a willingness to share your knowledge and experience are essential in CAP continuing to be a leader in aerospace education.

This handbook is designed to provide you with the information and tools necessary to manage a highly successful aerospace education program in your flights, squadrons, groups, wings, and regions. This pamphlet is organized in a manner that will help you find any and all information you need to fulfill your obligations as an AE Officer. CAPR 280-2, CAPR 20-1, CAPP 215, and this pamphlet, CAPP 15, are your primary sources for pertinent information relating to CAP's Aerospace Education mission and programs. We hope that this publication will be a valuable resource for you. Additional information can also be found at CAP region and wing websites, as well as CAP's National AE website at www.capmembers.com/ae. All HQ inquiries for AE information, certificates, tests, etc. should be sent to ae@capnhq.gov.

Authority

The authority for CAP's aerospace education mission is derived from Public Law 476, 11 July 1946. The law states that CAP is Congressionally chartered to provide "aviation education and training" (aerospace education) to cadet members, senior members, and the general public and inform our citizens about the importance of maintaining aerospace supremacy for America.

In 1948, CAP became the civilian volunteer auxiliary of the newly-created United States Air Force and both organizations joined hands to promote aerospace education for the nation. The Cooperative Agreement and associated Statement of Work between the CAP and the USAF authorizes and encourages CAP to pursue the promotion of aerospace to its members and the general public.

In 1953, CAP turned to the American school system, primarily grades K-12, as the best means to educate the general public on aerospace education. Today, CAP provides educational programs and products to schools to enrich their standard academic subjects using an aerospace theme.

In 2008, the National Science Teachers Association endorsed aerospace education as an important component of pre K-12 science education programs. All of CAP's aerospace education educational materials meet national academic standards, as CAP's programs inspire teachers and students to explore aerospace subject areas, examine career opportunities and appreciate the Air Force's role in maintaining aerospace supremacy to strengthen our nation's security.

Mission

So, CAP's aerospace mission provides aviation and space education and training to cadets, senior members and the general public. CAP also educates its members and the general public on the important role aviation and space play and will continue to play in America's future. Additionally, CAP encourages our nation's youth to consider aerospace careers and promotes civil aviation to local communities. The US Congress and the USAF bestowed this responsibility on CAP, and this mission is accomplished through implementation of aerospace education programs by CAP volunteers.

1

Terminology



Let's begin with a list of definitions and acronyms you should find useful as you become more acquainted with CAP's aerospace programs. The intent is to give you a good working knowledge of many of the terms you will see and hear. This will also give you a reference to review from time to time.

DEFINITIONS

AE Activity Report – annual report documenting a unit's aerospace education activities during the year

AE Mission Awards – identifies the best aerospace wing in each region and the top three aerospace wings in CAP

AE Plan of Action – the yearly plan for conducting aerospace education in the unit

AE Teacher of the Year Award – an award established to recognize

and reward any CAP member who is a certified K-12 teacher for outstanding accomplishments in AE

AEO of the Year Award – an award established to recognize and reward any CAP Aerospace Education Officer (AEO) who is dedicated to promoting and teaching aerospace

AEO School – a course for any AEO, at any level, wanting to learn more about AEO duties, activities, programs, reports, awards, and much more; usually held annually at 3-4 CAP region locations

Aerospace Connections in Education (ACE) Program – AE program for grades K-6 introducing students to academic, character, and physical fitness using an aerospace theme

Aerospace Dimensions Modules – 6 aerospace modules aimed at cadets in Phases I and II and

middle school students; used as an introduction to aerospace studying the following topics: principles of flight; aircraft systems; air environment; rockets; space environment; and spacecraft

Aerospace Education Member (AEM) – a special membership category for educators and organizations that support and promote CAP AE

Aerospace Education Excellence (AEX) Award Program – an aerospace hands-on activity program that supplements CAP units and classrooms

Aerospace Education Program for Senior Members (AEP SM) – the senior members' AE program that consists of 5 phases: 1) Yeager Test; 2) 215 Specialty Training Track; 3) AE Leadership Requirements; 4) AE Continuing Education; and 5) AE Outreach

Aerospace: The Journey of Flight – comprehensive textbook and an in-depth study of aerospace; over 650 pages, 27 chapters, used by high school, junior college, college students and adults; also used by cadets in Phases III and IV

AFA/CAP AE Cadet of the Year Award – national AFA award recognizing a CAP cadet for outstanding aerospace education contributions

AFA/CAP Grant Program – awards \$250 grants to CAP units and CAP teachers to promote AE

Brewer Awards – annual recognition of contributions to the advancement of youth in aerospace activities; awarded in 4 categories: cadet; senior member; individual/organization; and lifetime achievement

Compliance Inspection – a team of professionals inspecting units' different programs to ensure units are complying with prescribed directives and are operating in a safe manner

Crossfield Award – awarded after CAP senior members complete the Master level of the 215 AE Specialty Track

Teacher Orientation Program Flights (TOP Flights)– AE program that offers teacher members a workshop and aircraft orientation flight

Model Rocketry Program – AE's rocketry program consisting of 3 progressively challenging phases; cadets read the few pages of required reading, take a quiz, and then conduct hands-on rocket activities in each phase

Satellite Tool Kit (STK) – satellite software that supports satellite systems and mission planning

Staff Assistance Visit (SAV) – provides assistance and training for the headquarters being visited and forms a good practice tool prior to an inspection

Subordinate Unit Inspection (SUI) – conducted by region, wing or group headquarters on units subordinate to their headquarters

Yeager Award – a certificate received after successful completion of the Yeager test

Yeager Test – AE test for senior members; test is based on *Aerospace: The Journey of Flight*; 1st phase of AEPSM

215 – AE Specialty Track; there are three levels: technician, senior and master; 2nd phase of AEPSM



Acronyms

AE	Aerospace Education
ACE	Aerospace Connections in Education
AEM	Aerospace Education Member
AEO	Aerospace Education Officer
AEPSM	Aerospace Education Program for Senior Members
AEX	Aerospace Education Excellence Award Program
AFA	Air Force Association
CAPF	Civil Air Patrol Form
CAPP	Civil Air Patrol Pamphlet
CAPR	Civil Air Patrol Regulation
CAPT	Civil Air Patrol Test
CI	Compliance Inspection
DAE	Director of Aerospace Education (Wing Level)
DCS/AE	Deputy Chief of Staff/Aerospace Education (Region Level)
HQ CAP/AE	Office symbol for HQ CAP AE Division
POA	Plan of Action
SAV	Staff Assistance Visit
STK	Satellite Tool Kit
SUI	Subordinate Unit Inspection
TCO	Test Control Officer

2 Responsibilities, Regulations & Resources



You've just been appointed the new Aerospace Education Officer for your unit. Your first question will probably be, "Now, what do I do?" This might be the aerospace question most often heard throughout all levels of CAP. Many times volunteers find themselves in this position before they really know what is involved. You are about to encounter one of the best positions you can have in CAP. You are taking on a position that can have enormous impact on CAP, aerospace, and our country. Plus, the potential impact you have on individual cadets, students and senior members is limitless.

As an AEO, you are promoting one of CAP's primary missions, aerospace education. At one end of the spectrum, you are impacting students and cadets and introducing them to wonderful concepts they might not get anywhere else. You are increasing their knowledge of science and math principles that will help them in school and in life. At the other end of the spectrum,

you are helping shape the future of our country. After using CAP aerospace products, many of our cadets and students in classrooms across America will end up in aerospace careers. And, worth noting, these aerospace careers are vital to our country in maintaining its economic prosperity and safeguarding our freedoms. So, even though you are about to have a great time promoting aerospace, remember you are making a tremendous difference to our organization and our country.

So, where do you start? A good place to start would be with the duties and responsibilities incumbent on you as an AEO. Duties and responsibilities that are expected and are routinely accomplished by AEOs are listed below. Before you look at those, notice the staffing chart on the next page that indicates authorized positions at the different levels of the organization. This chart indicates the minimum positions authorized, but many AEOs have assistants not

listed on this chart. These additional assistants help the AEOs perform the aerospace mission. It is certainly allowable, and even encouraged, for AEOs to recruit all the help they need to carry out their aerospace duties. An additional note: Commanders at every level should consider finding AE staff officers who: 1) display a strong interest in and enthusiasm for aerospace; 2) show initiative and imagination in promoting aerospace; 3) possess a working knowledge of the educational community; and 4) demonstrate the ability to work with people and recruit others to assist in promoting aerospace education. Having listed these characteristics, please know that there are no prerequisites for becoming an AEO. No special credentials are needed, but certainly finding someone who takes the responsibilities seriously and has an interest and a desire to be involved goes a long way to promoting and accomplishing the aerospace education mission. Here are the authorized positions:

Minimum Authorized Positions	Each CAP Flight and Squadron	Each CAP Group	Each CAP Wing	Each CAP Region
Aerospace Education Officer	1*	1		
Director of Aerospace Education			1	
Internal Aerospace Education Officer			1	1
External Aerospace Education Officer			1	1
Deputy Chief of Staff/ Aerospace Education				1

* Composite squadrons are authorized two – one for cadets and one for seniors

Duties and Responsibilities of an AEO/DAE/DCS

The lists below are not meant to be all inclusive, but they should represent most of the larger and more time-consuming responsibilities that every AEO should routinely encounter. The primary duties of AE Officers are also located in CAPR 20-1.

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, plan of action, and annual budget
- develops squadron AE Plan of Action
- reports periodically to unit commander and group AEO or wing DAE on AE program
- has completed or working toward completion of the Yeager test
- administers and evaluates the Yeager test for senior members; Test Control Officer (TCO) could also administer the test
- conducts weekly updates of AE current events
- maintains a squadron AE bulletin board (if space available)
- encourages and helps cadets to complete AE requirements
- selects, trains and supervises AE assistants to guide cadets
- files reports as required by regulations
- supports wing/region/national internal and external AE activities
- initiates and supports external aerospace education programs in the community
- encourages unit and school participation in the Model Rocketry Program
- encourages unit and school participation in the AE Excellence (AEX) Award Program
- applies for AFA/CAP AE grants
- promotes the Teacher Orientation Program Flights

Director of Aerospace Education (Wing DAE):

- has completed or working toward completion of the Yeager test
- appoints an internal and external AE staff
- develops and submits draft of annual wing AE Plan of Action to DCS/AE for review
- submits final AE Plan of Action, signed by wing commander, to DCS/AE and HQ CAP/AE
- reports to the wing commander periodically on progress of wing AE Plan of Action
- provides end-of-year AE Activity Report to the wing commander, with copies to DCS/AE and HQ CAP/AE
- maintains a current AEO roster
- reports to the DCS/AE periodically on wing aerospace activities
- submits annual AE budget to wing commander
- ensures nominations are written for CAP's AE awards program and forwards copies to DCS/AE
- encourages units to apply for AFA/CAP AE grants
- communicates and/or visits subordinate units for evaluation and assistance
- conducts AE programs within the wing and at the wing conference
- works with wing public affairs officer to promote aerospace education
- conducts and supports AE's outreach programs in communities and schools
- creates an AE page on wing's website
- gives AE updates at staff meetings
- helps recruit squadron and group AEOs
- trains squadron and group AEOs
- convenes committee to select wing representative for AE awards, including Brewer Awards, AEO of the Year Award, AE Teacher of the Year Award, AE Mission Award, and AFA AE Cadet of the Year Award
- serves as the point of contact (POC), for the Teacher Orientation Programs Flights

Deputy Chief of Staff for Aerospace Education (DCS/AE) (Region Level):

- appoints an internal and external AE staff
- develops a region AE Plan of Action in coordination with the region commander (not mandatory, but suggested)

- reports to the region commander those wings submitting AE Plans of Action
- assists each wing DAE
- responsible for all AE programs at the region level
- submits annual AE budget to region commander
- maintains a current wing DAE roster
- gives AE updates at staff meetings
- assists region cadet competition team preparing for National Cadet Competition
- convenes and serves on the committee to select region AE award winners, including Brewer Awards, AEO of the Year Award, AE Teacher of the Year Award, AE Mission Award, and AFA AE Cadet of the Year Award
- conducts AE sessions at region conference
- promotes the Teacher Orientation Program Flights

Regulations

Regulatory Guidance and CAP Publications

CAP regulations and pamphlets are also very important resources for your AE program. As you go down this list, you should become familiar with all of these regulations and pamphlets, and you should become very knowledgeable about CAPR 280-2, *CAP Aerospace Education Mission*. CAPR 280-2, CAPP 15, and CAPP 215 are the main aerospace sources. All of these publications can be found and downloaded on-line at www.capmembers.com.

