



# CAP REGULATION 50-1

9 NOVEMBER 2020

AEROSPACE EDUCATION

CIVIL AIR PATROL AEROSPACE EDUCATION MISSION

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

## SUMMARY OF CHANGES.

This document replaces CAPR 50-1, *Civil Air Patrol Aerospace Education Mission*, dated 1 May 2018. It deletes the requirement for a squadron Plan of Action yet continues the wing Plan of Action. Changes have been highlighted in gray. This regulation should be reviewed in its entirety.

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

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

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

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

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

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

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

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

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

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

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

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

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

**5. Internal Aerospace Education Program.** CAP units at all levels will have an internal AE program

presenting AE and STEM information to our cadet and senior members. The internal AE program promotes and educates CAP members on the importance of aviation, aerospace, cyberspace and STEM. It also provides resources to increase CAP members' basic aerospace knowledge of these important topics. CAP also emphasizes the societal, economic, and national security impact aerospace, cyberspace, and STEM have on our country. Information on how to best use these programs can be found either on the [AE website](#) or in CAPP 50-1, *Aerospace Education Officer Handbook*.

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

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

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

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

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

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

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

test, they have two options; open book or closed book. Members are encouraged to take the test on-line through CAP's Learning Management System, or they may opt to take a paper test at their unit. For more information about the Yeager testing procedures, refer to CAPP 50-1.

7.2. AE Specialty Track. CAPP 50-2, *Aerospace Education Officer Specialty Track Study Guide*, involves the education and training of AEOs at all levels. The CAPP 50-2 specialty track publication, developed specifically for AE staff professional growth, is available on the [CAP website](#). The specialty track consists of three ratings: technician, senior, and master. All three ratings are evaluated by three requirements: knowledge, performance, and service. Once a member is assigned as an AEO and the squadron commander enters the AEO into the AE Specialty Track, the member is expected to progress through the ratings, thereby increasing their knowledge and experience of AE.

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

7.4. Aerospace Education Workshops. AEOs conduct AE workshops for various reasons. AEOs may conduct workshops for training other AEOs, for providing help for our AEMs, or for providing information to colleges. These are just a few examples. AEOs are encouraged to conduct or to attend AE workshops to further their knowledge. For more information about workshops refer to CAPP 50-1.

**8. AE/STEM Products/Programs.** AE has several products and programs available to CAP members to help increase their knowledge of aerospace and provide them with materials to share with other CAP members and the general public. A complete listing of the products and programs can be found on the [AE website](#) and in CAPP 50-1, Chapter 3.

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

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

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

8.4. Aerospace Connections in Education (ACE). ACE is CAP's K-6 AE program that provides teachers with grade-specific lesson plans on character development, physical fitness and academics, all revolving around an aerospace theme. AEOs are encouraged to connect their squadrons with ACE teachers to assist in the implementation of the program, and to introduce the cadet program to fifth and sixth graders. To learn more about the program and how to involve teachers, refer to CAPP 50-1, chapter 5.

8.5. Teacher Orientation Program (TOP) Flight. The TOP Flight program provides an opportunity for teacher members, both AEMs and senior members who are teachers, to experience the thrill of flying with an orientation flight in a CAP aircraft. AEMs who contact CAP/AE will be put in contact with the appropriate wing DAE, who will either coordinate the flight with the AEM or find someone in the local area to coordinate the flight details. The teachers, CAP/AE, a wing DAE, the pilot or pilots, the **Wing Director of Operations**, and the Wing Commander must all be involved to ensure a successful TOP Flight. An overview of the program and the necessary procedures can be found in the [TOP Flight Handbook](#) located on the AE website.

**9. AE Awards.** AE awards can be divided into two general categories – earned and nominated. Earned awards result from a member completing activities, performing duties, or taking tests. Nominated awards result from a nomination package submitted on behalf of any individual. Refer to CAPP 50-1, chapter 6. CAPF 120, *Recommendation for Decoration*, will be used only as the cover sheet for each AE award nomination, filling in only the *personal data* or *unit data* sections. Use appropriate AE forms, CAPF 50-1 through CAPF 50-4, to complete all AE award nomination packets. Any CAP member may submit an AE award nomination.

