

# AEROSPACE EDUCATION OFFICERS' HANDBOOK



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# ACRONYMS AND DEFINITIONS

<b>AE</b>	Aerospace Education
<b>AFA/AEF</b>	Air Force Association/Aerospace Education Foundation
<b>AEM</b>	Aerospace Education Member - special category for educators and organizations that support and promote CAP's AE Program
<b>AEO</b>	Aerospace Education Officer
<b>AEPSM</b>	Aerospace Education Program for Senior Members
<b>AEX</b>	Aerospace Education Excellence Award Program
<b>Brewer Awards</b>	Recognition of contributions to the advancement of youth in aerospace activities
<b>CAPF</b>	Civil Air Patrol Form
<b>CAP Fly-A-Teacher</b>	AE program that offers AEMs a workshop and aircraft orientation flight
<b>CAPP</b>	Civil Air Patrol Pamphlet
<b>CAPR</b>	Civil Air Patrol Regulation
<b>CAPT</b>	Civil Air Patrol Test
<b>Crossfield Award</b>	Awarded after CAP Senior Member completes the Master level of the 215 AE Specialty Track
<b>Crossfield Teacher of the Year Award</b>	Recognition of outstanding aerospace education teacher
<b>Crown Circle Award</b>	Recognition of lifetime achievement in aerospace education
<b>DAE</b>	Director of Aerospace Education (Wing Level)
<b>DCS/AE</b>	Deputy Chief of Staff/Aerospace Education (Region Level)
<b>HQ CAP/LMA</b>	Office symbol for HQ CAP Aerospace Education Directorate
<b>Member Programs</b>	AE's internal (cadets and seniors) programs
<b>NCASE</b>	National Conference on Aviation and Space Education
<b>Outreach Programs</b>	CAP's AE outreach to educators, organizations and the community
<b>POA</b>	Plan of Action
<b>TCO</b>	Test Control Officer
<b>Yeager Test</b>	AE test for senior members; 1st phase of AEPSM
<b>215</b>	AE Specialty Track; 2nd phase of AEPSM

# 1

# AE Mission



*Some of the AEOs and DAEs at a National AEO school in Pensacola 2004 (Photo by R. J. Abbate)*

## Introduction

This handbook is designed to provide Aerospace Education Officers (AEOs) and Directors of Aerospace Education (DAEs) with the information and tools necessary to manage a highly effective aerospace program in their flights, squadrons, groups, wings and regions. The information will be presented in a very straightforward, concise manner making it easier to reference different programs and hopefully making it easier to understand. In most cases, additional information will be available on Civil Air Patrol's aerospace education web site at [www.cap.gov/ae](http://www.cap.gov/ae). In particular, the CAP/AE web site contains Survival Kit slides with detailed information that should be of use to you.

We sincerely hope that the approach and the information in this

handbook are very beneficial to you and address your concerns about our aerospace education mission and programs.

## Mission

Civil Air Patrol was incorporated on July 1, 1946 by Public Law 476. This law states that among the organization's purposes are "To provide an organization to encourage and aid American citizens in contributing their efforts, services, and resources in developing aviation and in maintaining air supremacy" and "To provide aviation education and training especially to its senior and cadet members." Today, promoting aerospace education to our members and in America's schools remains one of the primary missions of CAP.

As a primary mission of CAP, aerospace education is important to

all CAP members, especially those in leadership positions. First, and foremost, this includes the commander at each level of CAP, as well as the Region Deputy Chief of Staff for Aerospace (DCS/AE), the wing Director of Aerospace Education (DAE), the group, squadron, and flight Aerospace Education Officers (AEO). These people are the respective leaders for their regions, wings, groups, squadrons, and flights.

In the early years of the 21st century, America's aerospace industry is facing some tough challenges. Experienced aerospace industry workers are aging, averaging over 50 years of age. Meanwhile, the number of college graduates with science and engineering degrees going into aerospace careers is declining significantly. The talent base is dwindling. What can America do?



We, in Civil Air Patrol, play an important role in this aerospace dilemma. We have the expertise and the products to make a huge difference for our organization and for our country. It doesn't take us long to realize the importance of aviation and space knowledge and the positive impact that knowledge can have on our nation. It all starts with our children, with our CAP units and with America's schools. From the very beginning of their education, students need to be exposed to the wonders of aerospace. This handbook will help you manage effective aerospace programs and help you spread aerospace knowledge throughout CAP and our nation's schools.

## Overview

Aerospace Education is defined as that branch of general education

concerned with communicating knowledge, skills, and attitudes about aerospace activities and the total impact of air and space vehicles upon society. To achieve its aerospace education mission, CAP has developed many programs. These programs can be divided into two major parts; Member (formerly known as Internal Programs) and Outreach (formerly known as External Programs). Member programs are those programs designed to help promote aerospace among CAP members, both cadets and seniors. The Outreach programs are designed to promote aerospace to America's schools (including K-12 and beyond), aerospace organizations and the general public. This handbook discusses individual aerospace programs and includes both member and outreach programs where appropriate.

The handbook begins by listing the responsibilities of the aerospace staff at region, wing and squadron levels. It then lists the publications, forms, certificates, and curricula products that support those responsibilities. Next, we devote some space to detailing each of our many aerospace programs. Then, we move on to the various awards. We also discuss important events and cover plans of action and significant reports. We included a chapter on resources and offer some sample presentations for those who want to use them. Finally, we provided sample applications, nominations, reports, and forms.

# 2

# Responsibilities

## Staffing

Before discussing the various aerospace education programs, here is a staffing chart followed by a list of the duties and responsibilities of the AEO, DAE, and Region DCS. Next, we have included the regulations and publications that govern aerospace programs and help aerospace staff members accomplish their aerospace mission.



*AEO students with instructor Jeff Montgomery (Photo by R. J. Abbate)*

Authorized Position	Each CAP Flight Squadron Group	Each CAP Wing	Each CAP Wing	National HQ Staff
Aerospace Education Officer	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	
Aerospace Education Program Manager				1 per wing**

\* Composite squadrons are authorized two - one for cadets and one for seniors

\*\* HQ AE point of contact for each wing

## Duties and Responsibilities of an AEO, DAE, DCS/AE

### Unit 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.
- Reports periodically to unit commander and wing DAE on AE program.
- Conducts weekly AE current events.
- Maintains a squadron AE bulletin board (if space available).
- Encourages and helps cadets complete AE requirements.

- Selects, trains and supervises AE counselors to assist and guide cadets.
- Develops squadron AE Plan of Action (suggested, not required).
- Files reports as required by regulations.
- Supports wing/region/national member and outreach AE activities.
- Supports outreach aerospace education programs in the community.

### Wing DAE:

- Helps recruit flight, squadron, and group AEOs.
- Trains flight, squadron and group AEOs.

- Develops and submits draft of annual 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/LMA.
- Provides end-of-year AE Activity Report to the wing commander, with copies to DCS/AE and HQ CAP/LMA.
- Reports to the wing commander periodically on progress of wing AE Plan of Action.
- Reports to the DCS/AE periodically on wing aerospace activities.
- Submits annual AE budget.
- Encourages nominations are written for CAP's AE awards program with copies to DCS/AE.
- Forwards award nominations to DCS/AE and HQ CAP/LMA.
- Ensures applications are made for AE grants.
- Communicates and/or visits subordinate units for evaluation and assistance.
- Conducts AE programs within the wing and at the wing conference.
- Maintains a current AEO roster.
- Works with wing public affairs officer to promote aerospace education.
- Conducts and supports AE's outreach programs.
- Creates an AE page on wing's website.
- Assists unit AEOs.
- Gives AE updates at staff meetings.

#### **DCS/AE:**

- Appoints an internal and external AE staff.
- Develops a region AE Plan of Action in coordination with the region commander.
- Reports to the region commander those wings submitting AE Plans of Action.
- Reports to the region commander periodically the progress of region AE Plan of Action.
- Assists each wing DAE.
- Is responsible for all AE programs at the region level.
- Submits annual AE budget.
- Maintains a current wing DAE roster.
- Gives AE updates at staff meetings.
- Assists region cadet competition team preparing for National Cadet Competition.
- Helps select the region Brewer Awards.

These duties and responsibilities are listed in CAPR 280-2 and CAPP 215. How you accomplish these duties is up to you, but these are the important responsibilities for these CAP aerospace positions that will help you fulfill your AE mission. As you review this handbook, all of the AE programs will be discussed, and this should give you ideas on how to accomplish your duties.

## **Regulatory Guidance and CAP Publications**

The following lists provide the necessary references for helping DAEs and AEOs perform their aerospace mission. Your wings and squadrons should have copies of all of these materials.