Regulations

CAPR 0-2 *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*

CAPR 0-9 *Numerical Index of CAP Forms, Test Material, and Certificates*

CAPR 5-4 *Publications and Blank Forms Management*

CAPR 20-1 *Organization of Civil Air Patrol*

CAPR 35-1 *Assignment and Duty Status*

CAPR 39-3 *Award of CAP Medals, Ribbons, and Certificates*

CAPR 50-4 *Test Administration and Security*

CAPR 50-17 *CAP Senior Member Professional Development Program*

CAPR 50-20 *CAP Model Rocketry Program*

CAPR 52-16 *Cadet Program Management*

CAPR 76-1 *Travel of CAP Members via Military*

Aircraft and Use of Military Facilities and Vehicles

CAPR 123-3 *Civil Air Patrol Assessment Program*

CAPR 190-1 *Vol I and II Guide to CAP Public Affairs*

CAPR 280-2 *Civil Air Patrol Aerospace Education Mission*

Manuals

CAPR 39-2 *Civil Air Patrol Membership*

Pamphlets

CAPP 15 *Aerospace Education Officers' Handbook*

CAPP 50-5 *Introduction to Civil Air Patrol*

CAPP 52-6 *Cadet Programs-Mentoring*

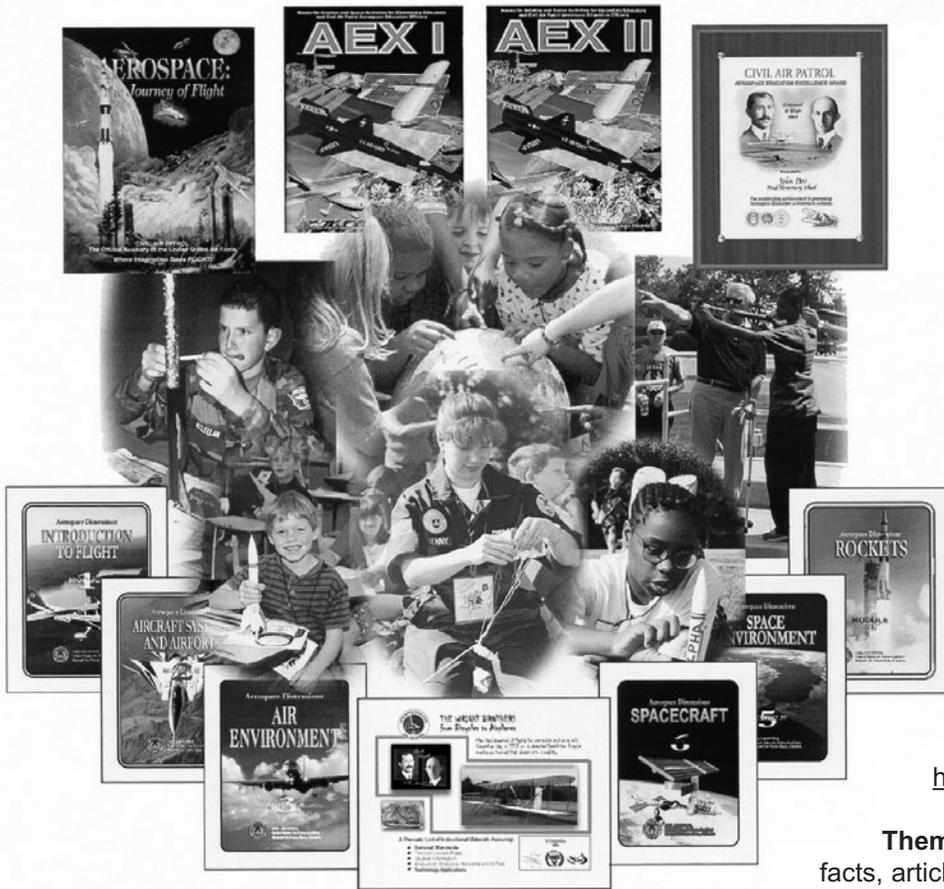
CAPP 215 *Specialty Track Study Guide – Aerospace Education Officer*

Resources

To be an effective AEO, you must be very familiar with CAP's aerospace programs and products. The programs will be discussed in chapter 4, but many of the products and resources will be mentioned in this section. Two of the most important products for conducting the aerospace programs are the ***Aerospace Dimensions*** modules and ***Aerospace: The Journey of Flight*** textbook.

Cadets receive the *Aerospace Dimensions* modules in their new member packet. These modules represent the basic introduction of aerospace to the cadets. There are six modules: *Introduction to Flight*; *Aircraft Systems and Airports*; *Air Environment*; *Rockets*; *Space Environment*; and *Spacecraft*. These modules are written to the appropriate age level of most of the beginning cadets and are meant to introduce and excite them to the wonderful world of aerospace. The modules consist of small segments of information followed by some hands-on aerospace activities that the cadets can perform. The modules are not taught in any particular sequence, thus new cadets can study the same module as the other cadets. The material can be studied in a group or by self study. This material can be used to conduct informal lectures and presentations in the squadrons or the cadets can study these modules at home on their own. These modules are used for the Phase I and Phase II cadet training. After cadets have completed all six modules they are ready for the aerospace portion of the Mitchell test. AEOs can reproduce the modules as necessary, but if you wanted more copies they can be purchased at <http://vanguardmil.com/store>. The modules sell for \$14.65 for the complete set, \$3.30 for the Leader's Guide, and \$4.40 for the Student Guide. These modules are also appropriate for middle school classroom use.

The next important resource is the *Aerospace: The Journey of Flight* textbook. This book is aimed at the older cadets, teachers, and the senior members of CAP. It is a very comprehensive text, which strives to provide a better understanding of aerospace and many of the elements that are a part of this broad topic. The book is written to the high school level, but there are fantastic pictures/facts that can be enjoyed by all ages. Middle school students can certainly grasp much of the content. The textbook consists of six parts, 27 chapters, and over 650 pages. The six



parts are: The Rich History of Air Power; Principles of Flight and Navigation; The Aerospace Community; Air Environment; Rockets; and Space. This text is used in middle, high school and colleges, by cadets in Phase III and Phase IV of cadet programs, and by senior members taking the Yeager test and pursuing the Yeager Award. *The Journey of Flight* is included in cadets' Phase III packet or can be purchased at Vanguard at <http://vanguardmil.com/store> for \$20.35. The Teacher Guide that accompanies this book is sold for \$8.25.

Booklets

Aerospace Education Excellence (AEX) Award Program

AEX I, volumes I and II
(K-5th grades)

AEX II, volumes I and II
(6th-12th and beyond)

AEX for Senior Members
(AEX is free and available to those units and/or AEMs that sign up for this award program. Members can apply on eServices)

Model Rocketry Program (6-12 & beyond)

4-in-1 Activity Books (two volumes) (K-3)

Fun in Flight: Exploring Careers in the Aerospace World (K-6)

Historical Aircraft Drawing Lessons from Aerospace History (dot-to-dot) (K-6)

Wright Brothers Activity Book (K-6)
Amelia Earhart Activity Book (K-6)
Charles A. Lindbergh Activity Book (K-6)

Mini-Book of Logic and Puzzles Book (K-6)

(members can receive copies of these booklets through eServices)

Modules

Aerospace Dimensions (part of the new cadet membership packet or can be purchased at <http://vanguardmil.com/store>)

The Supplemental Space Module (available on-line)

Textbook

Aerospace: The Journey of Flight (part of cadet phase III membership packet or it can

be purchased at Vanguard at <http://vanguardmil.com/store>)

Thematic Units

(cross-curricular activities, facts, articles, posters, lesson plans, grades 6-12)

International Space Station

Wright Brothers

Amelia Earhart

Charles A. Lindbergh

General Aviation

(members can receive these thematic units through eServices)

Posters

Aeronautical Concepts

Chronology of Aerospace Events

Jet Engine

Space Shuttle

(members can receive posters through eServices)

Resources

The Aerospace Curriculum (an index of related topics) (teachers) (members can receive through eServices)

Visual Aids

CAPVA 52-1 *Cadet Program Achievement Specifications and Awards*

CAPVA 52-2 *Cadet Progress Chart through Mitchell*

CAPVA 52-3 *Cadet Officer Progress through Spaatz* (download off www.capmembers.com)

CAPVA 52-100 *Cadet Super Chart*

Certificates

C15 A. Scott Crossfield Award (contact HQ CAP/DP)

C20 Charles E. "Chuck" Yeager Aerospace Education

Achievement Award (order through eServices)
 C25 Frank G. Brewer CAP Memorial Aerospace Award
 (contact HQ CAP/AE for region certificates)
 C215 Aerospace Education Specialist (download off
www.capmembers.com/ae)
 AEX certificate (available from HQ CAP/AE after pro-
 gram completion)
 Rocket certificate (on-line)

Testing Materials

CAPT 46 Aerospace Education Officer – 215 Specialty
 Track – Technician Rating
 CAPT 47 Aerospace Education Officer – 215 Specialty
 Track – Senior Rating
 CAPT 48 Aerospace Education Officer – 215 Specialty
 Track – Master Rating
 CAPT 49 A&B and 3&4 Yeager Test
 CAPT 50 Model Rocketry Program Test
 CAPT 61 *Aerospace Dimensions* Achievement Tests
 CAPT 63 *Aerospace: The Journey of Flight*
 Achievement Tests
 (obtain CAPT 46-50 from HQ CAP/AE)
 (obtain CAPT 61 & 63 from HQ CAP/DP)

Forms

F13 CAP Aerospace Education Membership Application
 F17 Application for Senior Member Activities
 F23 CAP General Purpose Answer Sheet
 F126 Unit AE Examination Administration Record and
 Report Form
 F127 Monthly Certification Report (for wing or
 region only)
 F128 CAP Teacher of the Year Award
 F129 CAP Aerospace Education Officer of the Year
 Award
 (download off of www.capmembers.com)

Websites

Many CAP regions and wings have their own websites
 and AEOs and DAEs should know how to access
 those websites and the information contained on
 them. HQ CAP's website can be reached at
www.capmembers.com and HQ CAP/AE's website is
www.capmembers.com/ae.
 Below is a picture of AE's main web page. AE's
 website contains many pages of very informative and
 useful information. Hopefully, you will refer to it often.



3 Aerospace Education – Steps to Success

Congratulations! You are now an Aerospace Education Officer (AEO). Whether you serve at the squadron, group, wing or region level, yours is a significant duty within CAP. You are responsible to CAP, the unit commander, personnel in the unit and yourself for aerospace education. Remember that Aerospace Education is one-third of the CAP mission!

One role as an AE staff officer is becoming a **leader**. As a leader in AE, you are responsible for assuring the duties of the AEO are carried out. You will need to select staff to help you, particularly an Internal AE Officer and an External AE Officer, though in larger units, there may be more people working on AE.

There is no one “correct” leadership style. You may elect to delegate some or all of the tasks and simply be a resource if the individuals have difficulty with any portion of the work. You may choose to form teams and work with your staff, producing plans and developing the program elements together. You may lead by example, doing much of the initial work and then teaching others how to do the job. It is important to remember that you are all volunteers, so authoritarian leadership may not be the best approach.

Another role as an AE staff officer is that you are also a **program manager**. As a manager in AE, you will direct the completion of a number of classroom presentations, hands-on projects and other activities. You will also pro-

duce/write at least an AE plan of action and a year-end report. These will be more easily accomplished if you keep good records of what you are doing for AE. As a program manager, you will also be a recruiter, encouraging teachers to become Aerospace Education Members (AEMs) and assuring that the Senior Members participate in AE through completing the Yeager test.

Balancing these two major roles, leader and manager, takes judgment on your part, but with knowledge of your unit and its personnel this can be accomplished. Every CAP unit is unique and offers many opportunities for success. You will be a leader and/or manager in different AE situations. Be prepared to move between being a leader and a manager.

To begin, the following “Six Steps for AE Success” are suggested: explore; inventory; plan; implement; evaluate; and report. After report, the steps begin again.

Explore In the first of the six steps, the exploration of AE, you must know the AE mission (see

page iii for the definition). Beyond the mission, you explore CAP regulations to ascertain the duties of an AEO. Reviewing CAPR 20-1, you discover what an AEO does within a squadron. Summarizing the regulation generically, the following delineates AEO responsibilities in cadet and senior squadrons.

Cadets: AEOs will implement and direct the aerospace education portion of the CAP cadet program and shall:

Monitor the aerospace education portion of the CAP program
Generate and supervise the AE activities and supporting projects for cadets
Supervise the AE testing program for cadets

Senior members: AEOs will implement and direct the aerospace education portion of the CAP senior members’ program and shall:

Monitor the AE program within the unit
Supervise AE testing programs



Earlier in chapter 2, the duties for an AEO were essentially expanded and detailed for squadron, group, wing and region. Please review those descriptions.

As you continue this exploration you will examine CAP publications for assistance. The publications are:

Programmatic

CAPR 52-16 *Cadet Program Management*

CAPR 50-17 *CAP Senior Membership Professional Development Program*

Aerospace Education

CAPR 280-2 *Civil Air Patrol Aerospace Education Mission*

CAPP 15 *Aerospace Education Officers' Handbook*

CAPP 215 *Specialty Track guide – Aerospace Education Officer*

Testing

CAPR 50-4 *Test Administration and Security*

The first two publications above describe in much detail the cadet and senior CAP programs. The next three publications, dealing with AE, are ones that you will use regularly. The last publication will help you as you most likely will be appointed as a Test Control Officer and must know all aspects of CAP testing for AE. While the above listing is brief and of immediate concern for you, a complete listing of pertinent publications you might need to use is included in Chapter 2.

After review of the above major noted publications, you need to explore the areas that comprise the three categories of the AE program: cadets; senior members; and the general public.

Within the cadet program, the AE program is focused on helping the cadets gain a better under-



standing of all the elements of aerospace education. AE encompasses a very broad area of study. The cadets frequently will be tested on their knowledge of AE topics, and that knowledge is critical to their advancement through the ranks and for their overall CAP achievement. If a cadet is in a Color Guard activity, a portion of that competition is an AE quiz. A strong foundation in AE will generally help a cadet with better understanding of some school topics, such as science and math. The cadet AE program is based on the six "module" booklets that comprise *Aerospace Dimensions*.

Within the senior program, the AE program is focused upon providing those members with a greater depth of understanding of AE so that they are more knowledgeable regarding current events and everyday aviation observations within the community and world (space shuttle, aircraft at the local airport, principles of flight, etc.). They may also be working with cadets and would like to be able to answer their questions. The AEPMSM program is based on *Aerospace: The Journey of Flight*. The mark of AE success for a senior member in is passing the Yeager exam.