#### 9.1. Earned Awards.

9.1.1. AEX Award Program. Each participant who successfully completes six AE/STEM related hands-on activities, plus completes an additional two-hour activity, has met the requirements of this program and will receive a completion certificate. The activities can be CAP activities, or they can come from other sources if they are AE/STEM related activities. The additional two hours can be anything related to AE/STEM. For instance, it can be an activity, a combination of activities, or a field trip.

9.1.2. Brigadier General Charles E. "Chuck" Yeager Award. This award is based on the successful completion of the Yeager test, which is described in paragraph 7.1. of this regulation and further described in CAPP 50-1, chapter 6. After successful completion of the test, members are authorized to wear the Yeager Award ribbon.

9.1.3. A. Scott Crossfield Award. The Crossfield Award is awarded to members who have earned the master level rating in the aerospace education specialty track and served as an aerospace education officer. A Crossfield Award recipient will have met the knowledge, performance, and service requirements as listed in CAPP 50-2.

9.1.4. Squadron AE Achievement Award. The Squadron AE Achievement Award identifies squadrons that successfully perform at least eight of the **eighteen** criteria, which encompass both internal and external programs in AE. Refer to Attachment 5.

9.1.5. Aerospace Education Mission Award. The AE Mission Award identifies the best wing in aerospace education in each region. The AE Mission Award is based on information contained in the wing's AE Annual Activity Report. The contents of the activity report will be evaluated in these AE mission areas -

staffing, internal programs, external programs, AE Plan of Action (AE POA), and the AE Annual Activity Report. Details regarding the deadlines for submission of the annual [Wing AE Activity Report](#) can be found in Attachment 2 of this regulation. Additional information on the grading criteria can be found in CAPP 50-1. Region commanders, with the assistance of their region AE staff, will determine their respective winner.

## 9.2. Nominated Awards.

9.2.1. Frank G. Brewer Civil Air Patrol Memorial Aerospace Awards. The Brewer awards are presented in commemoration of Frank G. Brewer, Sr. and his lifelong interest in aviation, youth and education. Recognition is given to individuals and organizations that have made outstanding contributions to the advancement of youth in aerospace activities. The four award categories, nomination procedures, and the selection criteria for each are covered on the nomination form in CAPF 50-1, *Frank G. Brewer CAP Memorial Aerospace Award*. Any CAP member may nominate an individual for an award; however, each command level forwards only one selection in each category to the next higher level. Commanders at each level, with the assistance of their AE staff, will determine their winners. Deadlines for nominations are contained in Attachment 2 of this regulation.

9.2.2. Major General Jeanne M. Holm Civil Air Patrol Aerospace Education Officer of the Year Award. This award was established to recognize and reward outstanding performance in aerospace education by AEOs at the squadron, group, wing, or region levels. More information about the qualifications and the nomination procedures can be found on CAPF 50-2 or in CAPP 50-1, chapter 6. Each command level, with the assistance of their AE staff, forwards their single selection to the next higher level according to the schedule noted in Attachment 2 of this regulation.

9.2.3. Civil Air Patrol Aerospace Education Teacher of the Year Award. The Civil Air Patrol Aerospace Education Teacher of the Year Award is a national level award established to recognize and reward any Civil Air Patrol member who is a certified teacher for outstanding accomplishments in Aerospace Education. More information about the qualifications and the nomination procedures can be found in CAPF 50-3 or in CAPP 50-1. Each command level, with the assistance of their AE staff, forwards their single selection to the next higher level according to the schedule noted in Attachment 2 of this regulation.

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

**10. AE Plan of Action.** Each wing DAE will develop an AE Plan of Action (AE POA) in eServices every fiscal year. This plan represents the AE programs and activities the wing plans to conduct in the upcoming year. The plan will consist of four parts: 1) Focus the AEOs on accomplishing the squadron AE Achievement Award; 2) Remind the squadron AEOs to complete the AE Annual Activity Report at the end of each fiscal year; 3) Indicate on the AE POA in eServices, in the areas provided, the activities the wing plans to complete; and 4) Complete the Above and Beyond section of the plan for additional areas, events, or activities the wing conducted that are not covered in part three. The Wing Commander will approve the AE POA in eServices. Regions will review the wing AE POA. Refer to Attachment 2 of this regulation for submission deadlines and for additional information refer to CAPP 50-1.