### **Regulations**

- CAP Index 0-2 *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*
- CAP Index 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 (On-line only)*
- CAPR 35-1 *Assignment and Duty Status*
- CAPR 39-2 *Civil Air Patrol Membership*
- 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 *CAP Compliance Assessment Program*
- CAPR 190-1 *Vol I and II Guide to CAP Public Affairs*
- CAPR 280-2 *Civil Air Patrol Aerospace Education Mission*

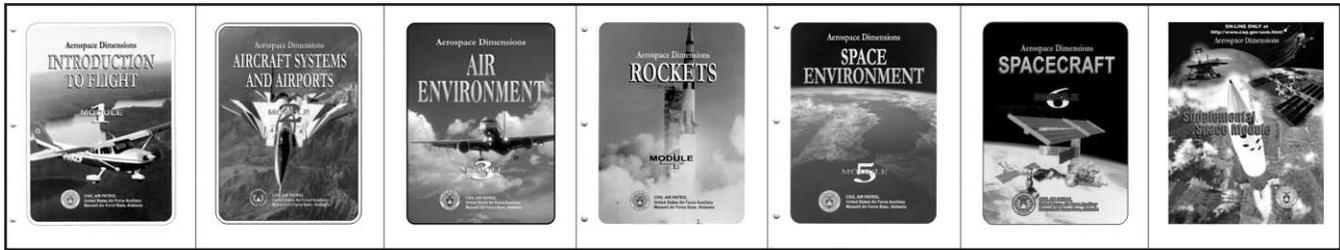
### **Pamphlets**

- CAPP 15 *Aerospace Education Officers' Handbook*
- CAPP 50-5 *Introduction to Civil Air Patrol (purchase item)\**
- CAPP 52-6 *Cadet Programs-Mentoring (purchase item)\**
- CAPP 215 *Specialty Track Study Guide - Aerospace Education Officer (purchase item)\**

\* Purchase item pamphlets can be downloaded from the CAP website - [www.cap.gov](http://www.cap.gov).

### **Booklets**

- Aerospace Education Excellence Award Program (AEX)
- AEX I (K-5th grades)
- AEX II (6th - 12th grades and beyond)
- AEX II, Volume II(6th - 12th grades and beyond) (AEX is free and available to those units and/or AEMs that sign up for this awards program.)
- Model Rocketry Program



There are 6 modules in the Aerospace Dimensions series plus The Supplemental Space Module which can be viewed on line only at [www.cap.gov/ae](http://www.cap.gov/ae)

- 4-in-1 Activity Books (two volumes) (Pre-School)
- Fun in Flight: Exploring Careers in the Aerospace World (K-6)
- Dot-to-Dot Air and Space Vehicles- Past, Present, and Future
- Wright Brothers Activity (K-6)
- Amelia Earhart Activity (K-6)
- Charles A. Lindbergh Activity (K-6)
- Mini-Book of Logic and Puzzles (K-6)

### Modules

- *Aerospace Dimensions* (comes with new cadet membership packet and may be purchased at CAPMart). *The Supplemental Space Module* is on-line only, but may become available in print version in the future.

### Textbook

- *Aerospace: The Journey of Flight* (part of cadet phase III and phase IV membership packet or it can be purchased at CAPMart)

### Thematic Units (activities, facts, articles, posters, lesson plans)

- International Space Station
- Wright Brothers
- Amelia Earhart
- Charles A. Lindbergh
- General Aviation

### Posters

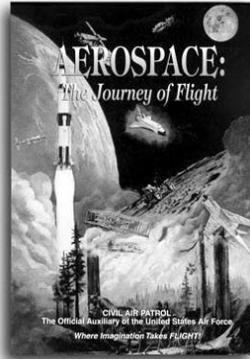
- Aeronautical Concept Posters
- Chronology of Aerospace Events Posters
- Jet Engine Posters
- Space Shuttle Posters

### Resources

- Aerospace Education Bibliography and Resource Listings (teachers)
- The Aerospace Curriculum An Index of Related Topics (teachers)
- AE News (Bi-monthly newsletter)

### 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

- CAPVA 176 Senior Member Professional Development Program Progression and Awards

### Certificates

- C6 Certificate of Completion — Aerospace Education Workshop
- C15 A. Scott Crossfield Award
- C20 Charles E. "Chuck" Yeager Aerospace Education Achievement Award
- C25 Frank G. Brewer CAP Memorial Aerospace Award — Regional
- C215 Aerospace Education Specialist
- AEX certificate (available from HQ after program completion)
- Rocket certificates (on-line)

### Testing Materials

- CAPT 46 Examination for AEO — 215 Specialty Track - Technician Rating
- CAPT 47 Examination for AEO — 215 Specialty Track - Senior Rating
- CAPT 48 Examination for AEO — 215 Specialty Track - Master Rating
- CAPT 49 A&B Yeager Test (AEPISM)
- CAPT 50 Model Rocketry Program Written Examinations
- CAPT 61 *Aerospace Dimensions* Achievement Tests
- CAPT 63 *Aerospace: The Journey of Flight* Achievement Tests

### Forms

- F8 Requisition for Publications and Blank Forms (for Commander, Administrative Officer, or Testing Officer only)
- F13 CAP Aerospace Education Membership Application
- F17 Application for Senior Member Activities
- F23 Civil Air Patrol General Purpose Answer Sheet
- F25 The Frank G. Brewer - Civil Air Patrol Memorial Award
- F124 AEPISM AE Examination Control Log
- F126 Unit AE Examination Administration Record and Report Form
- F127 Monthly Certification Report (for wing or region level only)

# 3 Aerospace Education Programs

CAP's Aerospace Education programs can be divided into two categories: member and outreach. Member programs are for CAP members, both cadet and senior. Outreach programs are CAP's extension to the community. This outreach includes teachers, school systems and aerospace organizations. Effective DAEs and AEOs will have strong member and outreach aerospace education programs. Both programs relate directly back to our mission statement of promoting aerospace education to our members and to our citizens.

## MEMBER PROGRAMS (Internal)

### Aerospace Education for CAP Cadets (Part of the 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 simultaneously provide 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 flight and squadron level, the Aerospace Education Officer (AEO) is primarily the person who administers the aerospace training to the cadets. Hopefully, the cadet and composite squadrons within CAP are conducting aerospace once a month. That is how most units break down their schedules, and as one of the three primary missions of CAP, aerospace education deserves time being devoted to it.

Here is a list of important points about the Cadet Program pertaining to aerospace education that AEOs should know:

- Ensure cadets have the *Aerospace Dimensions* modules.
- Realize aerospace training can be a group-study approach or self study.
- Understand that new cadets can begin studying the same material with the other cadets. The *Dimensions* modules can be studied in any order.



- Cadets take tests after studying each module. After successful completion of the test (70%, correctable to 100%), cadets move on to the next module.
- After cadets have passed all modules, they can take the Mitchell Test. The Mitchell test is a comprehensive test covering all of the modules.
- For furthering their aerospace knowledge, Phase III and Phase IV cadets use *Aerospace: The Journey of Flight*. Cadets study selected chapters of *The Journey* that correlate to what they studied with the *Aerospace Dimensions* modules. The selected chapters are listed in CAPR 52-16, page 16.
- Phase III and Phase IV cadets volunteer to mentor the newer cadets.
- In aerospace education, our intent is to continue to keep cadets involved with aerospace education; first, with *Aerospace Dimensions*, and then with *Aerospace: The Journey of Flight*. Mentoring also keeps cadets involved, as well as the Aerospace Excellence Program (AEX) and the Rocketry Program. In addition to the involvement, it is our desire to help cadets learn and become knowledgeable about the dynamic facets of aerospace, aviation, and space.

## Model Rocketry Program

Cadets have the opportunity to participate in our Model Rocketry Program. The new rocketry program began in 2004. It consists of three progressively challenging phases. Each phase has a written section, which contains a few pages of text. After reading this section, cadets take a short quiz. The quiz is administered by the unit Test Control Officer (TCO). Upon successful passage of the quiz, the TCO signs the Official Witness Log.

After passing the quiz, the cadets move into the hands-on part of the phase. In this section, they build and launch rockets. Each phase has options, and the cadets can choose from those options. After completing the hands-on part, the cadets are ready to move into the next phase.

At the end of phases I and II, cadets receive a certificate signed by the Squadron Commander (squadrons can use the Squadron Commander's approval page in the rocket book or download the certificate from our AE website). After successful completion of phase III, the cadets qualify for their Model

Rocketry badge. For efficiency, many units participate in the rocket program as a group. Using this method, everyone completes the program together and receives their rocketry badges. Rocketry badges are obtained from CAPMART, 1-800 633-8768, for a nominal fee. Every squadron should already have a copy of the Model Rocketry book. For additional copies, please call HQ CAP's mailroom at 334 953-5051 and check on their availability. The rocketry program is also available on the AE website at [www.cap.gov/ae](http://www.cap.gov/ae). This is a great way to add diversity to your AE meetings and educate your cadets about rockets.

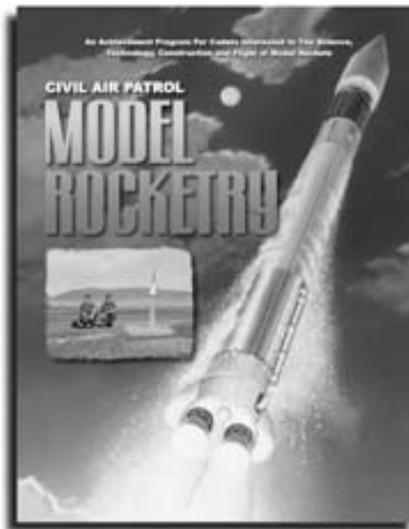
## Aerospace Education Excellence Award (AEX) Unit Program

The AEX Award Program actually has three parts. It can be divided into the AEX for CAP units, AEX for schools, and the AEX College Course. All of these programs provide hands-on aerospace activity workbooks for cadets and students of all ages. The AEX program for CAP units and the AEX program for schools are both free to those units and AEMs who apply. Applications must be sent to HQ CAP/LMA and the activity books will be sent to you.