Within the outreach program, AEOs need to make contact with teachers in their local community and visit schools. AEOs should share aerospace information and materials with the teachers by making presentations or conducting hands-on activities.

Next you need to explore AE activities. These are summarized in this pamphlet in chapter 4. The possible AE activities you might include within the unit's agenda are potentially overwhelming. You will not choose all but will select ones that your unit can accomplish. What you select will be noted in the unit's AE Plan of Action (AE POA) which will be discussed later in this chapter.

Inventory Exploration completed, you now conduct an AE inventory in the unit. You look at the unit's previous AE activities and testing.

AE activities are those activities through which unit members gain more knowledge of aviation and space. What was conducted by the unit during the last one, two or three years of unit training? The unit's training agenda may give you an idea what was scheduled. Ask unit members what they remember about past AE activities. What activities interested them the

most and why? Place this information in your notes.

In conducting an inventory, you need to examine the AE testing accomplishments of cadets and/or senior members. With cadets, which module tests have they taken successfully? This will suggest which cadets need which module tests in the future. For senior members, look at unit records for the Yeager Award. How many seniors members have passed the examination required to receive this award? How many have not?

Another aspect of the inventory pertains to the AE 215 Specialty Track. As an AEO, this is your track. You will be expected to achieve at least the Technician rating within this track. Chapter 4 goes into more detail about the AE specialty track. Looking at your unit, are other members pursuing AE ratings? If so, they would be excellent candidates for additional AE staff positions. Ask them! There is a lot of content to a good AE program; you will need support and assistance.

Inventory should also include what AE materials are available and what needs to be obtained in order to accomplish your duties. You can order what you need from eServices.

Plan With completion of the first two steps, developing a plan is next. With your knowledge of the unit's past AE activities, your assessment of unit AE activity capabilities, and your unit commander's AE guidance, you now develop an AE Plan of Action (AE POA). The AE POA is a document that shows who will do what by when and to what standard. Chapter 6 has a sample AE POA for your review. Be sure to notice who, what, when and by what standard. Remember that the unit cannot do everything in one year, so work to develop a manageable AE POA. The AE topics you might choose are:

- earning the Yeager Award;
- achieving a rating within the AE Specialty Track;
- submitting the Annual Unit AE Report (required);
- participating in the AE Excellence (AEX) Award Program;
- recruiting Aerospace Education Members (AEMs);
- assisting in the participation of a school in the School AEX Program;
- attending an AE session at the annual wing conference;
- submitting a nomination for an AE award;
- posting AE items on the unit's bulletin board or web site; and/or
- reporting to the unit commander.

Implement The implementation step takes coordination between you, those involved in each activity, and, of course, the commander. When and where will AE activities take place? While this step is presented in few words, this activity consumes the most time.

Evaluate With each activity you compare the results with the AE topics and standards noted in the AE POA. Were the activities accomplished successfully? What improvement is needed in the future? What might you do differently the next time the activities are attempted? Look at the AE

POA, and let it be your guideline.

Report The unit commander needs to know the result of each AE activity and, also, what was achieved within the year. Providing the commander with regular updates through informal communication is important. The AE POA will figure in these discussions. The Squadron AE Activity Report will be completed and provided to the appropriate headquarters.

With the completion of the yearly report, the steps begin again – explore, inventory, plan, implement, evaluate and report. With each year it is easier. Your AE expertise will grow. The AE program within the unit will be more easily accomplished.

The above discussion focused upon the squadron AEO. What happens with AE at other levels in CAP? Your wing might have groups to facilitate command and control. As you consider being an AEO for a group, the steps remain the same and your AE POA will be developed accordingly. (See chapter 6 for a sample group AE POA.) If you are selected to serve as the wing Director of Aerospace Education or as a region Deputy Chief of Staff/Aerospace Education, here, too, the steps remain the same. As with group, the scale of AE activities is expanded. (See chapter 6 for AE wing POAs.)



4

Aerospace Education Programs



This chapter lists the aerospace programs that you should be familiar with and use in your unit's AE program. The AE mission can be divided into two categories: internal and external. The internal program supports our cadets and senior members, and our external program reaches out to the community. Some of these programs apply mainly to AE's internal mission and some apply mainly to the external mission; however, some programs have internal and external components to them. It is a good idea to be familiar with all of these programs and use them accordingly. Almost all of these programs have aspects that relate to our cadets, senior members and the general public; therefore, all of these programs relate to your responsibility to promote aerospace to our members and the general public.

Internal Programs (Cadet and Senior Members)

Aerospace Education for Cadets (Part of the CAP Cadet Program)

According to CAPR 52-16, the mission of the CAP Cadet Program is to provide the youth of our nation a quality program that enhances their leadership skills through an interest in aviation and space, while simultaneously providing services to the United States Air Force and the local community. The regulation goes on to say that commanders are responsible for conducting the cadet program and that common sense and good judgment should be used when appointing qualified senior members to work with cadets.

Cadets who want to advance in

the cadet program must successfully complete the different training areas within the program. These areas are leadership, moral leadership, physical fitness and aerospace.

At the squadron level, the Aerospace Education Officer (AEO) is primarily the person who administers the AE training to the cadets. Since aerospace education is a program element of the cadet program, cadet and composite squadrons within CAP should be spending time on aerospace monthly. That is how units should make their schedules. The programs in this chapter should give you ideas on how to spend that aerospace time.

Here is a list of important points about the cadet program pertaining to AE that AEOs should know (note Appendix 1, the Cadet Super Chart, which illustrates how AE fits

into the achievements and phases):

- Ensure cadets have the *Aerospace Dimensions* modules. The modules are included in the cadet's new member packet and are used to help the cadets through Phases I and II of cadet training. Leader Guides and Student Guides may be downloaded from *eservices*, if needed.
- Realize that although aerospace training can be a group-study approach or self study, it is encouraged that groups actually study the modules and complete the activities, as opposed to isolated study.
- Understand that new cadets can begin studying the same material with the other cadets. The *Dimensions* modules can be studied in any order.
- Enable cadets to take tests after studying each module. After successful completion of the test (70%; correctable to 100%), cadets move on to the next module.
- Encourage cadets to take the Mitchell Test after cadets have passed all modules. The Mitchell test is a comprehensive test covering all of the modules, as well as the leadership portion of the program.
- Further cadet aerospace knowledge for Phase III and Phase IV cadets by using *Aerospace: The Journey of Flight* and study selected chapters that correlate to what they studied with the *Aerospace Dimensions* modules. The selected chapters are listed in CAPR 52-16. The *Journey* text is included in the cadet's Phase III packet.
- Provide opportunities for Phase III and Phase IV cadets to mentor lower level cadets.
- Keep AE interest by initiating AE experiences for cadets and introducing them to Science, Technology, Engineering and Math (STEM) related curriculum and aerospace careers. This can be accomplished by incorporating the Aerospace Excellence Award

(AEX) Program and the Model Rocketry Program. (Both of these programs will be discussed in this chapter.) Providing field trips, speakers, and other opportunities will also help cadets learn and become knowledgeable about the dynamic facets of aviation and space.

Model Rocketry Program

Cadets have the opportunity to participate in the Model Rocketry program. It consists of three progressively challenging phases. Each phase has a written section, which contains a few pages of text. After reading each section, cadets must take a short quiz. The quiz is administered by the unit Test Control Officer (TCO). Upon successful passage of the quiz, the TCO must sign the Official Witness Log. A sample of the witness log



is located in the rocket book. The log can be reproduced.

After passing the quiz, the cadets move into the hands-on part of the phase. In this section, they will build and launch a selection of rockets. The cadets must have a qualified senior member monitor and witness the rocket launches and then sign the Official Witness Log. The qualified senior member can be any unit staff member. After completing the hands-on part and obtaining the Squadron Commander's approval, the cadets are ready to move into the next phase. The Squadron Commander's approval certificate is also located in the Rocketry Book. Squadrons can use it or download one from the HQ CAP/AE website.

At the end of Phases I and II, cadets receive a certificate signed by the Squadron Commander. After successful completion of Phase III, the cadets receive their Model Rocketry Badge. For efficiency, many units participate in the rocket program as a group, putting the cadets into small groups to build and launch the rockets together. Using this method, everyone completes the program together and receives their badges. However, cadets can certainly work by themselves as long as they follow the rules outlined above. The Model Rocketry badges are obtained from Vanguard at 1 800 221-1264 for a nominal fee. Every squadron should already have a copy of the Model Rocketry book, but for additional copies please contact HQ CAP/AE at ae@capnhq.gov, and check on availability. The rocketry program is also available on the AE website at www.capmembers.com/ae. This rocketry program is a great way to add variety to your AE meetings, educate your cadets about rockets, and emphasize STEM-related curriculum. It also affords a great opportunity for cadets and senior members to work together in AE.

Another rocket program that should be mentioned is not a CAP program, but many CAP cadets get involved with it. This program is the Team America Rocketry Challenge (TARC). Teams, usually consisting of grades 7-12, CAP cadet squadrons, or other student organizational teams, compete to see who can launch the highest rockets. Teams gather once a year in May outside of Washington D.C. for the national competition. For more information on TARC go to www.rocketcontest.org.

Aerospace Education Excellence (AEX) Award Program

The AEX Award Program is CAP's hands-on aerospace activity program that consists of five books. Two of these books are aimed at grades K-5, and two of the books are aimed at grades 6-12. The fifth book was actually written for adults because adults enjoy AEX too. Even though each book was written for a particular audience, the activities can be adjusted for different age groups.

The AEX program is **free** for our members. In order to be eligible for the award portion of the program, the unit participants must complete 6 activities and a 2-hour AE Day within the fiscal year they received the AEX books. A fiscal year runs from October through September. So, any time you receive the books after October 1, you have until September 30, to complete the requirements. If you complete the requirements within the specified time limits, each participant will receive a certificate and the unit will receive a plaque. The 2-hour AE Day can be spent in many different ways. For example,

you could use the time launching rockets, or going on a field trip to a local aerospace museum.

Not all of the activities have to be from the AEX books. There are other excellent sources for aerospace activities, so be creative. If you are unsure as to whether a particular AEX lesson (not from our AEX books) is acceptable, email HQ CAP/AE at aex@capnhq.gov.

encourage their wings, groups, and squadrons to get involved with AEX. Even if your unit doesn't complete 6 activities within the fiscal year, these activities are a great way for the cadets to learn more about aerospace and have fun doing it. This program offers another excellent way to spend time in aerospace.



Applications for AEX are completed on-line in CAP's eservices. Follow the instructions and order the AEX books. CAP's mailroom will receive this information and mail the books to you. Upon completion of your activities, go to eservices again and enter the data on the completion form. The HQ AE staff will send individual certificates to the cadets and a plaque for the unit. Only one award can be earned per year.

AEX is a wonderful program for all ages. It is enjoyable and reinforces many of the important laws, principles and ideas associated with aerospace. It supplements whatever lesson the instructor is teaching. DAEs and AEOs should

Satellite Tool Kit (STK)

STK, developed by Analytical Graphics Inc. (AGI), is the leading off-the-shelf software solution for the aerospace industry. It supports satellite systems from mission planning through operations. Basic applications include tracking satellite locations and analyzing what satellites can see at any point in time. Wing DAEs have STK disks. Through CAP's partnership with AGI, squadrons can borrow the disks, download them and obtain a free license from HQ CAP/AE at ae@capnhq.gov. Squadron or group AEOs can also request a STK disk from HQ CAP/AE. Obtaining a STK disk



affords a wonderful opportunity for our cadets and senior members to learn more about satellites and satellite missions.

Once you have contacted HQ CAP/AE, the AE staff will send you a disk. Load the disk on a computer that is used for CAP use at your squadron or group. Any computer that is used as an educational tool by CAP is appropriate to use. Find the host ID number on one of the screens. It is a 12-digit lower case letter and number combination (ex. 7f22e0ba56hi). Send that host ID number to HQ CAP/AE and they will obtain your license from AGI. AGI will then send licensing information to you. Download it on your computer, and you are ready to go.

Go to www.agi.com and you'll find some great tutorials for STK and some lesson plans to help you use STK. Chapter 2 of the Supplemental Space Module, which can be found on the HQ CAP/AE website at www.capmembers.com/ae contains STK scenarios as well. Once a unit has obtained a license, these tutorials and scenarios will provide additional knowledge, training and information for the cadets.

As a quick review, cadets should be involved with all of the programs outlined in this section. The programs will further the cadets' knowledge, and even perhaps their interest, in aerospace. What you, as the AEO, do with aerospace can pay big dividends for our country. Many of our cadets could go into aerospace careers and become pilots, aircraft mechanics or air traffic controllers. They can become scientists or even astronauts. These and others are career fields America needs to maintain a strong aerospace presence in the world. Therefore, you have tremendous potential for making a difference for CAP and America.

Aerospace Education Program for Senior Members

The Aerospace Education Program for Senior Members (AEPSPM) consists of five phases. The five phases are: 1) the Yeager Award; 2) 215 Specialty Track; 3) AE Leadership Requirements; 4) Individual AE Continuing

Education; and 5) AE Outreach.

The first phase is the completion of the Yeager Award. This phase is self-paced and is 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 the option of open book or closed book at your CAP unit or on-line. Both options have a pass rate of 70%, correctable to 100%. Correctable to 100% requires the test administrator to take a few minutes and review the missed questions with the examinees.