**11. AE Annual Activity Report.** Wing DAEs are responsible for monitoring and tracking the completion of squadron AE Annual Activity Report in eServices. The report records all the unit's accomplishments for the past fiscal year. The wing DAE will consolidate the inputs to complete the wing AE Annual Activity Report. The Commander will approve the report. Regions will then review the wing submissions. Refer to Attachment 2 for submission deadlines. For more information, refer to CAPP 50-1 of this regulation.

**12. AE Inspections.** CAP wings and squadrons will be inspected to ensure the AE mission is being conducted in compliance with this regulation.

**12.1 Wing Inspections – CI.** Compliance inspections will be conducted at the wing level on a regularly scheduled basis. A guide to questions asked and procedures to follow to which Wing Commanders and AE personnel will respond is found in Attachment 1 of this regulation.

**12.2. Subordinate Unit Inspections – SUI.** Squadrons and groups will be inspected regularly, applying the questions and procedures regarding the SUI found in Attachment 1 of this regulation.



MARK E. SMITH  
Major General, CAP  
Commander

## Attachment 1 - COMPLIANCE ELEMENTS

Checklist and Tab	Compliance Questions	How to Verify Compliance	Discrepancy Write-Up	How to Clear Discrepancy
SUI 01	Did the AEO and the commander discuss future AE activities for the upcoming year?	AEO will provide notes or audio/video record of discussion between AEO and CC about future AE activities.	(Discrepancy): [xx] (A1 Question 1) Unit failed to provide documentation of discussion of future AE activities, IAW CAPR 50-1, Attachment 4.	Attach a copy of the documentation to the discrepancy in the Discrepancy Tracking System (DTS).
SUI 02	Does the unit have an Internal Aerospace Education program?	Unit will submit examples of AE events (presentations, workshops, other activities, etc.) agendas which will include date and topic presented, activity done, etc.	(Discrepancy): [xx] (A1 Question 2) Unit failed to have internal Aerospace Education efforts, IAW CAPR 50-1 para 5.	Attach a copy of examples to promote internal AE to the discrepancy in the Discrepancy Tracking System (DTS).
SUI 03	Does the unit have an external Aerospace Education program?	Unit will submit examples of cooperative events with either schools or community organizations, such as civic or youth groups, which resulted in the promotion of Aerospace Education.  NOTE: If unable to provide documentation then provide documentation of attempts to establish cooperative events to promote Aerospace Education.	(Discrepancy): [xx] (A1 Question 3) Unit failed to have external Aerospace Education efforts, IAW CAPR 50-1 para 6.	Reference CAPP 50-1 for suggestions. Accomplish cooperative events with either schools or community organizations which result in the promotion of Aerospace Education.  Attach a copy of documentation of the activities with the school or community organization which promoted Aerospace Education to the discrepancy in the DTS.  Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
SUI 04	Did the unit complete an AE Annual Activity Report IAW CAP regulations?	Unit will submit a copy of the AE Annual Activity Report.	(Discrepancy): [xx] (A1 Question 4) Unit failed to complete an AE Annual Activity Report, IAW CAPR 50-1 para 11.	Complete an AE Annual Activity Report for the missing year.  Attach a copy of the unit AE Annual Activity Report to the discrepancy in the DTS.

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

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

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

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

Deadlines for submissions and nominations can be coordinated and adjusted with each higher headquarters as needed; however, delays beyond seven days, due to significant unforeseen circumstances, will require a waiver. Refer to paragraph 3 of this regulation.