When you receive the books, select an activity for your cadets or students to perform. You must perform six activities plus one aerospace education day within one year to successfully complete the AEX program. Upon completion of the program, fill out the AEX Award Report and Send to HQ CAP/LMA. A sample of the report can be found in the AEX brochure you received when you applied for the program. After HQ CAP/LMA has received your report, we will send certificates for each of the cadets and students that participated in the program (up to 150 certificates), and the CAP unit or classroom will also receive a plaque suitable for display.

AEX is a wonderful program for all ages. It is lots of fun and reinforces many of the important laws, principles and ideas associated with aerospace. At the time of this writing, the headquarters staff was working on an AEX for the Very Young and an AEX for Senior Members. DAEs and AEOs should encourage their wings, groups, and squadrons to get involved with AEX.

The AEX College Course is discussed in the Outreach part of this chapter.



## AEF/CAP Unit Grants

The Aerospace Education Foundation (AEF) of 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 AEF 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 AEF recognizes outstanding contributions in the field of aerospace education. To support CAP's aerospace education programs, the AEF provides aerospace education grants for Civil Air Patrol units and Aerospace Education Members who are promoting aerospace education.

Here are the requirements for the grants:

- Grant winners are eligible to receive one grant every other year.
- Grants cannot exceed \$250 per request.
- Grants must be used for aerospace education-related items/activities such as books, videotapes, aerospace programs, aerospace field trips, 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

feedback report with HQ CAP/LMA on how the grant contributed to their AE program. There are four grant cycles per year. The summer and winter cycles are conducted for CAP units. The spring and fall cycles are for AEMs. The deadlines for applications are as follows:

March 31 - AEMs  
June 30 - CAP units  
September 30 - AEMs  
December 31 - CAP units

If you have applied for a grant and didn't receive one, be persistent. The competition is keen, but if you will be specific in your request



*Students testing their aircraft at the 2004 AEO School*

you will enhance your chances of receiving a grant. Plus, the winners of the grants cannot apply again for over a year, so that will also improve your chances.

Applications can be downloaded from CAP's website at [www.cap.gov/ae](http://www.cap.gov/ae) or requested from HQ CAP/LMA. Completed forms can be faxed to HQ CAP/LMA at (334) 953-4235 or mailed to HQ CAP/LMA, 105 S. Hansell St, Maxwell AFB, AL 36112-6332. For more information on grants, log on to CAP's Aerospace Education website mentioned above.

As an additional thought, please ensure that your wing or unit provides the appropriate feedback to HQ CAP/LMA. We will collect the feedback and forward it to AEF. It is imperative that we let AEF know how much we appreciate their generosity. Since 1996, AEF has provided over \$120,000 to our aero-

space mission through their grant program. In order to continue our great relationship with this wonderful CAP partner, we need to provide them with the feedback so they will know how their money is being spent. So, please encourage grant winners in your wings and squadrons to fill out the feedback form and send to HQ CAP/LMA. Feedback forms are mailed to all grant winners and can also be downloaded from CAP AE's website.

Examples of the unit grant application form and the feedback form are on pages 38 and 40.

## 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. Squadrons can borrow the disks, download them on the squadron computer and obtain a free license from HQ CAP/LMA, through our partnership with AGI. When you download STK a screen will appear. A host ID number and a registration number will appear on the screen. Send those numbers to HQ CAP/LMA. LMA will send that information to AGI and receive the licensing information from them. LMA, will in turn, send that information to the squadron. Follow AGI's instructions and STK will be loaded on your computer. Once completed, this will afford a wonderful opportunity for our cadets and senior members. Ask your DAEs about the STK disks.

Chapter 2 of the Supplemental Space Module, which can be found on the CAP/AE website, contains STK scenarios. Once a unit has obtained a license, these scenarios

will provide additional knowledge, training and information for the cadets.

### Senior Member Program

The Aerospace Education Program for Senior Members (AEPSM) consists of five phases. The five phases are: 1) the AEPSM test, also referred to as the Yeager test; 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 test. 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 two options, open book or closed book. 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.

The Yeager test is available at your unit or on the CAP Aerospace Education website. 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 then fills out a CAP Form 127 (which is sent to HQ CAP/LMA, with a copy to DCS/AE) and sends the Yeager certificates to the unit commander for presentation to the member. When HQ CAP/LMA 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 on-line, the member must print out the Certificate of Completion and send a copy of it to the Wing DAE (the certificate replaces the CAP Form 126 in this process). All other procedures remain the same as the previous paragraph.

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, you are authorized to wear the AE badge. After completion of the Senior level, a bronze star is added, and after completion of the Master level a gold star replaces the bronze star. A person can complete



**An AEM at NCASE building a kite.**

each level in a minimum of four months; therefore, a member can progress through the levels in one year.

In order to complete each specialty track level, a test must be successfully passed with a score of at least 80%, correctable to 100%. 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. These tests are also available on-line.

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 and flight leaders then provide leadership and assistance in ensuring the AE mission is accomplished with an effective AE program.

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 awareness 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 are the school systems and aerospace organizations of America. It is incumbent on our senior members, particularly AEOs and DAEs, to go into the classrooms and establish relationships with educators. This is an effective way to promote aerospace education. Each teacher potentially impacts lots of students for aerospace.

### OUTREACH PROGRAM (External)

#### Aerospace Education Member (AEM)

This 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 pro-

gram. AEMs are not eligible to wear the CAP uniform or serve in an authorized position within CAP, but they are eligible to receive free materials from CAP AE. AEMs can also participate in the Aerospace Education Excellence Award (AEX) Program, and they can apply for grants through our Aerospace Education Foundation grants program.

Many AEMs take advantage of the opportunity to participate in AEX and apply for grants. Many other privileges and benefits of being an AEM are covered on our AE website.

DAEs and AEOs should 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 and 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, thousands of students are aware of our programs and use our curricula.

### **Aerospace Education Excellence Award Program (AEX) for AEMs**

As discussed earlier, the AEX Award Program actually has three parts. It can be divided into the AEX for CAP units, AEX for schools, and the AEX College Course. All of these programs provide hands-on aerospace activity workbooks for cadets and students of all ages. The AEX program for schools is free to those units and members who apply. Applications must be sent to HQ CAP/LMA and the activity books will be sent to you.

When you receive the books, select an activity for your students to perform. You must perform six activities and one aerospace day within one year to successfully complete the AEX program. Upon completion of the program, fill out the AEX Award Report and send to HQ CAP/LMA. A sample of the report can be found in the AEX brochure you received when you applied for the program. After HQ CAP/LMA has received your report, we will send certificates for each of the students (up to 150) that participated in the program, and the classroom will



*Fly A Teacher Program Involves Wing and Squadron Pilots*

also receive a plaque suitable for display.

AEX is a wonderful program for all ages. It is lots of fun and reinforces many of the important laws, principles and ideas associated with aerospace. At the time of this writing, the headquarters staff was working on an AEX for the Very Young and an AEX for Senior Members. DAEs and AEOs should encourage their wings, groups, and squadrons to get involved with AEX.

### **Aerospace Education Excellence (AEX) 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 senior members and to Aerospace Education Members

(AEMs), who meet college enrollment requirements. This course is worth one graduate college credit through Adams State College. 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 select six aerospace hands-on activities from the textbooks and conduct them between January and the third week in May. The enrollees also take their students on an aerospace field experience that requires at least four or more classroom contact hours. If you meet these requirements, you will receive graduate college credit for this course. Refer to CAP Aerospace Education website for more details on this program. This is a great way to receive college credit and have lots of fun too.

### **CAP's Fly-A-Teacher**

Civil Air Patrol's Fly-A-Teacher Program is designed to excite teachers about aerospace education and motivate them to share their aerospace experiences and information with their students. The Fly-A-Teacher Program requires involvement and coordination between HQ CAP/ LMA and CAP wings and squadrons.

The program is designed as a full one-day workshop followed by flying the next day or flying at a later date in a CAP aircraft. This workshop covers aviation-related curriculum, such as Bernoulli's Principle, the four forces of flight, airplane instrument panels, and airport systems and environments. The workshop is filled with hands-on aviation activities for the teachers to learn and to take back to the classroom.

CAP wings will contact their squadrons to find interested pilots willing to support this program. Teachers must become Aerospace Education Members (AEMs) to

attend the workshop and be eligible to fly in a CAP aircraft. This program has been around for the last couple of years, but continuation of this program depends on funding and the amount of interest generated.

To learn more about the CAP Fly-A-Teacher program, visit CAP's website.

### **AEF/CAP Educator Grants**

The Aerospace Education Foundation (AEF) of 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 AEF 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 AEF recognizes outstanding contributions in the field of aerospace education. To support

CAP's aerospace education programs, the AEF provides aerospace education grants for Civil Air Patrol units and Aerospace Education Members who are promoting aerospace education.

Here are the requirements for the grants:

- Grant winners are eligible to receive one grant every other year.
- Grants cannot exceed \$250 per request.
- Grants must be used for aerospace education-related items/activities such as books, videotapes, aerospace programs, aerospace field trips, and aerospace education days.
- Grant recipients must file a follow-up report with HQ CAP/LMA on how the grant contributed to their AE program.