If a member takes the test at the unit, the local unit will send the completed CAP Form 126 to the Wing DAE, along with the answer sheet. The Wing DAE, satisfied with the validity of the test, then fills out a CAP Form 127 (which is sent to HQ CAP/AE, with a copy to DCS/AE) and sends the Yeager certificates to the unit commander for presentation to the member. When HQ CAP/AE receives the CAP Form 127 from the Wing DAE, the CAP database is updated and the name of the award

winner is sent to the CAP News for publication.

For those who choose to take the Yeager test online, the member must print out the Certificate of Completion. If the member wants the larger certificate the DAE should be contacted. The Certificate of Completion is automatically placed in the member's record. All other procedures remain the same as the previous paragraph. After successful completion of the Yeager test, members are authorized to wear the Yeager ribbon.

The second phase is the 215 Specialty Track. This is the professional growth training for the Aerospace Education Officer (AEO). This involves orientation and training to learn the responsibilities of an AEO. There are three levels of the 215 track: Technician, Senior, and Master. CAPP 215 describes the requirements to achieve each of these levels. After completion of the Technician level, the member is authorized to wear the Leadership ribbon. At the Senior level, a bronze star is added, and at the Master level the bronze star is replaced by a silver star. The AE Specialty also has a badge. Upon completion of the Technician level, the member is authorized to wear the AE badge. At the Senior level, a bronze star is added, and at the Master level the bronze is replaced by a gold star. The Technician level can be completed in a minimum of 6 months. The Senior level requires a minimum of an additional 6 months after the Technician level, and the Master level requires a minimum of an additional 12 months beyond the Senior level.

In order to complete each specialty track level, a test must be successfully passed with a score of at least 80%. This means that the test control officer should spend a few minutes

going over missed questions with the examinee. All 215 tests are open reference, with no time limit. The 215 tests can also be taken online with immediate test results. These results will be automatically updated in the member's records. More detailed information about the 215 Specialty Track can be found in CAPP 215.

The third phase is the AE leadership requirements. This refers to the leadership portion of the AE CAP mission. The term "leadership" applies to every senior member, but it specifically applies to commanders and AE Officers. The unit commander must lead the AE mission and appoint quality men and women to carry out the AE mission. These region, wing, group, and squadron leaders then provide leadership and assistance in ensuring the AE mission is accomplished with an effective AE program. It is imperative that unit commanders understand the time and effort needed to accomplish CAP's aerospace mission.

The fourth phase is the individual aerospace continuing education. Aerospace education is one of the primary missions of CAP, and, as such, every member is obligated to maintain an aware-

ness and understanding of aerospace education. Each member is obligated to sustain a level of knowledge that will ensure a strong professional organization. Reading professional magazines, journals, and books is a way to achieve this goal. Senior members can facilitate their aerospace education growth by becoming involved with aerospace programs and activities, or they can attend guest speakers' lectures or go on field trips. The key is involvement in AE.

The fifth phase is the aerospace education outreach. CAP's aerospace mission applies first to our members and then to the general public. It is our responsibility to promote aerospace to our citizens. The prime audiences for our outreach efforts are the school systems and youth organizations of America. It is incumbent on our senior members, particularly AEOs and DAEs, to establish relationships with educators and leaders of youth organizations. This is an effective way to promote aerospace education. Each teacher impacts a multitude of students with aerospace interest, knowledge and career opportunities.



External Programs

Aerospace Education Member (AEM)

The Aerospace Education Membership category is a special membership for educators, schools, and organizations that support and promote aerospace education. This membership category is open to any reputable individual or organization that has an interest in supporting CAP's Aerospace Education program. AEMs are not eligible to wear the CAP uniform or serve in an authorized position within CAP, but they are eligible to receive all of the free materials from CAP AE. AEMs can also participate in the Aerospace Education Excellence (AEX) Award Program, and they can apply for grants through our Air Force Association grants program. Many AEMs take advantage of the opportunity to participate in these programs, as well as our Teacher Orientation

Program (TOP) flights, which are discussed later in this chapter. There are many other privileges and benefits of being an AEM and they are covered on our AE website at www.capmembers.com/ae.

Our AEMs play a significant role in CAP accomplishing its aerospace mission. Therefore, DAEs and AEOs must be familiar with the AEM program. It is a great program for expanding your aerospace influence within your community. As CAP AE leaders, you will have many opportunities to attend community events at schools and other places. Being able to discuss our AEM program could bring CAP and your community closer together. AEMs are taking the CAP AE message into the classrooms of America and spreading aerospace to thousands of students. Because of AEMs, we are reaching and making a difference in the lives of students all across the country.

Aerospace Education Excellence (AEX) Award Program

As discussed earlier in this chapter, the AEX Award Program consists of five books, which are also available to our external members, the AEMs. The AEX books are aligned with National Academic Standards and are used in classrooms to help AEMs teach aerospace principles and other science, technology, engineering, and math (STEM)-related curricula. The AEX program supplements lessons with educational and fun hands-on activities. Again, the AEX program for CAP units and the AEX program for schools are free to those who apply. Applications are completed on CAP's eservices. CAP's mailroom will automatically receive the applications and mail the AEX books.

When the teachers receive the books, they can select an activity for their students to perform. To successfully complete the AEX Program, teachers must perform six activities, plus a 2-hour addi-



tional activity or lesson during the school year. After conducting the activities, they will go to eservices and complete the report form, listing the activities. HQ CAP/AE will be notified and will send certificates for each of the students that participated in the program, and a plaque for the classroom.

AEX is a wonderful program for all ages. It is educational and enjoyable, and reinforces many of the important laws, principles and ideas associated with aerospace. DAEs and AEOs should encourage their AEMs to get involved with AEX and also offer to help conduct some of the activities with the students and present the certificates and plaque at the school.

Aerospace Education Excellence College Course

Civil Air Patrol, in conjunction with Adams State College in Colorado, is conducting an AEX College course. This course is offered to CAP regular senior members and to Aerospace Education Members (AEMs) and is worth one graduate college credit. Essentially, the enrollees sign up to take the class and then participate in the AEX program. Class registration is from November 1st to December 31st. Students must select six aerospace hands-on activities from the textbooks and conduct them between January and the third week in May. The enrollees must also take their students or cadets on an aerospace field experience that requires at least four or more classroom contact hours. If the requirements are met, graduate college credit will be received for this course. This class can be repeated. Refer to the CAP Aerospace Education website for more details on this program.

Teacher Orientation Program (TOP) Flights

Teacher Orientation Program Flights, formally called the Fly-a-Teacher Program, provides oppor-

tunities for teachers to experience orientation flights in CAP aircraft. It is designed to excite teachers about aerospace education and motivate them to share their aerospace experiences and information with their students. The program requires involvement and coordination between HQ CAP/AE, CAP wings and squadrons, and the teachers.

TOP Flights is designed to fly any CAP teacher member, either AEMs or regular CAP uniform members who teach. The program can be used to recruit teachers into CAP, but the teachers must join our organization first and obtain their ID card before they fly. The program can also be used as a retention tool, as a great benefit of being a CAP member.

The program was designed to include an aerospace workshop that provides aerospace materials, information and hands-on activities for the teachers, followed by flying in a CAP aircraft, either the same day, the next day or even at a later date. The workshop portion of the program provides the teachers with AE materials they can take back to their classrooms and share with

their students. So, covering such subjects as Bernoulli's Principle, the four forces of flight, airplane instrument panels, and other aviation-related curriculum would be very appropriate for this workshop.

Some CAP wings will conduct a full-day workshop and fly the next day. Others will conduct a half day workshop and fly that same afternoon. Still others will conduct the workshop and the flying experience separately. Obviously, weather has a major impact on how you schedule this program, and if the program works as planned. A safety briefing that includes a walking tour of the aircraft should always be a part of your TOP Flights.

The DAE for each wing is the primary point of contact for this program, and, as such, needs to be in contact with HQ CAP/AE to coordinate this program. HQ CAP reimburses the cost of fuel and maintenance associated with these TOP Flights. After coordination with HQ CAP/AE, the DAE needs to coordinate with the wing commander to ensure available resources are approved for use.

A TOP Flights mission is coded



as a “C” mission and entered in WMIRS like any other mission. HQ National Operations Center (NOC) will contact HQ CAP/AE to verify that the money is available for the flights. Once AE approves the money, the NOC will forward the request for wing commander approval.

For more information on this program got to www.capmembers.com/ae.

Aerospace Connections in Education (ACE)

The ACE Program is an aerospace education program for CAP teacher members in grades K-6. The program is designed for teachers to implement during the school day. ACE provides engaging and meaningful cross-curricular aerospace lessons that support science, technology, engineering, and math (STEM) initiatives and enrich the school curricula. The ACE curriculum is grade level specific and aligned with National Academic Standards. The aerospace theme-related lessons support academics, character development, and physical fitness. This program is designed to help foster good-natured and healthy citizens who will develop an interest in and appreciation for aerospace as we seek to inspire the aerospace workforce of the next generation. Specifics about this program can be found at www.capmembers.com/ae. Upon completion of this program, the teacher receives student completion certificate and a classroom plaque. AEOs are encouraged to support ACE classrooms by assisting with ACE lesson implementation, organizing class field trips, serving as aerospace speakers, or making a presentation at the school with the certificates and plaque. The AEO may want to use AE funding to sponsor ACE classrooms in the community. For more information, contact ace@capnhq.gov.



5 Aerospace Awards & Grants



This chapter contains information about and the criteria for CAP's aerospace awards and grants. This chapter should answer any question you have about these topics, including when and how to submit applications for them. The actual forms for the awards and grants are located in chapter 7.

Aerospace Education Mission Award

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 to HQ CAP/AE. 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 the points earned. Information submitted to NHQ CAP/AE should include the Wing

Plan of Action, the Wing AE Activity Report and any other information pertaining to the AE activities contained on the activity report. NHQ CAP/AE determines the top AE wing in each region based on total points, and further, selects the top three AE wings as National AE Mission Award winners based on total points as well. A sample of the activity report is located in chapter 7 of this handbook. The activity report can also be completed off the CAP AE website and submitted to HQ CAP/AE. A wing's activity report is an accumulation of the squadron's activity reports. Therefore, in order to reflect accurate information, squadrons must complete their activity reports and submit to the wings by January 15th of each year.

Wing Directors of Aerospace Education (DAEs) should attach a wing AE staff and an AEO staff roster, and any supplemental information the DAE deems appropriate. Please remember that in order to compete for the AE Mission Award, HQ CAP/AE must receive the Wing Activity Report by

February 15th. HQ CAP AE staff will convene a committee to review the documentation submitted by the DAEs and select the winners. The award winners will be announced at the summer Annual Conference and National Board meeting.

The AE Mission Award is a great opportunity for the wing to be recognized for all the AE efforts made throughout the wing during the year.

The Civil Air Patrol Aerospace Education Officer of the Year Award

Award

The CAP AEO of the Year Award will be presented each year at the summer Annual Conference and National Board meeting.

Purpose: The Civil Air Patrol Aerospace Education Officer of the Year Award is a national-level award established to recognize and reward any Civil Air Patrol member who is dedicated to promoting and teaching aerospace to the members of Civil Air Patrol and to spreading the excitement of aerospace to their communities.

Nomination Guidelines:

1. Any Aerospace Education Officer (AEO) in the Squadron, Group, Wing or Region is eligible.
2. Eligible nominees must be nominated by a professional or personal reference.
3. Nominees will be judged at the wing level, then progress to the region level, and ultimately end at the national level for final selection.

4. Wings and Regions will decide how to best recognize the accomplishments of their individual winners.

Nomination Procedures:

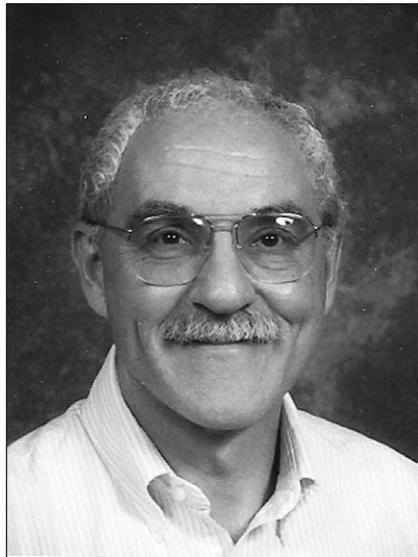
Squadron and Group nominations must be received by the Wing Director of Aerospace Education (DAE) by 15 January. The Wing DAE, in coordination with the Wing Commander, will convene a committee and make the selection. Wing nominations must be received by the Region Deputy Chief of Staff/Aerospace Education (DCS/AE) by 15 February. The Region DCS/AE, in coordination with the Region Commander, will convene a committee and make the selection. Region nominations must be received by NHQ/AE by 15 March (packages should be sent to: NHQ CAP/AE, 105 South Hansell Street, Maxwell AFB, AL 36112).

Nomination Package Requirements:

1. One-page overview describing why nominee deserves this award; use Justification block on nomination form
2. One-page letter of recommendation by person nominating the individual
3. Two-page photograph collage with an additional one-page description of activities, field trips, special events, etc. that depicts:
 - creativity in developing and utilizing aerospace materials for the promotion of aerospace in the squadron, group, wing, and/or region
 - cadet, senior or community involvement and activities that foster an appreciation of aerospace education and its role in our society

Optional:

Three extra pages of documentation that enhance the nomination package may be included. This may include media coverage of nominee’s AE events, special recogni-



tion received by nominee or nominee’s unit for aerospace performance, etc.