**Attachment 3 - GLOSSARY AND TERMS**

## References

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

## Acronyms

ACE	Aerospace Connections in Education
AE	Aerospace Education
AEM	Aerospace Education Member
AEO	Aerospace Education Officer
AEPOA	Aerospace Education Plan of Action
AEX	Aerospace Education Excellence Program
AFA	Air Force Association
CAPF	Civil Air Patrol Form
CAPP	Civil Air Patrol Pamphlet
CAPR	Civil Air Patrol Regulation
CI	Compliance Inspection
DAE	Director of AE (Wing level)
DCS/AE	Deputy Chief of Staff/AE (Region level)
FY	Fiscal Year
STEM	Science, Technology, Engineering and Math
SUI	Subordinate Unit Inspection
TOP Flight	Teacher Orientation Program Flight

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

### **Squadron AEO:**

- Responsible for all AE programs in the unit (cadet and senior if applicable)
- Maintains an AE Notebook; hard copy or digital
- Discusses the AE activities planned for the upcoming year with the squadron commander and documents the meeting in the AE Notebook or digital record
- Reports periodically to unit commander and group AEO, or wing DAE on AE program
- Selects, trains and supervises AE assistants to help perform AE responsibilities
- Works toward the next higher rating level in the AE Specialty Track
- Initiates and supports external AE programs in the community
- Supports group/wing/region/national internal and external AE activities
- Encourages unit and school participation in the Model Rocketry program, the AE Excellence (AEX) program, and the STEM Kit program
- Assists cadets in completing AE requirements to advance in cadet program
- Promotes the Teacher Orientation Program (TOP) Flights
- Has completed or working on completion of the Yeager test
- Works with senior members to complete the online Yeager test. Test Control Officer can also administer the test if paper copies are used instead of an online test.
- Recruits AEMs and assists with AE presentations involving AEM's students
- Ensures AE award nominations are prepared and submitted through the chain of command
- Completes the AE Annual Activity Report

### **Group AEO:**

- Compiles AE reports and information submitted by subordinate units and forwards these to the wing
- Assists in AE education and training of AEOs in subordinate units
- Supports the AE program by being an additional AE information resource

### **Wing DAE:**

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

- Submits annual AE budget to wing commander
- Reports to the Wing Commander periodically on progress of wing AE Plan of Action
- Completes final online AE Plan of Action and ensures the Wing Commander approves
- Provides end-of-year AE Activity Report to the Wing Commander

**Region DCS/AE:**

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

These duties and responsibilities are listed in CAPP 50-1. How you accomplish these duties is your decision, but these are the important responsibilities for the CAP aerospace positions that will help you fulfill the AE mission.

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

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

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

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

#### **Required tasks:**

1. Aerospace Education Officer (AEO)  
Every squadron will have a minimum of one AEO.
2. Aerospace Education (AE) Specialty Track  
All AEOs in the squadron will be working to achieve or will have achieved the master rating in the AE Specialty Track IAW CAPP 50-2.
3. Meet with the commander  
The AEO will identify the AE activities to be accomplished during the fiscal year and discuss ideas with the commander. This meeting will be documented with notes or audio/video recording.
4. AE Annual Activity Report  
The squadron will submit an AE Annual Activity Report not later than 30 October.

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

5. AE Excellence Award Program (AEX)  
The squadron will enroll and complete the AEX Award Program.
6. Model Rocketry Program  
Squadrons with cadets will complete the Model Rocketry Program.
7. Science, Technology, Engineering and Math (STEM) Kits  
Squadrons will order, use and evaluate at least one CAP STEM Kit.
8. Yeager Award  
The AEO and 75% of Senior Members will have earned the Yeager Award.
9. AE Award Nominations  
The squadron will submit at least one AE award nomination.
10. AEO School  
AEO will attend either a regional or national AEO School.
11. Wing Conference  
AEO will conduct a seminar or make a presentation at the wing conference.

**External AE Tasks:**

12. Aerospace Education Member (AEM) The squadron will recruit an AEM.
13. AEX and AE Activities  
A squadron member or members will assist an AEM in completing AEX program activities, STEM activities or present an AE activity in a local school/home school learning environment.
14. Science, Technology, Engineering and Math (STEM) Kits  
A squadron member or members will assist an AEM in ordering, participating and evaluating a CAP STEM kit.
15. Aerospace Connections in Education (ACE)  
A squadron member or members will assist an ACE teacher with their ACE lessons or activities.
16. Youth or Civic Group AE Activities/Presentation  
A squadron member or members will assist a community youth group with an AE activity/presentation or make an AE presentation to a community civic organization.
17. Teacher Orientation Program (TOP) Flights  
AEO will assist in helping an AEM receive a TOP Flight.
18. School Visits  
AEO will visit the classroom of either a public, private or homeschool and promote CAP AE.