There are four grant cycles per year. The summer and winter cycles are conducted for CAP units. The spring and fall cycles are for AEMs. The deadlines for applications are as follows:

- March 31 - AEMs
- June 30 - CAP units
- September 30 - AEMs
- December 31 - CAP units

If you have applied for a grant and didn't receive one, be persistent. The competition is keen, but if you will be specific in your request you will enhance your chances of

receiving a grant. Plus, the winners of the grants cannot apply again for over a year, so that will also improve your chances.

Applications can be downloaded from CAP's website ([www.cap.gov/ae](http://www.cap.gov/ae)) or requested from HQ CAP/LMA. Completed forms can be faxed to HQ CAP/LMA at (334) 953-4235 or mailed to HQ CAP/LMA, 105 S. Hansell St, building 714, Maxwell AFB, AL 36112-6332. For more information on grants, log on to CAP's Aerospace Education website listed above.

As an additional thought, please ensure that you provide the appropriate feedback to HQ CAP/LMA. We will collect the feedback and forward it to AEF. It is imperative that we let AEF know how much we appreciate their generosity. Since 1996, AEF has provided over \$120,000 to our aerospace mission through their grant program. In order to continue our great relationship with this wonderful CAP partner, we need to provide them with the feedback so they will know how their money is being spent. So, please encourage grant winners to fill out the feedback form and send to HQ CAP/LMA. Feedback forms are mailed to all grant winners and can also be downloaded from CAP AE's website.

Examples of the Educator grant application form and the educator feedback form are in Chapter 8, pages 39 and 41.

# 4 Aerospace Education Awards Program



*Major John J. DiGiantomasso receives the Frank G. Brewer Senior Member of the Year award for 2004 from Mr. Frank G. Brewer, Jr. and Major General Richard L. Bowling.*

## 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 for excellence in promoting Aerospace Education. The AE Mission Award is based on information submitted by the wings to HQ CAP/LMA. This information becomes the documented evidence of all of the aerospace programs conducted by the wing throughout the year. Information submitted to HQ CAP/LMA should include the Wing AE Plan of Action, the Wing AE Activity Report and all other information pertaining to the AE activities listed on the activity report. This report contains all of the information items that a wing can be

involved in during the year. This information is used to accumulate points for the award. A sample of the activity report is located in Chapter 8, pages 43 and 44. The activity report can be completed off the CAP AE website and submitted to HQ CAP/LMA.

Wing Directors of Aerospace Education (DAE) should also attach wing AE staff and subordinate AEO staff rosters, and any supplemental information the DAE deems appropriate. Please remember that in order to compete for the AE Mission Award, HQ CAP/LMA must receive the Wing Activity Report by February 15th. HQ CAP aerospace education staff will convene a committee to review the documentation submitted by the DAE, tally the points for the activity report and select the winners. The award win-

ners will be announced at the August National Board.

## Frank G. Brewer - Civil Air Patrol Memorial Aerospace Awards

The National 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. 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. They are:

### Category I - CAP Cadet

- Nomination **must** be for activities during the last calendar year **only**.
- Nominee must have earned the Mitchell Award and be a current member of CAP.
- Aerospace achievement or activity should be significant.
- Nominee should be doing significantly more than would be expected of anyone in a similar position.



*Cadet Captain Elizabeth M. Dumont of the Michigan Wing, received the Frank G. Brewer Award, cadet category, for 2004.*

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.



**Major John J. DiGiantomoso, Alaska Wing, won the Frank G. Brewer Senior Member of the Year Award for 2004.**

Category III - Individual or Organization (non CAP)

- 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 any person or group in a similar position.
- Nominee should have strong involvement in CAP but not be a member.

Category IV - Lifetime Achievement

- Nomination should be for a period of more than twenty years.
- Nominee must be a CAP member.
- Aerospace achievement or

activity should be consequential and noteworthy.

The first three categories will be awarded every year. However, Category IV, Lifetime Achievement, is not an annual award. Lifetime Achievement replaced the Anniversary Award, which was presented every five years. Lifetime Achievement will be awarded in any calendar year whenever exceptional nominations representing a period of more than twenty years of aerospace education contributions are received.

Nominations for all categories 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 CAP and the nominee's involvement in the local community. A sample of CAPF 25 can be found in Chapter 8 on page 49, and it is located on the AE website.

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.

### **National Conference on Aviation and Space Education Crown Circle for Aerospace Education Leadership Award**

The Crown Circle for Aerospace

Education Leadership Award, established in 1979, recognizes demonstrated performance of outstanding leadership in aerospace education. It is presented at the National Conference on Aviation and Space Education (NCASE) and is one of the highest awards in aerospace education worldwide.

Nominees for this award must have: demonstrated involvement in and commitment to aerospace education; displayed outstanding leadership in aerospace education, locally, nationally, or internationally; and performed over an extended period of years, at a high level and of great quality.

Carefully read the nomination form on page 53 to fulfill all of the requirements for the submission. The nominees must authorize the submission and if chosen, agree to attend the induction ceremony. Along with the narrative, please include a biography of the nominee and a 5" x 7" photo (close-up head and shoulders).

Nomination packages are not restricted in size. Generally, Crown Circle nominations are compiled in a notebook and include copies of all supporting documentation relevant to the nomination. Remember, you may know your nominee and his or her accomplishments well, but the nomination will be evaluated solely on the basis of what you write and what information you include in the nomination package. Items to consider include: newspaper articles;



**National Conference on Aviation and Space Education Crown Circle Award winners for 2004.**

photographs of nominee doing aerospace work; copies of award certificates; and letters of support and recommendation.

Here are step by step instructions for nominating for the Crown Circle:

- determine if you have a potential nominee
- obtain Crown Circle nomination form
- obtain permission from nominee to submit package; ensure nominee will be present for the award ceremony if chosen
- complete nomination form
- justify nomination in narrative form
- check nomination package for completeness and appearance; be sure to include a 5x7 photo suitable for using in NCASE program if selected
- submit your nomination package to HQ CAP/LMA; postmark by January 1st

### **The A. Scott Crossfield Aerospace Education Teacher of the Year Award**

The Crossfield Teacher of the Year Award recognizes aerospace education teachers for outstanding accomplishments in aerospace education and for possessing those honorable attributes expected of American educators. Established in 1986 by aviation pioneer A. Scott Crossfield, the award recognizes a classroom teacher who: 1) uses aerospace education to teach traditional subjects or, 2) teaches aerospace education as a separate subject or, 3) uses aerospace education to enrich the teaching of traditional subjects.

The award is for any classroom teacher in kindergarten through twelfth grades who:

- sets high standards for their students and demand excellence
- strives to improve their personal academic competence and teaching ability
- performs teaching duties in an exemplary manner
- demonstrates creativity in developing and utilizing

materials to enhance the teaching of aerospace

- maximizes student involvement through classroom activities to improve student learning

This award also recognizes a teacher who creates and develops a one-time project or program of such significance that it has a major impact on the teaching of aerospace education.

The winner of this award receives a \$1,000 cash stipend, becomes a Crown Circle for Aerospace Education Leadership inductee, and receives free room and registration at all future National Conferences on Aviation and Space Education.

Here are step by step instructions for nominating a Crossfield teacher:

- determine if you have a Crossfield Teacher of the Year nominee



***Edith Street received the A. Scott Crossfield Aerospace Education Teacher of the Year Award for 2004***

- obtain the Crossfield Teacher of the Year form (see page 51)
- obtain permission from the nominee to submit the package. Ensure their presence at NCASE if selected
- complete the nomination form
- in narrative form, justify the nomination and include required attachments
- review the nomination form to ensure compliance with all requirements
- review package for completeness and appearance. Be sure to include 5x7 photo suitable for reproduction in NCASE program if selected
- submit nomination package to HQ CAP/LMA prior to February 1st

Nomination packages are not

restricted in size. Generally, The Crossfield Teacher of the Year nominations are compiled in a notebook and include copies of all supporting documentation relevant to the nomination. Remember, you may know your nominee and his or her accomplishments well, but the nomination will be evaluated solely on the basis of what you write and what information you include in the nomination package. Items to consider include: newspaper articles; photographs of nominee doing aerospace work; copies of award certificates; and letters of support and recommendation.

### **Air Force Association's (AFA) Aerospace Cadet of the Year**

AFA recognizes a cadet for outstanding aerospace education contributions with its AFA's Aerospace Cadet of the Year Award. 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, including the form on page 42 should be forwarded to the appropriate Wing Director of Aerospace Education, who in turn will forward the wing representative to the Region DCS Aerospace Education. The DCS will convene a selection board, select a region representative and submit the nomination package to HQ CAP/LMA to arrive by April 15th. The selection criteria will be based on significant aerospace education accomplishments during the past year. These should include support for CAP's aerospace mission and any community involvement.

Wings and regions may choose to have the cadet Brewer Award winner represent them, or they can select another cadet for this award. Nomination packages should contain a written narrative describing the cadet's accomplishments during the past year. The package should be no longer than three pages.



### National Conference on Aviation and Space Education (NCASE)

At the time this pamphlet was being written, NCASE was undergoing a major overhaul. For 37 years, NCASE has been the nation's premier aerospace education conference, but in order to achieve financial stability and remain an effective educator's conference in today's society, we are restructuring the conference. plus we are building our teacher base and incorporating many ideas to make NCASE more attractive to CAP members. Currently, NCASE is projected to occur in October 2006. Prior to that date much planning will go into making it a first rate and successful conference.