CAPF 129 is used to nominate the AEO of the Year. You can find CAPF 129 in chapter 6 of this handbook, or you can download the form from CAP’s website at www.capmembers.com/ae

The Civil Air Patrol Aerospace Education Teacher of the Year Award

CAP’s AE Teacher of the Year Award recognizes a CAP member who is a certified teacher promoting aerospace. This award will be presented at the summer Annual Conference and National Board meeting. The guidelines for the AE Teacher of the Year are below:

Purpose: 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 K-12 teacher for outstanding accomplishments in promoting Aerospace Education in the classroom and in the community.

Nomination Guidelines:

1. Any Aerospace Education Member (AEM) or Senior

Member of CAP who is a certified K-12 teacher is eligible.

2. Eligible teachers may nominate themselves or be nominated by someone else.
3. Nominees will be judged at the state (CAP Wing) level, then progress to the regional level, and ultimately end at the national level for final selection.
4. The winner will be notified the first week of May in order to make plans to attend the CAP Summer Annual Conference and National Board meeting.
5. Wings and Regions will decide how to best recognize the accomplishments of their individual winners.

Nomination Procedures:

For AEMs: Two copies of nomination package (10-page maximum) can be sent directly to the appropriate Wing DAE or to NHQ CAP/AE, 105 South Hansell Street, Maxwell AFB, AL 36112, not later than 15 January. Nomination packages received by NHQ/AE will be forwarded to the Wing for selection. For Senior Member teacher nominations: Two copies of nomination package (10-page maximum) are sent to the Wing DAE not later than 15 January.

For all Teacher of the Year nominations: The Wing DAE, in coordination with the Wing Commander, will convene a committee and make the selection to send to Region. Wing nominations must be received at the Region by 15 February. The Region DCS/AE, in coordination with the Region Commander, will convene a committee and make the selection to send to NHQ/AE. Region nominations must be received by NHQ/AE by 15 March.

Nomination Package Requirements:

1. One-page overview describing why nominee deserves this award
2. One-page letter of endorsement by nominee’s school principal or

- other educational leader
3. Two additional one-page letters from colleagues, students, parents, or others that demonstrate nominee's exemplary teaching performance in aerospace education
 4. Two-page photograph collage with an additional one-page description of classroom activities, field trips, special events, etc. that depicts:
 - creativity in developing and utilizing aerospace materials in the K-12 classroom to enhance the teaching of the core curriculum, especially focusing on STEM-related curriculum areas
 - student involvement and classroom activities that improve the learning by the student through aerospace education

Optional:

Three extra pieces of documentation that enhance the nomination package may be included. This may include media coverage of nominee's AE events, special recognition received by nominee or nominee's students for aerospace performance, etc.

Submit nominations for this award on a CAPF 128, which you can find in chapter 7 of this handbook, or you can download from CAP's AE website at www.capmembers.com/ae.

Brewer Awards

The Frank G. Brewer Civil Air Patrol Memorial Aerospace Awards are presented in commemoration of Frank G. Brewer, Sr., and his lifelong interest in aviation, youth, and education. These prestigious awards are presented at CAP's Annual Conference and National Board and are given to recognize individuals and organizations that have made outstanding contributions, out of selfless devotion, to the advancement of youth in aerospace activities. Squadrons submit their nominations to wings by 15 January, and then wings submit their nominations to region by 15 February. Regions submit their nominations to HQ CAP/AE 15 March. HQ CAP/AE convenes a committee, including members of the Brewer family, and makes the selections. Deadlines for submission are covered in chapter 6.

Nominees are evaluated on

CAP program support, significance of accomplishment, community involvement, and support of all facets of the aerospace education mission. There are four categories of Brewer awards. Before nominating for this award please pay attention to the criteria for each award. The four categories and their criteria are:

Category I – CAP Cadet

- Nomination **must** be for activities during the last calendar year **only**.
- Aerospace achievement or activity should be significant — more than earning the Mitchell award or completing CAP training requirements.
- Nominee should be doing significantly more than would be expected of anyone in a similar position.
- Recognition is for contributions made out of selfless devotion.

Category II – Senior Member

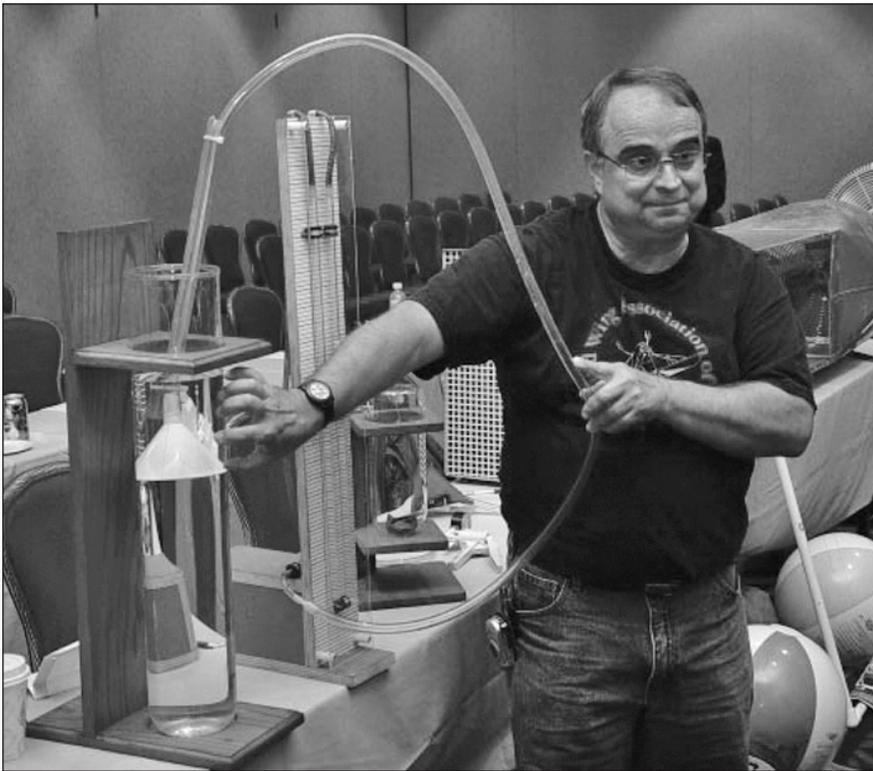
- Nomination **must** be for activities during the last calendar year **only**.
- Aerospace achievement or activity should be significant — more than earning the Yeager award or completing CAP training requirements.
- Nominee should be doing significantly more than would be expected of anyone in a similar position.
- Recognition is for contributions made out of selfless devotion.

Category III –

Individual or Organization (non-CAP member)

- Nomination should be for continued contribution over **several years**.
- Aerospace achievement or activity should be significant.
- Nominee's activities should be "above and beyond" what would normally be expected of anyone in a similar position.
- Recognition is for contributions made out of selfless devotion.





- Nominee should have strong involvement with CAP.

Category IV –
Lifetime Achievement

- Nomination should be for a period of more than **twenty years**.
- Nominee should be a CAP member.
- Aerospace achievement or activity should be consequential and noteworthy.
- Recognition is for significant contributions to the aerospace field.

The first three categories are awarded every year. However, the fourth category, Lifetime Achievement, is not necessarily an annual award. The selection committee reserves the right to not select anyone in this category if the nominees do not live up to the expectations of this award. This fourth category replaced the Anniversary Award, which was presented every five years. Lifetime Achievement will be awarded annually whenever exceptional nominations representing a period of at least twenty years of aerospace education contributions are

received.

Nominations should be completed on the CAPF 25. If you need more space for the justification, use the reverse side of the page or simply use additional paper. Achievements and aerospace activities should include the nominee's involvement in CAP and the local community. A sample of CAPF 25 can be found in chapter 7 of this handbook, plus it is located on the AE website at www.capmembers.com/ae

Brewer award winners are also recognized at the region level. The DCS/AEs are responsible for providing the CAP Certificate 25 to the regional award winners.

AFA/CAP Grants

The Air Force Association provides educational opportunities for America's youth. These opportunities were initiated to help ensure that future generations of Americans would appreciate the important role of aviation and space in America's future, have the technical knowledge necessary to understand aerospace issues, and

have the educational background required to pursue aerospace careers.

To accomplish their educational goals, the AFA communicates directly with the American public about the importance of maintaining a sound aerospace infrastructure and the importance of maintaining a strong Air Force to ensure national security. Another important part of their educational efforts is to support the educational objectives of the Air Force and CAP. As part of that support, the AFA recognizes outstanding contributions in the field of aerospace education. To support CAP's aerospace education programs, the AFA provides aerospace education grants for Civil Air Patrol units and classrooms to promote aerospace education.

Grant information follows:

- Grant winners are eligible to receive one grant every other year.
- Grants are for \$250.
- Grants must be used for aerospace education-related items/activities such as books, videotapes, aerospace programs, aerospace field trips, building and launching rockets, building airplanes, and aerospace education days.
- Grants may **not** be used for uniforms, honor guard, or color guard activities, **nor** may they be used for individual member flying instruction.
- Grant recipients must file a follow-up report with HQ CAP/AE on how the grant contributed to their AE program. The report takes only a couple of minutes to complete, and it allows CAP to show AFA how their money is being spent and helps to show appreciation for their support of aerospace education.

There are four grant cycles per year. The summer and winter cycles are conducted for CAP units and the spring and fall cycles are for AEMs (teacher members of

CAP). The deadlines for applications are as follows:

- March 31 – teachers
- June 30 – CAP units
- September 30 – teachers
- December 31 – CAP units

The competition is keen, but if applications are clear and specific in program focus, chances are enhanced for receiving a grant.

Applications can be downloaded from CAP's website at www.capmembers.com/ae. Completed applications can be emailed to ae@capnhq.gov. Email is the preferred method, but applications may also be faxed to 334 953-6891 or mailed to HQ CAP/AE, 105 S. Hansell St, Maxwell AFB, AL 36112-6332. For more information on grants, log on to CAP's Aerospace Education website mentioned above.

Since 1996, AFA has provided strong financial support to CAP's aerospace mission through this grant program. In order to continue the great relationship with this

wonderful CAP partner, appropriate feedback must be provided to confirm wise financial use. Thus, return of the grant feedback form is required. Feedback forms are mailed to all grant winners and can also be downloaded from CAP AE's website.

Examples of the unit grant and educator grant application forms and the feedback forms are located in chapter 7.

The Air Force Association's (AFA) Aerospace Education Cadet of the Year Award

The AFA sponsors this award that recognizes a CAP cadet for outstanding aerospace education contributions. This is an annual award that goes to the most deserving cadet who has made significant contributions by promoting aerospace education within CAP and the local community. Nomination packages should be forwarded to the appropriate wing

Director of Aerospace Education, who in turn will forward the wing representative to the region DCS/AE. The DCS will convene a selection board, select the representative and submit the nomination to HQ CAP/AE to arrive by March 15th. Selection will be based on significant accomplishments during the past year, in both CAP and the community.

Although it is desired that as many cadets as possible be recognized for awards, regions may choose to have the cadet Brewer award winner as their nominee for this award. Or, they may select another deserving cadet. Either way, the nomination package should be to HQ CAP/AE by March 15th. The form for this award can be found in chapter 7 of this handbook. NQ CAP/AE will convene a committee to decide the national winner. The cadet will be recognized at the AFA National Conference, normally held in September in Washington D.C.



6

Plans, Deadlines & Inspections

AE Plan of Action (POA)

The AE plan of action is the yearly plan for conducting aerospace education. It should include all aspects of your aerospace education program. It is a documented record of what the unit hopes to accomplish during the year. POAs that state goals and objectives and outline ways to achieve or measure those objectives are easy to follow and monitor for progress. Examples of effective plans are below.

Each squadron, group (if applicable), and wing should develop a plan of action. Although a POA is not required at the region level, an informal plan should be developed to employ region resources, if required, to help all subordinate commanders successfully accomplish the CAP AE mission.

At the squadron level, the POA is developed by the AEO and signed by the unit commander. The AEOs should discuss the POA with their commanders during the development phase to obtain opinions and garner their support. At the group level, the POA is developed by the AEO and signed by the group commander after receiving inputs from the squadron AEOs. The POA is a great tool for helping a squadron or a group accomplish its aerospace mission. Planning all your AE activities for the year helps you organize your time and allows you to prepare in advance.

At the wing level, the POA is developed by the Wing Director of Aerospace Education (DAE) and is signed by the DAE and the wing commander after receiving inputs from squadron/group AEOs. The wing DAE collects and organizes their inputs and then can plan the wing's aerospace activities for the year. A wing DAE can also analyze potential squadron needs and ascertain if wing resources are available.

The POA can help you manage an effective AE program. It should be a working document that you refer to many times during the year. If you develop a good plan and then execute it you will have an effective AE program.

If you use terms like goals and objectives, here is a generally accepted definition of both: goals are nor-

mally thought of as broad aims; objectives are more specific items you want to accomplish. The term measure is used here as a metric; a definitive number attached to help you measure that goal. For example, a goal could be to increase the senior member involvement in aerospace. An objective could be to increase the number of senior members completing the Yeager test. Or a metric could be, conduct a minimum of 12 senior training sessions during the year.

Goal: To increase the senior member involvement in aerospace education.

Objective: To increase the number of senior members completing the Yeager test.

Measure: Conduct a minimum of 12 senior training sessions.

Due Date: December 31, 2009

Aerospace Education officers should use whatever format works best for them, but they should definitely have a written plan that addresses all of the major areas of aerospace education. Here are some major areas that should be addressed: Staffing, AE Internal Programs, AE External Programs, AE Awards, and Reports. Here are two examples of POAs for your consideration. The first example has been used by many DAEs in the past, and it does outline the areas that are being addressed in the POA. However, the format of the second example is also used successfully by many DAEs. It is a very effective tool for administering and conducting your aerospace programs during the year. It helps you manage your program. Sample two also shows an easy way to project for upcoming years. DAEs should use what works best for them, but using the second format allows you to quickly see where you are at all times with your plan, what you have accomplished, and what is left to accomplish.