NCASE has always been of the highest quality. It brings together educators, school administrators, aerospace industry leaders, and Civil Air Patrol members from across the country. These attendees are provided with opportunities to see how the exciting theme of aerospace (rich in science, math, and technology applications) can enliven standard subjects taught in the classroom. NCASE promotes aviation and space through dynamic presentations from outstanding speakers and also provides numerous seminar sessions conducted by

leading experts in aviation, space and education.

NCASE also includes an exhibit hall, filled with a wide variety of organizations displaying their products and services. NCASE always finds the best aerospace attractions in the local area and provides field trips for the attendees. Read more about NCASE on our website. We are projecting that beginning in 2006, NCASE will become a bi-annual event and will continue to be a wonderful opportunity for educators and aerospace enthusiasts to get together and learn more about aviation and space.

### National Aerospace Education Officer (AEO) School

The purpose of the AEO School is to provide CAP AE members with an increased understanding of AE and the ability to accomplish their AE duties and responsibilities. The

objectives of the school are to: (1) educate our CAP AE leaders in their job requirements and the resources available to them; (2) share experiences and ideas to make AE better; and (3) increase communication between wings, regions and HQ.

The school meets for two days of discussions and activities that attempt to cover all aspects of the DAE and AEO duties. All AE programs are discussed, along with any new developments or procedures. Some time is always left for demonstrating some hands-on aerospace activities that can be used in the squadrons or classrooms. The third day is normally set aside for field trips.

This school is very interactive and dependent upon attendee participation. AE Plans of Action, activity reports, preparation for compliance and subordinate unit inspections, staff assistance visits, and the various types of AE awards are discussed and reviewed in great detail.



*National AEO School Students at work*

After attending this school, attendees will hopefully take away many new ideas that will make their wings and squadrons more effective.

DAEs and AEOs should seriously consider attending this school. It is designed to help you in every way possible with your AE responsibilities. As a minimum, you will get to know other DAEs and AEOs and find out how they handle problems and programs in their wings and squadrons, and flights.

### **National Aerospace Education Academy**

This academy is held at Oshkosh, Wisconsin, and is one of the cadet national activity summer options. It is a six-day event that includes classroom instruction, group activities (both indoor and outdoor), workshop activities, lead-

ership challenges, simulator rides and field trips. Subjects that are covered include: aviation, aviation history, rockets, and space. This academy has been conducted for



two years and has been very well received. Check Cadet Programs' web page for more information. This academy is a great opportunity for cadets to learn more about aviation and aerospace.

### **Conferences**

Every wing should have an annual wing conference, and every wing conference should have an aerospace education presence there. Whether manning a booth or presenting a seminar, DAEs and AEOs should offer aerospace opportunities to educate and inform the wing attendees.

There are always plenty of opportunities to attend other aerospace conferences or workshops, which can be very valuable to a DAE and AEO. Home School conferences are occurring more and more frequently, and they are a great place to inform parents and students about CAP and CAP AE. DAEs and AEOs should stay alert to conferences in their regions.

# 6 Aerospace Education Plans, Guidance and Inspections

## AE Plan of Action (POA)

The AE plan of action (POA) is the yearly plan for conducting Aerospace Education. Each level, region, wing, group and squadron should develop a POA. It should include all aspects of your Aerospace Education Program. At the region level, the POA is developed by the Region DCS/AE and is signed by the DCS/AE and by the Region Commander after receiving inputs from the DAEs. 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 AEOs. At the group level, the POA is developed by the AEO and signed by the group commander after receiving inputs from the squadron AEOs. At the squadron and flight level, the POA is developed by the AEO and signed by the unit commander. The aerospace officers should also discuss the POA with their commanders during the development phase to obtain opinions and garner his or her support. The POA is a documented record of what the flight, squadron, wing, group and region hope to accomplish during the year. The best plans state goals and then either have objectives below the goals or outline ways to achieve or measure those goals. The term measure is used here as a metric; a definitive number attached to help you measure that goal. Goals are normally thought of as broad aims, and objectives are more specific items you want to accomplish. 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.

Aerospace 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. On the following pages are some examples of Wing and Squadron AE plans of action. The first example is the Wing AE Plan of Action probably similar to what many DAEs develop. It is descriptive and does provide the DAE with guidance throughout the year. This POA can help you manage an effective AE program. However,

the second example Wing AE Plan of Action is much more detailed and may be an even more effective tool for managing your AE program. Both examples are of actual wing plans of action used in CAP.

Your POA should be a working document that you refer to over and over again during the year. If you use numbers as a way of measuring your goal or objective, then you will be able to keep track of where that goal stands and what is needed to accomplish it. If you develop a good plan and then execute it, you will have an effective Aerospace Education program. All units are encouraged to develop a similar yearly plan.

## The AE 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 information 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. Pages 43-48 contain examples wing and squadron activity reports and the scoring sheets used for mission awards.

## 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. You must be able to give evidence; documentation. Anyone can say anything, but if you show them, then the inspector knows you have done what you say.

Documentation is also important and helpful in keeping you straight. You all have busy, hectic lives, and it is hard to remember everything you do, and need to do. If you document, then you know what has been done and what needs to be accomplished. Please keep the following checklists handy. These checklists (minus the

document/status column) or something similar will be used to inspect your wing. The last column is added so you can make notes directly to the worksheet. Then, you will know exactly where your wing stands on each of these items.

The **CAP Wing AE Compliance Inspection Guide Worksheet** is on pages 28-29.

An example of a staff assistance visit (SAV) worksheet is on pages 26-27. This visit should be conducted by region or wing staff and is normally very beneficial to a unit's preparation for inspection and for identifying areas that need improvement.

Please refer to all of the following pages.

## 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
  - f. Other awards:
    - (1) A. Scott Crossfield Aerospace Education Teacher of the Year Award
    - (2) National Conference Crown Circle for Aerospace Education Leadership
    - (3) The Frank G. Brewer-Civil Air Patrol Memorial Aerospace Award
  
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

# WING AEROSPACE EDUCATION PLAN OF ACTION

## CURRENT CALENDAR YEAR 2004

### THREE YEAR PROJECTION 2005-2007

#### 1 AE PROGRAM FOR SENIOR MEMBERS (AEPSM)

GOAL: To increase the number of wing Senior Members completing the AEPSM

MEASURE: Twenty five Senior Members will complete the AEPSM

DUE DATE: 31 December 2004

2003 DATA: Eighteen Senior Members completed AEPSM

#### MEASURES FOR 2005 - 2007

<u>2005</u>	<u>2006</u>	<u>2007</u>
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 2004

2003 DATA: Wing had 22 squadron AEOs out of a possible total of 32 squadron AEOs

#### MEASURES FOR 2005 - 2007

	<u>2005</u>	<u>2006</u>	<u>2007</u>
<u>Total Wing AEOs</u>	30	Maintain 32	Maintain 32

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

MEASURE: An inventory 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 2004

2003 DATA: Inventory was not completed

#### MEASURES FOR 2005 - 2007

2005	2006	2007
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 2004

2003 DATA: Eight Wing Aerospace Education Staff Visit Forms were completed and filed



**MEASURES FOR 2005 - 2007**

	2005	2006	2007
<u>Total school AEX sites for year</u>	8	10	12

**8 WING 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 2004
- 2003 DATA:** AE session was held and a sign-in roster was completed

**MEASURES FOR 2005 - 2007**

	2005	2006	2007
<u>AE Conference Session will be:</u>	Held	Held	Held

**9 NCASE**

- GOAL:** To improve Wing representation at National Conference of Aviation and Space Education (NCASE)
- MEASURE:** Three Wing Senior Members and/or other educators will attend 2004 NCASE
- DUE DATE:** 15 April 2004
- 2003 DATA:** Three Wing Senior Members attended 2003 NCASE

**MEASURES FOR 2005 - 2007**

	2005	2006	2007
	4	5	6

**10 AE AWARDS**

- GOAL:** To submit nominations for AE awards (such as Brewer, Crown Circle and/or Crossfield AE Teacher) to higher headquarters
- MEASURE:** Copies of four forwarded nominations will placed in AE Directorate files
- DUE DATE:** As appropriate considering the due date of award nomination submission
- 2003 DATA:** Two nominations for AE awards were submitted

**MEASURES FOR 2005 - 2007**

	2005	2006	2007
	6	6	6

**11 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 2004

2003 DATA: No Wing Web AE Pages were constructed

**MEASURES FOR 2005 - 2007**

2005	2006	2007
Improve AE Pages	Improve AE Pages	Improve AE Pages

**12 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 2004

2003 DATA: No AE newsletters/bulletins were published

**MEASURES FOR 2005 - 2007**

2005	2006	2007
8	10	12

**13 WING/DOT BOA AGREEMENT**

GOAL: To strengthen the partnership between Wing CAP and The State Department of Transportation Bureau of Aeronautics (DOT BOA)

MEASURE: If needed, the partnership agreement will be revised

DUE DATE: 1 June 2004

2003 DATA: Wing and DOT BOA reviewed the partnership agreement

**MEASURES FOR 2005 - 2007**

2005	2006	2007
Review	Review	Review

**14 REPORTS TO COMMANDER**

GOAL: To increase the number of reports submitted to Wing Commander

MEASURE: A minimum of 12 monthly email reports using the AE Plan of Action format will be provided to the Wing Commander

DUE DATE: 31 December 2004

2002 DATA: Ten reports were submitted

**MEASURES FOR 2005 - 2007**

2005	2006	2007
12	12	12

# Sample

## SQUADRON AEROSPACE EDUCATION PLAN OF ACTION

CURRENT CALENDAR YEAR  
2005

### 1 **AE PROGRAM FOR SENIOR MEMBERS (AEPSM)**

GOAL: To increase the number of Squadron Senior Members completing the AEPSM

MEASURE: Two squadron Senior Members will complete the AEPSM

DUE DATE: 31 December 2005

2004 DATA: One squadron Senior Member completed AEPSM

### 2 **AEROSPACE EDUCATION OFFICER (AEO) 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 2005

2004 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 2005

2004 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 2005 AEX Program

DUE DATE: 31 December 2006

2005 DATA: Squadron did not participate in 2005 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 2005

2004 DATA: No teachers were recruited as AEMs

### 6 **SCHOOL AEX AWARD PROGRAM**

GOAL: To develop an Aerospace Education Excellence Award school site for 2005 in Oshkosh

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

DUE DATE: 15 December 2005

2004 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 2005

2004 DATA: AEO briefing was held regarding wing Conference AE session

## **8 NCASE**

GOAL: To more AE activities by attending National Conference of Aviation and Space Education (NCASE)

MEASURE: The Squadron AEO will register to attend 2006 NCASE

DUE DATE: 15 December 2005

2004 DATA: The Squadron AEO attended 2004 NCASE

## **9 AE AWARDS**

GOAL: To submit one of the four AE awards (such as Brewer, Crown Circle and/or Crossfield AE Teacher) to wing Headquarters

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

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

2004 DATA: No nomination for an AE award was submitted

## **10 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 2005

2004 DATA: No AE Bulletins were submitted

## **11 REPORTS TO COMMANDER**

GOAL: To increase the number of AE reports submitted to Squadron Commander by AEO

MEASURE: A minimum of 6 monthly email reports using the AE Plan of Action format will be provided to the Squadron Commander

DUE DATE: 31 December 2005

2004 DATA: Two reports were submitted

# Sample

## WING AE STAFF ASSISTANCE VISIT REPORT

Unit \_\_\_\_\_ Date \_\_\_\_\_

AEO \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

CMDR \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

1. The Aerospace Education Officer (AEO) was appointed by the commander in writing.  
\_\_\_\_ Yes \_\_\_\_ No
2. The Aerospace Education Program for Senior Members was monitored in accordance with CAP regulations, policy letters and pamphlets.  
\_\_\_\_ Yes \_\_\_\_ No
3. The AEO is progressing in the CAP 215 Specialty Track. \_\_\_\_ Yes \_\_\_\_ No AEO is presently rated as a:  
An AEO: \_\_\_\_ Technician \_\_\_\_ Senior \_\_\_\_ Master
4. The unit Aerospace Education Activity Report was sent to the DAE in accordance with regulations.  
\_\_\_\_ Yes \_\_\_\_ No  
Report was thorough and well documented. \_\_\_\_ Yes \_\_\_\_ No  
Unit commander signed the report. \_\_\_\_ Yes \_\_\_\_ No
5. The unit is participating in the voluntary Aerospace Education Excellence (AEX) Award Program?  
\_\_\_\_ Yes \_\_\_\_ No If the unit is participating, describe the activities.
6. Cadet current affairs AE activities have been conducted by the unit? \_\_\_\_ Yes \_\_\_\_ No  
If yes, who conducted the last activity? \_\_\_\_\_  
What was discussed? \_\_\_\_\_
7. The unit has an AE bulletin board (if permitted by building owner). \_\_\_\_ Yes \_\_\_\_ No

If yes, the AE bulletin board has current information?  Yes  No

8. The unit did consider submitting nominations for the Brewer Awards, A. Scott Crossfield Aerospace Education Teacher of the Year Award, and Crown Circle Award.

Yes  No.

If yes, were nomination forms submitted?  Yes  No

If yes, copies of completed nomination forms were available.  Yes  No

9. The AEO is utilizing the "How To" material included in CAPP 15, Aerospace Education Officers' Handbook?

Yes  No

10. What is the unit doing "above and beyond" to promote AE internally?

11. What is the unit doing "above and beyond" to promote AE externally?

12. AE support requested by squadron:

13. Comments:



**CAP WING AE COMPLIANCE INSPECTION GUIDE WORKSHEET**

**1 Feb 05**

<b>AEROSPACE EDUCATION</b>			
	<b>ITEM</b>	<b>REFERENCE</b>	<b>DOCUMENT/STATUS</b>
	<ul style="list-style-type: none"> <li>a. Does the DAE communicate on a regular basis with all unit AEOs?</li> <li>b. What method of communication is used (e-mail, phone, newsletter, mail, visit)?</li> </ul>		
6.	How is the AEPSM program monitored? <ul style="list-style-type: none"> <li>• Is the DAE issuing the Yeager Certificates to the local squadron commanders?</li> </ul>	CAPR 280-2 para 2a(2)(a) and 3c(17-20)	
7.	Did the DAE submit an end-of-year AE Activity Report for the last calendar year? <ul style="list-style-type: none"> <li>a. Review the Activity Report and the required documentation.</li> <li>b. Was the wing AE Plan of Action addressed in the end-of-the-year AE Activity Report (attainment of established goals)?</li> <li>c. Did the Wing Commander sign and date the report? Was the required copy provided to the Region DCS/AE?</li> </ul>	CAPR 280-2 para 3c(4) and CAPP 15 pages 17 and 43-46	
8.	Does the DAE encourage the wing's units to participate in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program? <ul style="list-style-type: none"> <li>• How many units are participating? (Please provide a list of those units.) How many completed?</li> </ul>	CAPP 15 pages 38-39	
9.	Does the wing sponsor or participate in any type of wing/region aerospace education conference?	CAPR 280-2 para 3c(15) and CAPP 15 page 16	
10.	Did the Wing DAE consider submitting nominations for (DAE should provide copies of completed nomination forms): <ul style="list-style-type: none"> <li>a. Brewer Awards (Cadet, Senior Member, Individual or Organization, Categories)</li> <li>b. A. Scott Crossfield Aerospace Education Teacher of the Year Award</li> <li>c. Crown Circle Award</li> </ul> What process does the DAE use to promote and encourage subordinate units to make nominations for the above awards?	CAPR 280-2 para 4 and CAPP 15  CAPR 280-2 para 3c(10) and 4b CAPR 280-2 para 3c(10) and 4d CAPR 280-2 para 3c(10) and 4c  CAPR 280-2 para 3c(21)	
11.	Has the DAE worked with the Wing Public Affairs Officer to publicize Aerospace Education and to encourage that nominations be submitted for AE-related awards? <ul style="list-style-type: none"> <li>• What additional methods of publicizing AE events, activities, and awards are utilized?</li> </ul>	CAPR 280-2 para 3c(11) CAPR 280-2 para 3c(10) and (22)	

## CHECKLIST FOR THE CAP SUBORDINATE UNIT AE INSPECTION GUIDE

<b>AEROSPACE EDUCATION</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Is the Aerospace Education Officer (AEO) appointed by the commander in writing?	CAPR 280-2 para 3 CAPR 20-1
2.	How is the Aerospace Education Program for Senior Members (AEPSM) monitored? a. Has the AEO passed the Yeager test? b. Are CAPFs 126 promptly forwarded to the wing upon completion of Yeager test? c. How many Yeager tests were completed YTD? d. How many seniors have not completed the Yeager?	AE Policy letter CAPR 280-2 para 2a(2)(a), 3d(1), 3d(2) and /or 3d(3) and CAPP 15
3.	Is the AEO progressing in the CAPP 215 Specialty Track, Aerospace Education Officer, or has he/she completed the program?	CAPR 280-2 para 2a(2)(b)
4.	Is the unit Aerospace Education Activity Report sent to the wing DAE by Jan 15? (Review the Activity Report and the required documentation) a. Is the report thorough; well documented? b. Is a signed copy sent to the unit commander? To the group AEO?	CAPR 280-2 para 3d and CAPP 15  CAPP 15
5.	Is the unit participating in the voluntary Aerospace Education Excellence (AEX) Award Program? Describe the unit's AEX activities?	CAPP 15
6.	When was the last cadet current affairs activity at the unit? a. Who conducted the activity? b. What was discussed?	CAPR 280-2 para 3d(1)(d), 3d(2)(e) and /or 3d(3)(b)
7.	Is there an AE bulletin board at the unit? • How current is the information on the bulletin board?	CAPR 280-2 para 3d(1)(e), 3d(2)(f) and/or 3d(3)(b)
8.	Did the unit consider submitting nominations for (AEO should provide copies of completed nomination forms): a. Brewer Awards (Cadet, Senior, Individual or Organization, Lifetime Achievement categories) b. A. Scott Crossfield Aerospace Education Teacher of the Year Award c. Crown Circle Award	CAPR 280-2 para 4 and CAPP 15  CAPR 280-2 para 3c(23) and 4b  CAPR 280-2 para 3c(10) and 4d CAPR 280-2 para 3c(10) and 4c

**CHECKLIST FOR THE CAP SUBORDINATE UNIT AE INSPECTION GUIDE (Continued)**

<b>AEROSPACE EDUCATION</b>			
	<b>ITEM</b>	<b>REFERENCE</b>	
9.	Is the AEO utilizing the "How-To" material included in CAPP 15, <i>Aerospace Education Officers' Handbook</i> ?	CAPP 15	
10.	What is the unit doing "above and beyond" to promote AE internally?		
11.	What is the unit doing "above and beyond" to promote AE externally?		