Sample Wing AE Plan of Action

1. Staffing:
 - a. Wing DAE Staff
 - b. Listing of all AEOs in wing by unit
 - c. Orientation and training plans for staff
 - d. Selection and appointment plan for new AEOs

2. Internal:
 - a. Newsletter publication
 - b. Bulletin board at headquarters
 - c. Annual AE seminar
 - d. Region and wing AE conferences
 - e. Roster of subordinate AEOs-updating to assure accuracy
 - f. Unit visits
 - g. Wing AE workshops
 - h. AEPSM administration and reporting
 - i. AE scholarships and awards
 - j. Written and oral reports
 - k. Monitoring of the cadet aerospace education program
 - l. Brewer Awards (process of obtaining and submitting them)

3. External:
 - a. Aerospace education workshops
 - b. School programs
 - (1) College and University Programs
 - (2) Senior high school programs
 - (3) Junior high/middle school programs
 - (4) Elementary school programs
 - c. State Department of Education
 - d. Other aerospace organizations and associations
 - e. Coordination with Public Affairs

4. Reporting:
 - a. Review Aerospace Education Officers' Handbook and CAPR 280-2
 - b. Establish Goals
 - c. Submit the initial plan to the DCS/AE no later than February 1
 - d. DCS/AE reviews the plan and assists with any necessary revisions
 - e. The final plan, signed by the wing commander, is forwarded to the DCS/AE by March 1st
 - f. The DCS/AE reports submissions to region commanders; forwards copy to HQ CAP/LMA by March 15th

Sample Wing AE Plan of Action

CURRENT CALENDAR YEAR 2010 THREE YEAR PROJECTION 2011-2013

1 AE PROGRAM FOR SENIOR MEMBERS (AEPSM)

GOAL: To increase the number of wing Senior Members completing the Yeager Award

MEASURE: Twenty five Senior Members will complete the Yeager Test

DUE DATE: 31 December 2010

2009 DATA: Eighteen Senior Members completed AEPSM

MEASURES FOR 2011 - 2013

2011	2012	2013
30	34	38

2 AEROSPACE EDUCATION OFFICERS (AEOs)

GOAL - 2A: To increase the total number of squadron AEOs

MEASURE: Five additional squadron AEOs will be recruited and added to the wing AEO Roster

DUE DATE: 31 December 2010

2009 DATA: Wing had 22 squadron AEOs out of a possible total of 32 squadron AEOs

MEASURES FOR 2011 - 2013

	2011	2012	2013
Total Wing AEOs	5	Maintain	Maintain
	32	32	32

GOAL - 2B: To improve Track 215 ratings of 25 percent of present squadron AEOs by one level

MEASURE: An inventory of Track 215 ratings of squadron AEOs will be accomplished and 25 percent of the AEOs will improve one level (such as from technician to senior)

DUE DATE: 31 December 2010

2009 DATA: Inventory was not completed

MEASURES FOR 2011 - 2013

2011	2012	2013
25%	25%	25%

3 AE STAFF VISITS

GOAL: To increase the number of unit visits by AE Directorate personnel

MEASURE: A minimum of 16 Wing AE Staff Visit Forms will be completed and filed

DUE DATE: 31 December 2010

2009 DATA: Eight Wing Aerospace Education Staff Visit Forms were completed and filed

MEASURES FOR 2011 - 2013

2011	2012	2013
24	28	32

4 ACTIVITY REPORTS

GOAL: To increase the number of Squadron Aerospace Education Activity Reports submitted

MEASURE: A minimum of 32 (100%) Squadron AE Activity Reports will be completed and filed

DUE DATE: 31 December 2010

2009 DATA: Thirty (94%) Squadron AE Activity Reports were completed and submitted

MEASURES FOR 2011 - 2013

2011	2012	2013
32	32	32

5 SQUADRON AEX AWARD PROGRAM

GOAL: To increase the number of Wing squadrons participating in the Aerospace Education Excellence (AEX) Award Program

MEASURE: Six squadrons will participate in the 2010 AEX Program

DUE DATE: 31 December 2010

2009 DATA: Four squadrons participated

MEASURES FOR 2011 - 2013

2011	2012	2013
8	10	12

6 AEROSPACE EDUCATION MEMBERS (AEMs)

GOAL: To increase the number of Aerospace Education Members (AEMs) in the State of _____.

MEASURE: Six more teachers will be recruited and participate as AEMs

DUE DATE: 31 December 2010

2009 DATA: Three teachers participated as AEMs

MEASURES FOR 2011 - 2013

	2011	2012	2013
Total number of AEMs	12	14	16

7 SCHOOL AEX AWARD PROGRAM

GOAL: To develop four School Aerospace Education Excellence (AEX) Award Program sites for 2010

MEASURE: Wing will receive notification from CAP NHQ of teachers, grade levels, and school participation

DUE DATE: 15 December 2010

2009 DATA: No sites were identified

MEASURES FOR 2011 - 2013

	2011	2012	2013
Total school AEX sites for year	8	10	12

8 WG CONFERENCE AE SESSION

GOAL: To develop an AE session within the Wing Conference covering AE topics (such as Wing AE Plan of Action, Squadron AE Activity Reports, and AEOs)

MEASURE: AE breakout session materials will be collected/produced and a sign-in roster of squadron AEOs and commanders who attended session will be effected

DUE DATE: 30 April 2010

2009 DATA: AE session was held and a sign-in roster was completed

MEASURES FOR 2011 - 2013

	2011	2012	2013
AE Conference Session will be:	Held	Held	Held

9 AE AWARDS

GOAL: To submit nominations for AE awards (such as Brewer, AEO of the Year, and AE Teacher of the Year) to higher headquarters

MEASURE: Copies of three forwarded nominations will be placed in AE Directorate files

DUE DATE: As appropriate considering the due date of award nomination submission

2010 DATA: Two nominations for AE awards were submitted

MEASURES FOR 2011 - 2013

2011	2012	2013
5	5	5

10 WING WEB AE PAGES

GOAL: To construct Wing Web AE Pages covering information on AEPSM, AEOs, Track 215 requirements, and AE components (internal and external) of CAP

MEASURE: An email announcement of the AE Pages will be sent to all wing members and units connected to the web

DUE DATE: 31 July 2010

2009 DATA: No Wing Web AE Pages were constructed

MEASURES FOR 2011 - 2013

2011	2012	2013
Improve AE Pgs	Improve AE Pgs	Improve AE Pgs

11 AE BULLETINS

GOAL: To produce an electronic AE Bulletin Board within the Wing Web Site

MEASURE: A minimum of 6 monthly bulletins available for wing will be published

DUE DATE: 31 December 2010

2009 DATA: No AE newsletters/bulletins were published

MEASURES FOR 2010 - 2012

2011	2012	2013
8	10	12

Sample SQUADRON OR GROUP AEROSPACE EDUCATION PLAN OF ACTION

CURRENT CALENDAR YEAR
2010

1 AE PROGRAM FOR SENIOR MEMBERS (AEPSM)

GOAL: To increase the number of Squadron Senior Members completing the Yeager Test

MEASURE: Two squadron Senior Members will complete the Yeager Test

DUE DATE: 31 December 2010

2009 DATA: One squadron Senior Member completed the Yeager Test

2 AEROSPACE EDUCATION OFFICER (AEO) &/or COMMANDER

GOAL: To improve Track 215 rating of squadron AEO one level

MEASURE: The Track 215 rating of squadron AEO will improve one level from technician to senior

DUE DATE: 31 December 2010

2009 DATA: AEO achieved the Technician Rating within Specialty Track 215

3 SQUADRON AE ACTIVITY REPORT

GOAL: To submit complete and timely Squadron Aerospace Education Activity Report

MEASURE: The Squadron AE Activity Report will be completed and filed on time to Wing DAE

DUE DATE: 31 December 2010

2009 DATA: The Squadron AE Activity Report was completed and submitted on time to Wing DAE

4 SQUADRON AEX AWARD PROGRAM

GOAL: To have squadron participate in the Aerospace Education Excellence Award Program (AEX)

MEASURE: Squadron will complete six monthly AE activities in the 2009 AEX Program

DUE DATE: 31 December 2010

2009 DATA: Squadron did not participate in 2008 AEX Program

5 AEROSPACE EDUCATION MEMBERS (AEMs)

GOAL: To increase the number of Aerospace Education Members (AEM) in the state

MEASURE: One teacher will be recruited by this squadron and will participate as an AEM

DUE DATE: 31 December 2010

2009 DATA: No teachers were recruited as AEMs

6 SCHOOL AEX AWARD PROGRAM

GOAL: To develop an Aerospace Education Excellence Award school site for 2009

MEASURE: AEO will notify CAP NHQ of teacher, grade level, and school participation

DUE DATE: 15 December 2010

2009 DATA: No school AEX sites were identified

7 WING CONFERENCE

GOAL: To have AEO attend an AE session within the Wing Conference covering AE topics (such as Wing AE Plan of Action, Squadron AE Activity Report, and AE Activities)

MEASURE: AEO will brief Squadron Commander on the wing AE session

DUE DATE: 30 April 2010

2009 DATA: AEO briefing was held regarding wing Conference AE session

8 AE AWARDS

GOAL: To submit one of the four AE awards (such as Brewer, AEO of the Year, AEO Teacher of the Year) to wing Headquarters

MEASURE: Copy of the forwarded AE award nomination will be placed in Squadron AE SUI Continuity Book

DUE DATE: As appropriate considering the due date of award nomination submission

2009 DATA: No nomination for an AE award was submitted

9 AE BULLETINS

GOAL: To submit squadron AE Bulletins by email to DAE for inclusion in wing's website AE Pages

MEASURE: A minimum of 6 monthly bulletins will be submitted

DUE DATE: 31 December 2010

2009 DATA: No AE Bulletins were submitted

Aerospace Education Deadlines

The next couple of pages list important and detailed reporting requirements that AEOs should know. Although much of what is contained below is also mentioned in various places in this pamphlet, this is a great place to find many of the reporting responsibilities you have as an AEO all in one location. You will want to refer to these pages often.

Any CAP member or unit can submit awards below

AE Teacher of the Year Award Nomination

Action Officer: Any CAP member or unit
Recipient: Wing DAE (Wing Commander) via chain of command: Mail or Email of CAPF 128

Reference: CAPR 280-2, page 6

Submission date: 15 Jan

Notes: AEM nominations can go either directly to Wing DAE or NHQ CAP/AE to be forwarded to Wing for selection.

AE Officer of the Year Award Nomination

Action Officer: Any CAP member or unit
Recipient: Unit or Wing Commander via chain of command

Means of Submission: Mail or Email of CAPF 129

Reference: CAPR 280-2, pages 6-7

Submission date: 15 Jan

Notes: None

The Frank G. Brewer – Civil Air Patrol Memorial Aerospace Award Nominations

Action Officer: Any CAP member or unit
Recipient: Wing DAE
Means of Submission: Mail or Email CAPF 25
Reference: CAPP 15 and CAPR 280-2, pg 5
Submission date: 15 Jan

Notes: Separate form for each individual and each category. See CAPF 25 regarding attachments.

AFA-CAP AE Teacher Grant Application

Action Individual: Teacher (CAP Aerospace Education Member)

Recipient: HQ CAP/AE

Means of Submission: Mail, email, or Fax

Reference: CAPP 15

Submission date: At HQ CAP/AE by 31 Mar or 30 Sep

Notes: None

Squadron/Group Submissions

Squadron/Group AE Activity Report

Action Officer: Unit Commander
Recipient: Group or Wing Commander
Means of Submission: Mail or Email
Reference: CAPP 15 and CAPR 280-2
Submission date: 5 Jan

Notes: Group Commander consolidates reports of subordinate units. Save a copy of this report for Unit files. This report is reviewed during Subordinate Unit Inspections! Squadron Commander must send to Group Commander early so GC can combine and send to Wing Commander NLT 15 Jan.

Squadron/Group AE Plan of Action

Action Officer: Unit Commander
Recipient: Wing Commander
Copy: Region DCS/AE
Means of Submission: Mail or Email
Reference: CAPP 15 and CAPR 280-2, pgs 7, 8
Submission Date: 15 Jan

Notes: Group sends single POA to Wing. Save a copy of the plan for wing files. This report is reviewed during Subordinate Unit Inspections! Squadron Commander must send to Group Commander early so GC can combine and send to Wing Commander NLT 15 Jan. At NHQ this report is reviewed to determine Mission Awards.

AFA-CAP Unit Grant Application

Action Officer: Squadron or Group AEO
Recipient: HQ CAP/AE
Means of Submission: Mail or Fax
Reference: CAPP 15
Submission date: At HQ CAP/AE by 30 Jun or 31 Dec

Notes: None

Wing Submissions

Wing AE Activity Report

Action Officer: Wing Commander
Recipient: Region Commander
Copy: Region DCS/AE
Means of Submission: Mail or Email
Reference: CAPP 15 and CAPR 280-2, pg 8
Submission date: 15 Feb

Notes: Wing Commander consolidates reports of subordinate units. Save a copy of the report for Wing files. This report is reviewed during Wing Compliance Inspections! HQ CAP/AE reviews to determine Mission Awards (CAPP 15)

Wing AE Plan of Action

Action Officer: Wing Commander
 Recipient: Region Commander
 Copy: After Region approval, send to HQ CAP/AE
 Means of Submission: Mail or Email
 Reference: CAPP 15 and CAPR 280-2, pg 7
 Submission Date: 15 Feb
 Notes: Save a copy of the plan for wing files. Wing Cmdr sends single POA to Region. This report is reviewed during Wing Compliance Inspections! HQ CAP/AE reviews to determine Mission Awards (CAPP 15) Region not required to produce POA, but informal plan suggested.