# 7

# “How To” and Resources

## How to Make an AE Presentation

As a DAE or AEO, there will be many opportunities to make presentations in your local communities or at your local schools. You should welcome these opportunities to tell your community about CAP and Aerospace Education. Many times it will be entirely appropriate to take someone else with you. You should consider the circumstance and then arrange for a few cadets, seniors, or aerospace experts to accompany you. Here are some considerations before making the presentation:

- obviously, get invited; offer your services to schools or at a community event
- always analyze your audience
- know how much time you will have to present
- determine what you want to say ahead of time and practice your presentation
- determine methodology (ie., lecture, informal discussion, hands-on activities)
- determine what materials (handouts, free materials) you should take

### Proposed Topics

Always consider the following as distinct possibilities to discuss:

- CAP Missions (Emergency Services, Cadet Programs and Aerospace Education) cover the first two briefly and emphasize AE.
- Aerospace Education (elaborate more on AE who we are and what we are; our organization and structure and how we carry out our mission)
- AE Products and Programs (give your audience a brief, but good understanding of the many products and programs we offer; always consider discussing Aerospace Education Members (AEMs) and Aerospace Education Excellence Award Program (AEX). Know the procedure for becoming an AEM, in case people want to sign up on the spot).

## How to Develop a Lesson Plan

*Aerospace: The Journey of Flight Teacher Guide* and the *Aerospace Dimensions* modules both have good examples of proposed lesson plans. Following either one will help you prepare a good lesson. Here are

some considerations:

- determine your objectives (what do you want the cadets to know or be able to do at the conclusion of the lesson)
- organize lesson into two or three main points (with support material)
- ensure you have enough time to cover your points adequately
- consider hands-on activities that will reinforce your objectives
- involve your cadets or students in different ways (questions, demonstrations, hands-on activities)
- practice ahead of time

## How to Develop a Current Events Discussion

The current events discussion should happen every week in your squadron. The purpose of the discussion should be to share information concerning aerospace events and issues with your unit. It can be given by the AEO or any other member. Here are a few considerations:

- obtain commander's support for the discussion and frequency (weekly)
- consider limiting current events discussion to 5-10 minutes
- determine procedure for obtaining newsworthy topics
- keep track of topics discussed
- create feedback system for members and adjust program accordingly

## How to Develop an Aerospace Education Bulletin Board

A bulletin board is a great way to share information and be a visual reminder of the importance of Aerospace Education. A bulletin board provides exposure for aerospace topics and easy access for our members. Here are some considerations for your bulletin board:

- determine a good location (a central location accessible to members)
- realize appearance impacts effectiveness (needs to be visually appealing)
- be organized and neat (easier to see different articles)

- establish a system for reviewing and updating (add and change articles & pictures as needed)

## How to Develop an Aerospace Education Resource Center

A resource center should be a place to keep all of your Aerospace Education materials. It might be a hallway, or an area of a room, or it might be an entire room. An AE resource center should support your Aerospace Education Program. It should have copies of all CAP AE brochures, programs, and curriculum. Members should be able to work at the center and borrow materials if they want. Here are some considerations:

- determine how you will control the center
- establish a system for knowing the contents of your center
- keep lots of materials on hand for community and school visits
- establish a system for borrowing materials

## Aerospace Education Master Suspense Schedule

Regions, wings, groups, squadrons, and flights are encouraged to make their own calendars so they will

know any monthly, quarterly and annual requirements for reports, awards and events. Plus, suspense calendars are great for any local requirements you add for your unit. However, the sample calendar below shows the only annual requirements at this time.

## National Headquarters Aerospace Education Website [www.cap.gov/ae](http://www.cap.gov/ae)

CAP's National Headquarters Aerospace Education website is a wonderful resource for the Aerospace Education staff and for CAP members. It has been voted a Best Bet for Educators for three years in a row by USA Today newspaper. The web site contains sections on: programs and products; grants and awards; partners; conferences; resources; cadets; senior members; current events; latest information; and links to other important web sites. Just about everything going on in CAP Aerospace Education is covered on the web site. An example of CAP/AEs website, as it looked in February 2005, is located on the next two pages. We have also included the Wisconsin Wing's AE website to give an example of what one wing is doing. Creating similar wing AE websites is encouraged.

DAEs and AEOs should become very familiar with these web sites. They can definitely help you be more effective in your aerospace responsibilities.

MONTH	SQUADRON	WING	REGION
Jan	Jan 1 NCASE Crown Circle nominations to HQ CAP/LMA  Jan 15 Brewer Awards nominations to Wing DAE	Jan 1 NCASE Crown Circle nominations to HQ CAP/LMA	Jan 1 NCASE Crown Circle nominations to HQ CAP/LMA
Feb	Feb 1 A. Scott Crossfield Teacher of the Year nominations to HQ CAP/LMA	Feb 1 A. Scott Crossfield Teacher of the Year nominations to HQ CAP/LMA  Feb 15 Brewer Awards nominations to DCS/AE	Feb 1 A. Scott Crossfield Teacher of the Year nominations to HQ CAP/LMA
Mar		Mar 1 approved Wing Plan of Action to DCS/AE  Mar 15 approved wing Plan of Action and Activity Report to HQ CAP/LMA	Mar 15 Brewer Awards nominations to HQ CAP/LMA
Dec	Jan 15 Squadron AE Activity report to Squadron CC, Wing DAE	Dec 1 Wing Plan of Action to Wing CC & DCS/AE	

# Sample HQ CAP/AE Website



THE UNITED STATES AIR FORCE AUXILIARY  
**CIVIL AIR PATROL**

Search:

e-Services

[Home](#) > [Programs](#) > Aerospace Education

- History
- Organization
- Resources
- Programs
- Adults
- Advanced Technologies
- Cadets
- Aerospace Education
  - NCASE
  - Contacts
  - Partners
  - Grants and Awards
  - Links
  - Programs/Products
  - Resources
  - Aerospace Education Members
  - Aerospace Education Officers
  - Cadet Programs
  - Aerospace Education Senior Member Program
- Chaplain/Clergy Program
- CAP School Program
- Distance Learning
- Drug Demand Reduction
- General Counsel
- Inspector General
- Operations
- Read to Lead
- Safety
- Strategic Communications
- News & Events
- Partnerships
- Member Services
- Employment
- CAP Knowledgebase
- Site Map

	AEROSPACE EDUCATION	
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<a href="#">Conferences</a>	<a href="#">Contacts</a>	<a href="#">AEMs</a>	<a href="#">AEOs</a>	<a href="#">Grants and Awards</a>	<a href="#">Resources</a>
<a href="#">Programs/Products</a>	<a href="#">Partners</a>	<a href="#">Cadets</a>	<a href="#">Senior Members</a>	<a href="#">Links</a>	<a href="#">AE Store</a>

## LATEST NEWS!!!!

1. **For the latest press release on the revamping of NCASE for 2006, [click here.](#)**  
**For the NCASE web page, [click here.](#)**
2. **[Aerospace Education Membership Application - \(NEW! Effective 1 Oct 2004 AEM membership dues increased to \\$35.\)](#)**  
[Member Benefits](#)  
[AE Curriculum Materials list](#)
3. **[NEW! Aerospace Education Newsletter for March-April 2005](#)**  
(For archived newsletters go to the AEM or AEO page).
4. **[Aerospace Education Excellence Program Information](#)**
  - [Aerospace Education Excellence Program Application \(school brochure\)](#)
  - [Aerospace Education Excellence Program Application \(unit brochure for 2005!\)](#)
5. **Periodic Space Updates...**
  - Nov 04 - [Vomit Comet Makes Final Flight](#)
  - Nov 04 - [Space Shuttle Return to Flight](#)
  - Dec 04 - [Hypersonic Flight](#)
  - Dec 04 - [America's Space Prize](#)
  - Jan 05 - [Future of Mars Science](#)
  - Jan 05 - [Huygens probe will give first glimpse of Saturn moon, Titan](#)
  - Feb 05 - [Is Repairing the Hubble Worth It?](#)
  - Feb 05 - [Return to Flight Update from NASA](#)
6. **[Supplemental Space Module on-line!](#)**  
[Procedures for Obtaining an STK License](#)
7. **[Rocketry Program Book now on-line!](#)**  
[Redstone Stage Certificate of Completion](#)  
[Saturn Stage Certificate of Completion](#)  
[Titan Stage Certificate of Completion](#)
8. **Aerospace Education Foundation Grant Winners!**



- [Educator Grant Winners for Fall 2004](#)
- [Unit Grant Winners for Winter 2004](#)

**9. AEO Survival Kit for New AEOs! ([Word outline](#)) ([Powerpoint](#))**

Wing DAEs - Please consider using these briefing slides for a seminar at your wing conference. These slides contain important information to help you perform your AE responsibilities.