The Frank G. Brewer – Civil Air Patrol Memorial Aerospace Awards

Action Officer: Wing/Director of Aerospace Education
 Recipient: Region DCS/AE
 Means of Submission: Mail or Email of CAPF 25
 Reference: CAPP 15 and CAPR 280-2, pg 5
 Submission date: 15 Feb
 Notes: CAP Form 25 must be utilized. See form regarding attachments. Squadrons, groups and wing staff can make nominations. Save copies for unit files. Wing selects a nominee from each of the Brewer categories. Wing forwards those selected nominations to Region DCS/AE.

AE Teacher of the Year Award Nomination

Action Officer: Wing/Director of Aerospace Education
 Recipient: Region DCS/AE
 Means of Submission: Mail or Email of CAPF 128
 Reference: CAPR 280-2, page 6
 Submission date: 15 Feb

Region Submissions**AE Teacher of the Year Nomination**

Action Officer: Region DCS/AE
 Recipient: NHQ CAP/AE
 Means of Submission: Mail or Email of CAPF 128
 Reference: CAPR 280-2, page 6
 Submission date: 15 Mar

AE Officer of the Year Award Nomination

Action Officer: Wing Commander
 Recipient: Region Commander
 Means of Submission: Mail or Email of CAPF 129
 Reference: CAPR 280-2, pages 6-7
 Submission date: 15 Feb
 Notes: Wing Commander sends single nomination to Region

AFA-CAP AE Cadet of the Year Nomination

Action Officer: Wing/Director of Aerospace Education
 Recipient: Region DCS/AE
 Means of Submission: Mail or Fax
 Reference: CAPP 15
 Submission date: 15 Mar
 Notes: Utilize form from CAPP 15. Wing DAE reviews nominations from subordinate units or Wing staff. Each Wing submits a selected nomination to Region.

Region Submissions**Region AE Activity Report**

Action Officer: Region Commander
 Recipient: HQ CAP/AE
 Means of Submission: Mail or Email
 Reference: CAPP 15 and CAPR 280-2, pg 8
 Submission date: 15 Mar
 Notes: Region Commander consolidates Wing reports. Save a copy of this report for Region files. At NHQ this report is reviewed to determine AE Mission Awards.

The Frank G. Brewer – Civil Air Patrol Memorial Aerospace Awards

Action Officer: Region DCS/AE
 Recipient: HQ CAP/AE
 Means of Submission: Mail or Email of CAPF 25
 Reference: CAPP 15 and CAPR 280-2, pg 5
 Submission date: 15 Mar
 Notes: Region DCS/AE collects all nominations from subordinate wings. DCS/AE, in coordination with Region Cmdr, forms review committee. Region selects a nominee from each of the Brewer categories. Region forwards those selected nominations to HQ CAP/AE.

AE Teacher of the Year Award Nomination

Action Officer: Region Commander
 Recipient: HQ CAP/AE
 Means of Submission: Mail or Email of CAPF 128
 Reference: CAPR 280-2, page 6
 Submission date: 15 Mar
 Notes: Region Cmdr sends best nominee to HQ CAP/AE

AE Officer of the Year Award Nomination

Action Officer: Region Commander
Recipient: HQ CAP/AE
Means of Submission: Mail or Email of CAPF
129
Reference: CAPR 280-2, pages 6-7
Submission date: 15 Feb
Notes: Region Cmdr sends best nominee to HQ
CAP/AE

AFA-CAP AE Cadet of the Year Nomination

Action Officer: Region DCS/AE
Recipient: HQ CAP/AE
Means of Submission: Mail of Fax
Reference: CAPP 15
Submission date: 15 Apr
Notes: Region DCS/AE collects all nominations
from subordinate wings. Region DCS/AE
forms a committee to review nominations
and sends nominee to HQ CAP/AE.

AE Compliance Assessment Program

Commanders at each level, with the support of their Inspectors General, are ultimately responsible for the success of the Compliance Assessment Program. CAP members involved in the program are responsible for understanding and complying with CAP directives and ensuring all programs are performed in a safe manner.

The assessment program is a review of a unit's management, mission accomplishment and regulatory compliance programs. This review may be a graded evaluation (inspection) or a non-graded evaluation Staff Assistance Visit (SAV). In this pamphlet, we are concerned with aerospace education and both types of evaluations.

These inspections are a measure of your effectiveness. Fortunately, there are checklists you can use to better prepare yourself for the inspection and also help you be a better AEO or DAE. You will want to be intimately familiar with these checklists. As far as the overall inspection goes, you must remember this very important phrase "document everything." You can have the best wing in CAP, but if you can't prove what you say on paper or haven't documented all of the great things you have been doing, it won't matter.

Documentation is also important and helpful in keeping you organized. Everyone has busy, hectic lives, and it is difficult remembering everything you do and need to do.

If you document, then you know what has been done and what needs to be accomplished. For current Subordinate Unit Inspection Guide and Wing AE Compliance Inspection Guide, go to the IG web site at http://www.capmembers.com/cap_national_hq/inspector_general/inspections.cfm

7 Reports, Forms, Nominations & Applications

This chapter contains all the forms, applications, and tables mentioned throughout this handbook. Use these to complete the necessary aerospace actions and help you fulfill your AEO responsibilities.

Aerospace Education Activity Report

The AE Activity Report contains all of the information pertaining to your unit's aerospace education activities during a calendar year. It is a good method for keeping track and reporting aerospace informa-

tion to the commander. Activity reports are required of all wing and squadron aerospace officers. Additionally, the wing activity report is used for determining Mission Award winners. Following are examples wing and squadron activity reports and the scoring sheets used for mission awards.



Civil Air Patrol Wing Aerospace Education Annual Activity Report (calendar year)

- Wing DAE completes this report; signed by the DAE and the wing commander.
- Submit report to HQ CAP/AE, with copies to region DCS/AE, postmarked by February 15.
- Attach AEO roster: with unit charter number, rank, name, address, telephone, e-mail, 215 rating held, Yeager completed (yes/no).
- No points awarded without documentation; all activities relate to current reporting year.

Wing _____ Region _____

As of December 31:

Number of Senior Sq _____ Cadet Sq _____ Composite Sq _____
 Number of Senior Members _____ Number of Cadets _____ Number of AEMs _____

Activity Information Items: (fill in blanks with "x", "yes", "no", or appropriate number)

1. Plan of Action: completed ___ in progress ___ no plan ___
 Did wing DAE provide an AE plan of action end-of-year report to the wing commander? _____
 Does wing DAE provide periodic AE updates to the wing commander? _____
 How many Squadron and Group AE Activity Reports were received by the end of the year? _____
 Wing DAE positions filled: three ___ two ___ one ___
 Is the AEO roster current at the end of the year? _____
 AEO roster filled: all positions filled ___ 75% filled ___ plan to fill vacant positions _____
2. 215 Specialty: Number of new 215T ____, 215S ____, 215M ____ this year
 Total number of 215T ____, 215S ____, 215M _____
3. Yeager Award: Number of Yeager awards earned this year in the wing _____
4. Aerospace Education Excellence (AEX) Award Program: number of units participating _____
5. Rocket Program: number of units participating _____
6. Does the wing have an AE bulletin board? _____
7. Does the wing have an AE resource center? _____
8. Does wing publish an AE newsletter? _____
9. Did wing publish any AE articles? _____ How many? _____
10. Did the wing conduct an AE seminar at the wing conference? _____
11. Did the wing conduct any AE workshops? _____ How many? _____
12. How many AE presentations did the units make in schools? _____
13. How many AE presentations did the units make to other outside organizations and groups? _____
14. Did wing staff meetings include AE current events discussions? _____ How many? _____
15. How many units were visited this year to assist AEOs? _____
16. Did the wing conduct any Teacher Orientation Program Flights? _____ How many teachers flew? _____
17. Was the required AE program presented at a wing encampment? _____
18. Did the wing or any subordinate unit submit an AE Teacher of the Year Award nomination? _____
19. Did the wing or any subordinate unit submit an AEO of the Year Award nomination? _____
20. Did the wing or any subordinate unit submit Brewer Award nominations? _____

Wing DAE

Wing Commander

**CAP Wing Aerospace Education Activity Report
Scoring Sheet**

Wing: _____

Region: _____

	Points Available	Points Earned
Plan of Action (POA)		
Finite/achievable	25	_____
Addresses all areas	10	_____
Report of POA Progress		
Plan implemented	25	_____
Partial implementation of plan	15	_____
Marginal implementation of plan	5	_____
Staffing–Wing DAE/Internal AEO/External AEO		
All three positions	15	_____
Two positions filled	10	_____
One position filled	5	_____
AEO Group/Squadron Roster (including Internal and External AEOs)		
All AE positions in subordinate units filled	25	_____
75% of positions in subordinate units filled	15	_____
Plan to fill vacant positions	5	_____
Yearly Group/Squadron AE activity reports submitted		
100%	3 each x	_____
50% or more	2 each x	_____
Less than 50%	1 each x	_____
Senior Members – Yeager Award		
Each senior member earning the Yeager this year	3 each x	_____
Wing Commander earning the Yeager this year	5	_____
215 Specialty Track Training		
All current Wing AE staff holding master rating	5 each x	_____
Each current Wing AE staff holding senior rating	3 each x	_____
Each current Wing AE staff holding technician rating	1 each x	_____
Each group or squadron AE staff holding master rating	3 each x	_____
Each group or squadron AE staff holding senior rating	2 each x	_____
Each group or squadron AE staff holding technician rating	1 each x	_____
Aerospace Education Excellence (AEX) Award Program		
Each unit that participated in AEX	5 each x	_____

CAP Wing Aerospace Education Activity Report Scoring Sheet (Continued)

Rocket Program – Number of units participating	5 each x _____	_____
Wing Conference		
All Wing AE staff members in attendance	10	_____
Two Wing AE staff members in attendance	5	_____
One Wing AE staff member in attendance	3	_____
AE seminar(s) held in Wing conference	20	_____
AEO School (National or Regional)	10 each x _____	_____
Communications – Unit Visits (30 points max)	3 each x _____	_____
Current Events	5	_____
Wing Aerospace Bulletin Board	3	_____
Wing Aerospace Education Newsletters	3 each x _____	_____
Aerospace Education Articles Published	2 each x _____	_____
Internal AE Workshops	10	_____
External AE Workshops	10	_____
AE at Encampment	10	_____
Teacher Orientation Program (TOP) Flights	10	_____
Activities in local schools (30 points max)	2 each x _____	_____
Activities with other organizations (20 points max)	2 each x _____	_____
Award Nominations Submitted		
AEO of the Year	20	_____
Major General Jeanne M. Holm AE Teacher of the Year	20	_____
Frank G. Brewer Awards – each category	5 each x _____	_____
Bonus: Nominate in all Brewer categories	10	_____
AFA AE Cadet of the Year	5	_____
Recruiting Aerospace Education Members (AEMs) (50 points max)	5 each x _____	_____
Total Points Awarded		_____

Civil Air Patrol Group/Squadron Aerospace Education Annual Activity Report (calendar year)

- Group and Squadron AEOs complete this report; signed by the Group or Squadron AEO and their respective commander unless done electronically.
- Submit report to Wing DAE, postmarked by January 15.

Group/Squadron _____ Charter # _____

AEO Information:

Name _____ CAPID _____ Date assigned as AEO _____

Phone: Home _____ Office _____ Email _____

Your 215 rating _____ Yeager Award _____ (yes/no) Date _____

Activity Information Items: (fill in blanks with "x", "yes/no", or appropriate number)

- | | |
|---|-------|
| 1. Did the AEO consult with the wing/group DAE during preparation of the squadron or group AE activity plan for the year? | _____ |
| Did the wing DAE provide the AEO with a copy (paper or electronic) of the current wing plan of action? | _____ |
| Did the wing DAE/group AEO communicate, visit, or conduct AEO training in the squadron this year? | _____ |

- | | |
|--|-------|
| 2. Yeager Award: | |
| Total number of Yeager Awards awarded <u>this year</u> in the unit | _____ |
| Total number of Yeager Awards granted <u>prior</u> to this year | _____ |
| Total number of senior members currently assigned to the unit | _____ |

- | | |
|---|-------|
| 3. 215 Specialty Track: | |
| Number completed 215T____, 215S____, 215M____ this year | _____ |
| Total number of 215T____, 215S____, 215M____ prior to this year | _____ |

- | | |
|--|-------|
| 4. How many Aerospace Education Members (AEMs) did the Group/Squadron recruit? | _____ |
|--|-------|

- | | |
|---|-------|
| 5. How many AE presentations did the unit make in schools? | _____ |
| How many AE presentations did the unit make in other organizations? | _____ |
| Did the AEO conduct any other AE workshops? How many? _____ | _____ |

- | | |
|---|-------|
| 6. Does the squadron have an AE bulletin board? (room/wall or electronic) | _____ |
|---|-------|

- | | |
|--|-------|
| 7. How many staff meetings included AE current events discussions? | _____ |
|--|-------|

8. Did your unit participate in the Aerospace Education Excellence (AEX) Award Program?	_____
9. Did the AEO attend the wing conference this year?	_____
10. Did the AEO attend or conduct an AE seminar at the wing conference?	_____
11. Did anyone in the unit attend a Region or National AEO School?	_____
12. Did the unit submit Brewer Award nominations?	_____
13. Did the unit submit a nomination for the AEO of the Year Award?	_____
14. Did the unit submit a nomination for the AE Teacher of the Year Award?	_____
15. Did the unit participate in the Model Rocketry Program?	_____
16. Does the squadron have a resource center or access to the wing resource center? (books, videos, study guides, articles, pictures, models)	_____
17. Does the squadron publish an AE newsletter?	_____

AEO Signature

Commander Signature

The Civil Air Patrol Aerospace Teacher of the Year Award

Purpose: 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 K-12 teacher for outstanding accomplishments in promoting Aerospace Education in the classroom and in the community.

Nomination Guidelines:

1. Any Aerospace Education Member (AEM) or Senior Member of CAP who is a certified K-12 teacher is eligible.
2. Eligible teachers may nominate themselves or be nominated by someone else.
3. Nominees will be judged at the state (CAP Wing) level, then progress to the regional level, and ultimately end at the national level for final selection.
4. Winners will be identified and recognized appropriately at the Wing and Regional level.

Nomination Package Requirements:

1. One-page overview describing why nominee deserves this award
2. One-page letter of endorsement by nominee's school principal or other educational leader
3. Two additional one-page letters from colleagues, students, parents, or others that demonstrate nominee's exemplary teaching performance in aerospace education
4. The winner will be notified the first week of May in order to make plans to attend the CAP Summer Annual Conference and National Board meeting.
5. Wings and Regions will decide how to best recognize the accomplishments of their individual winners.

- creativity in developing and utilizing aerospace materials in the K-12 classroom to enhance the teaching of the core curriculum, especially focusing on STEM-related curriculum areas
- student involvement and classroom activities that improve the learning by the student through aerospace education

Optional:

Three extra pages of documentation that enhance the nomination package. This may include media coverage of nominee's AE events, special recognition received by nominee or nominee's students for aerospace performance, etc.

Send 2 copies of nomination package (10-page maximum) to:

The appropriate Wing Director of Aerospace Education
or

CAP NHQ/AE
105 South Hansell Street
Maxwell Air Force Base, AL 36112

Nomination packages must be received by January 15 of each year

Award Elements:

- Free room and registration to the Civil Air Patrol's Annual Conference and National Board meeting
- \$1000 cash award and Commemorative Plaque (to be presented at CAP's National Conference Awards Banquet)

Aerospace Teacher of the Year Award

Nomination For Nominee (Last Name, First Name, Initial)		CAP ID #
Home Address		
City, State, Zip Code		
Best Contact Phone #:	E-mail Address:	
Formal Education College/University		Degree
Dates Attended		
Teaching Positions (list 3 most recent) Title		Grade level / discipline
Name / Address of School		
Honors and Awards Received by Nominee (list top 5)		Date of Honor/Award
1.		
2.		
3.		
4.		
5.		
Professional Organization Affiliations and Activities to Improve Educational Performance		
Nominated by:		Title:
Nominator's Contact Information (If other than nominee)		
Phone:		E-mail:

The Civil Air Patrol Aerospace Education Officer of the Year Award

Purpose: The Civil Air Patrol Aerospace Education Officer of the Year Award is a national-level award established to recognize and reward any Civil Air Patrol member who is dedicated to promoting and teaching aerospace to the members of Civil Air Patrol and to spreading the excitement of aerospace to their communities.

Nomination Guidelines:

1. Any Aerospace Education Officer (AEO) in the Squadron, Group, Wing or Region is eligible.
2. Eligible nominees must be nominated by a professional or personal reference.
3. Nominees will be judged at the wing level, then progress to the region level, and ultimately end at the national level for final selection.
4. Wings and Regions will decide how to best recognize the accomplishments of their individual winners. Squadron and Group nominations must be received at the Wing by 15 January; Wing nominations must be received at the Region by 15 February. Region nominations must be received at NHQ/AE by 15 March.

Nomination Package Requirements:

1. One-page overview describing why nominee deserves this award. (Use Justification block on nomination form)

2. One-page letter of recommendation by person nominating the individual
3. Two-page photograph collage with an additional one-page description of activities, field trips, special events, etc. that depicts:
 - creativity in developing and utilizing aerospace materials for the promotion of aerospace in the squadron, group, wing, and/or region.
 - cadet, senior or community involvement and activities that foster an appreciation of aerospace education and its role in our society.
4. Other qualifications required of applicants can be found in CAPR 280-2 para 4 (d)

Optional:

Three extra pages of documentation that enhance the nomination package. This may include media coverage of nominee's AE events, special recognition received by nominee or nominee's unit for aerospace performance, etc.

Award Elements:

- Free registration to the Civil Air Patrol's Annual Conference and National Board meeting and Banquet.
- Commemorative Plaque (to be presented at CAP's Annual Conference and National Board Awards Ceremony)

The Civil Air Patrol Aerospace Education Officer of the Year Award Nomination Form

Nominee (Last Name, First Name, Initial)		CAPID #	Best Contact Phone #
Home Address City, State, Zip Code			
E-mail Address			
Date Joined CAP	CAP Grade	Unit Charter #	Date of Yeager Award
Justification <i>(Attach additional sheet if necessary)</i>			
Nominated By			
Grade, Name, Title			Date
Phone #		E-mail Address	

The Frank G. Brewer - Civil Air Patrol Memorial Aerospace Award

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, out of selfless devotion, to the advancement of youth in aerospace activities.

- Category I -- CAP Cadet
 Category III -- Individual/Organization

- Category II -- CAP Senior Member
 Category IV -- Lifetime Achievement

NOMINEE/ORGANIZATION [Last Name, First Name, MI]		Home Address (Street Number, City, State, Zip Code)		
Home Telephone Number	FAX Number	E-mail Address		
CAPID Number If current CAP member	Date Joined CAP	CAP Grade	Unit Charter Number	Date Mitchell Award Earned OR Date of Yeager Award

JUSTIFICATION [Continue on reverse]:

Nominated by _____
(Printed / Typed Name) (Signature)

Nominator's Relationship to the Nominee _____
Professional Personal

Nominator's Address _____
City State Zip Code

Telephone _____
Business Residence FAX E-Mail Address

NOMINATION PACKAGE MAY NOT EXCEED FOUR SHEETS -- THIS FORM, PLUS THREE ATTACHED DOCUMENTATION SHEETS. Nomination packages exceeding this length will not be considered.

CATEGORY I -- CAP CADET: Nominee must have earned the Billy Mitchell Award and must be a current Civil Air Patrol 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. Nominations must adhere to calendar year requirement to be considered.

CATEGORY II -- CAP SENIOR MEMBER: Nominee must have earned the Yeager Award and must be a current Civil Air Patrol 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. Nominations must adhere to calendar year requirement in order to be considered for the award.

CATEGORY III – INDIVIDUAL/ORGANIZATION: 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 ten years.

CATEGORY IV – LIFETIME ACHIEVEMENT: Nominees must be Civil Air Patrol 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 twenty years.

JUSTIFICATION *[continued]:*

AFA CAP AEROSPACE CADET OF THE YEAR AWARD

This award recognizes the outstanding aerospace education contributions of a CAP cadet who possesses a strong interest and commitment to aerospace education and activities. These contributions should include both CAP activities and community involvement.

Nominee (Last Name, First Name, Initial)	Organization
Home Address (Street #, City, State, Zip Code)	Home Telephone
E-mail Address	Fax Number
CAP Grade	Job Title

JUSTIFICATION (Continue on reverse if needed)

Nominated by _____
(Print/Type Name)
(Signature)

Nominator's Address _____
City
State
Zip Code

Telephone _____
Business
Residence
FAX
E-mail Address



UNIT GRANT APPLICATION

Form also found at AFA link at www.capmembers.com/ae



**AIR FORCE ASSOCIATION
AE GRANT APPLICATION FOR CAP UNITS
CAP Aerospace Education Officer (AEO)**

AEO Name:

CAP ID#:

AEO E-mail Address:

Squadron or Unit Name and Preferred Mailing Address, Zip:

Project Impact:

of persons involved:

Ages of Participants:

Check all STEM areas involved in your project:

Science

Technology

Engineering

Math

Check the correct Unit Grant Cycle Due Date:

June 30

December 31

Please provide a narrative response to each area on next page to describe how the AFA/CAP Grant will be used in the unit to promote science, technology, engineering and math (STEM)-related initiative and career options via the aerospace theme. To increase chance of being selected, provide thorough responses.

Submit to Civil Air Patrol/Aerospace Education by Cycle Due Date using one of the following methods:

MAIL

Civil Air Patrol/Aerospace Education
105 S Hansell Street Montgomery, AL 36112

OR

FAX

334-953-6891
Attention: AE

OR

E-mail (PREFERRED)

ae@capnhq.gov



UNIT GRANT REPORT
 Form also found at AFA link at
www.capmembers.com/ae

Partners for the Future

UNIT GRANT REPORT FORM

For many years, the Air Force Association has recognized the significant aerospace contributions of Civil Air Patrol to our nation. In an effort to demonstrate the esteem AFA holds for the work CAP members accomplish throughout our country, the AFA provides grants for our units to conduct AE programs. You and your unit have benefitted from the generous sponsorship of a \$250 AFA/CAP Unit Grant. In order to share with AFA the impact your grant has had upon the youth and adults with whom you work, you are requested to complete this grant report form within three months of grant receipt.

June 30 cycle report is due September 30. December 31 cycle report is due March 31.

If there is a problem, please e-mail ae@capnhq.gov to explain.

Cycle Grant Received: Jun 30 Dec 31 **Date of Grant Report:**

AEO Name:

E-mail:

Squadron or Unit Name:

In the spaces below, please describe how the AFA/CAP Grant was used. Continue on separate page if needed and include your name. Attach a photo or send digital photo electronically, if possible. These may be used in future publications, so please add description of photo, if one is sent.

Project Objective:

Project Description:

Project Outcome:

Point of Pride with the Project:

Project Impact:
 # of participants involved: _____ ages of participants: _____

Further Comments:

Send completed report, and photos, if applicable to:

MAIL Civil Air Patrol/Aerospace Education 105 S Hansell Street Montgomery, AL 36112 **OR** **FAX** 334-953-6891 **OR** **E-mail (PREFERRED)** ae@capnhq.gov **OR** Attention: AE



TEACHER GRANT APPLICATION

Form also found at AFA link at

www.capmembers.com/ae



**AIR FORCE ASSOCIATION
AE GRANT APPLICATION FOR CAP TEACHER MEMBERS**

**CAP Aerospace Education Member (AEM) or
CAP Sr Member Who is a Classroom Teacher**

Teacher Name:

CAP ID#:

Teacher E-mail Address:

Teacher's School/Organization Name, Mailing Address, Zip:

Project Impact:

of students involved:

Grade Level(s) of students:

Check all STEM areas involved in your project:

Science

Technology

Engineering

Math

Check the correct Unit Grant Cycle Due Date:

March 31

September 30

Please provide a narrative response to each area on next page to describe how the AFA/CAP Grant will be used to promote science, technology, engineering and math (STEM)-related initiative and career options via the aerospace theme. To increase chance of being selected, provide thorough responses.

Submit to Civil Air Patrol/Aerospace Education by Cycle Due Date using one of the following methods:

MAIL

Civil Air Patrol/Aerospace Education
105 S Hansell Street Montgomery, AL 36112

OR

FAX

334-953-6891
Attention: AE

OR

E-mail (PREFERRED)

ae@capnhq.gov



TEACHER GRANT REPORT

Form also found at AFA link at

www.capmembers.com/ae

Partners for the Future

TEACHER GRANT REPORT FORM

For many years, the Air Force Association has recognized the significant aerospace contributions of Civil Air Patrol to our nation. In an effort to demonstrate the esteem AFA holds for the work CAP members accomplish throughout our country, the AFA provides grants for our teacher members. You have benefited from the generous sponsorship of a \$250 AFA/CAP Teacher Grant. In order to share with AFA the impact your grant has had upon the youth with whom you work, you are requested to complete this grant report form within three months of grant receipt.

September 30 cycle report is due December 31. March 31 cycle report is due June 30.

If there is a problem, please e-mail ae@capnhq.gov to explain.

Cycle Grant Received: Mar 31 Sep 30 **Date of Grant Report:**

Teacher Name:

E-mail:

School or Organization:

In the spaces below, please describe how the AFA/CAP Grant was used. Continue on separate page if needed and include your name. Attach a photo or send digital photo electronically, if possible. These may be used in future publications, so please add description of photo, if one is sent.

Project

Objective:

Project

Description:

Project

Outcome:

Point of Pride

with the Project:

Project Impact:

of students involved:

Grade Level(s) of students:

Further

Comments:

Send completed report, and photos, if applicable to:

MAIL

Civil Air Patrol/Aerospace Education
105 S Hansell Street Montgomery, AL 36112

OR

FAX

334-953-6891
Attention: AE

OR

E-mail (PREFERRED)

ae@capnhq.gov

Notes



Visit our website at:
www.gocivilairpatrol.com



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CHANGE 1

CAP PAMPHLET 15

1 APRIL 2013

AEROSPACE EDUCATION OFFICERS' HANDBOOK (REV 1)

CAP Pamphlet 15, December 2009, is changed as follows:

Page-Insert Change.

Remove	Insert
19/20	19/20
21/22	21/22
37/38	37/38
39/40	39/40

Note: Note: Shaded areas identify new or revised material.