10. AEO School will be held from July 21-23, 2005 at Pensacola NAS, FL. More information to come! [Click here for more information.](#)

11. [Yeager and 215 tests now on-line!](#)

12. Federal Aviation Administration and CAP - Partners in aerospace education. [Press Release concerning the Memorandum of Understanding.](#) [Read the Memorandum of Understanding here.](#)

13. [2005 Team America Rocketry Challenge open to CAP Teams!](#)

**14. Aerospace Careers websites:**

- [Air Force careers](#)
- [Careers in Aviation](#)
- [Space Careers](#)

15. [CAP article in Quest for Space magazine.](#)

16. [2005 International Aviation Art Contest details.](#)

17. [50th Anniversary of Space and Missiles Essay Contest](#) sponsored by the Aerospace Education Foundation

18. [NASA television schedule for February 2005](#)

19. The Experimental Aircraft Association's (EAA) 2005 Youth Art Competition's theme is to design a paint scheme for the Young Eagles' airplane. [Click here to find out more!](#) Deadline for entries is March 25, 2005!

20. NCAE's Dr. Mervin K. Strickler Jr. Aerospace Education Leadership Award [Nomination Form and information.](#) Deadline: April 30, 2005.

21. **NEW!** Find out about the Experimental Aircraft Association's (EAA) [Aeroscholars on-line courses.](#) Spring registration is available through January, 30, 2005.

**Not a CAP member yet? -- Fill out [ONLINE REQUEST](#) and we will mail you a brochure with all the benefits/details.**

**Already a CAP Member? -- [JOIN OUR EMAIL LIST](#) to get updates on the latest aerospace education news.**

Disclaimer: LINKS OR REFERENCES TO INDIVIDUALS OR COMPANIES DOES NOT CONSTITUTE AN ENDORSEMENT OF ANY INFORMATION, PRODUCT OR SERVICE YOU MAY RECEIVE FROM SUCH SOURCES.

**NOTE: LINKS OR REFERENCES TO INDIVIDUALS OR COMPANIES DOES NOT CONSTITUTE AN ENDORSEMENT OF ANY INFORMATION, PRODUCT OR SERVICE YOU MAY RECEIVE FROM SUCH SOURCES.**

## Sample Wing AE Website



### Wisconsin Wing Aerospace Education

- **AE Directorate**
- **Goal, Objective, and Mission Statements**
- **Regulatory Guidance and CAP Publications**
- **Duties and Responsibilities of an AE Officer – Squadron and Wing**
- **AE Program**
  - Internal – Within CAP Squadron and Wing**
    - **Cadet Program**
      - Aerospace Education Excellence Award Program (AEX)
      - Rocketry
    - **Senior Program**
      - Aerospace Education Program for Senior Members (AEPSM) Yeager Award
      - AEO Specialty Track 215
    - **Awards**
      - Crown Circle
      - Crossfield Teacher of Year
      - Brewer
      - AE Mission
    - **AE Reports, Guidance and inspections**
      - AE Plan of Action (AE POA)
      - Support for Squadrons from Wing
      - Aerospace Education Workshops – Internal
      - Staff Assistance Visits to Squadrons
      - AE Inspections
      - Subordinate Unit Inspections (Squadron)
      - Compliance Inspection (Wing)
  - External – Within the Community, State, and Nation**
    - Aerospace Education Member (AEM)
    - National Congress on Aviation and Space Education (NCASE)
    - AEX in Schools
    - AE Support Materials for Schools
    - Aerospace Education Workshops – External
    - CAP NHQ AE Website and Links
    - CAP's AE Program for Schools
  - Grants**
    - CAP Units
    - Educators
      - CAP Members
      - Non-CAP Members
- **AE POAs**
  - WIWG – Current Calendar Year and Three Year Projection
  - Squadrons – Current Calendar Year – Suggested Format
  - Old (2004) archived POAs: Wing & Squadron
- **WIWG AE Information**
  - Calendar
  - AE Bulletin Boards
    - NHQ
    - WIWG
    - Squadrons

# 8

# Nominations, Applications, Forms, and Reports

In this section you will find all the forms, applications and reports mentioned in this handbook.

- **Aerospace Education Foundation CAP Unit Grant Application**  
(Deadlines: June 30th and December 31st)
- **Aerospace Education Foundation CAP Aerospace Educator Grant Application**  
(Deadlines: March 31st and September 30th)
- **Aerospace Education Foundation CAP Unit Grant Feedback Form**  
(Feedback is due after grant money has been spent)
- **Aerospace Education Foundation CAP Aerospace Educator Grant Feedback Form** (Feedback is due after grant money has been spent)
- **AFA CAP Aerospace Cadet of the Year nomination**  
(Due at headquarters by April 15th)
- **Civil Air Patrol Wing Aerospace Education Activity Report**  
(Due to HQ CAP/LMA by March 15th)
- **CAP Wing Aerospace Education Activity Report Scoring Sheet**  
(Used by HQ CAP/LMA to tabulate wing scores)
- **Civil Air Patrol Squadron Aerospace Education Activity Report**  
(Due to Wing DAE by December 15th)
- **The Frank G. Brewer - Civil Air Patrol Memorial Aerospace Award**  
(Due to DCS/AE by February 1st; then due to HQ CAP/LMA by March 15st)
- **A. Scott Crossfield Aerospace Education Teacher of the Year Nomination Form**  
(Due to HQ CAP/LMA by February 1st with copy to DCS/AE)
- **The National Conference on Aviation and Space Education Crown Circle for Aerospace Education Leadership Nomination Form**  
(Due to HQ CAP/LMA by January 1st with copy to DCS/AE)



## AEROSPACE EDUCATION FOUNDATION CAP Unit Grant Application



**DIRECTIONS:** Please type or print the following information:

AEROSPACE EDUCATION OFFICER INFORMATION				
AEO Last Name	First Name	Middle Initial	CAPSN	E-mail Address
Squadron Name				Squadron Telephone Number
Squadron Address	City	State	Zip Code	Squadron Fax Number
THE PURPOSE OR OBJECTIVE OF THE GRANT				
How will the grant money be used?				
What aerospace education objectives will you be able to achieve with this grant?				
Please list your unit's previous aerospace education activities (continue on a separate sheet if necessary):				
Requested Funds (May receive up to \$250.00)			Number and age of students to benefit from the grant	
Please list the name, address, telephone number, and contact person of the organization you will be visiting.. (This only applies if you use the funds outside of the unit on a field trip, for example, to visit a museum, airport, Air Force Base, etc.)				
Contact Person			Telephone Number	
Street Address	City	State	Zip Code	
VERIFICATION				
Signature of Unit Commander			Printed Name of Unit Commander	
Signature of Unit Aerospace Education Officer			Date	
MAIL OR FAX DOCUMENTS TO:				
HQ CAP/LMA 105 South Hansell Street/ Building 714 Maxwell Air Force Base, Alabama 36112-6332 Application for: <input type="checkbox"/> Winter - Due 31 December <input type="checkbox"/> Summer - Due 30 June			QUESTIONS? Telephone: 334-953-7572 Fax: 334-953-4235 E-mail: <a href="mailto:jmontgomery@cap.gov">jmontgomery@cap.gov</a>	



# AEROSPACE EDUCATION FOUNDATION CAP Aerospace Educator Grant Application



**DIRECTIONS: Please type or print the following information:**

TEACHER/SCHOOL INFORMATION				
AEM # _____				
Last Name	First Name	Middle Initial	E-mail Address	
School Address	City	State	Zip Code	Telephone Number
THE PURPOSE OR OBJECTIVE OF THE GRANT				
How will the grant money be used? (Continue on separate sheet if necessary)				
How will this help promote aerospace education in your classroom? (Continue on separate sheet if necessary)				
Requested Funds (May receive up to \$250.00)		Grade level and number of students who will benefit from the grant		
If the funds will be used to visit an outside organization, please list the name, address, telephone number, and contact person of the organization. (This only applies if you use the funds outside of the school, for example, to support a field trip to a museum, airport, Air Force Base, etc.)				
Contact Person _____			Telephone Number _____	
Street Address _____		City _____	State _____	Zip Code _____
VERIFICATION				
Signature of Principal _____			Printed Name of Principal _____	
Signature of Educator _____			Date _____	
MAIL OR FAX DOCUMENTS TO:				
HQ CAP/LMA 105 South Hansell Street/ Building 714 Maxwell Air Force Base, Alabama 36112-6332 Application for: <input type="checkbox"/> Fall - Due 30 September <input type="checkbox"/> Spring - Due 31 March			QUESTIONS? Telephone: 334-953-7572 Fax: 334-953-4235 E-mail: <a href="mailto:jmontgomery@cap.gov">jmontgomery@cap.gov</a>	



## AEROSPACE EDUCATION FOUNDATION CAP Unit Grant Feedback Form



**Congratulations on being selected as a grant recipient!**

The Aerospace Education Foundation is pleased to provide this support for your Civil Air Patrol unit's Aerospace Education Program.

**In order to continue offering grant programs such as this, we must provide feedback to AEF on the use of these funds and the impact the grant had on the members of your unit. Please take a few moments to fill in the form below and return it to us when you have completed your project with your members.**

Thank You.

Civil Air Patrol Unit	
Unit Mailing Address	
City	
State / ZipCode	
Number of Members Participating	
Unit Aerospace Education Officer	
How were the grant funds used?	
What group(s) of Civil Air Patrol members participated in the project or benefitted from the grant?	<input type="checkbox"/> Only members of our unit <input type="checkbox"/> Several units combined Total number of Civil Air Patrol members involved _____
How has this grant benefitted your members?	
Attach pictures, letters, or any other documentation you may wish to share.	
<b>Mail or fax to:</b> <b>National Headquarters, Civil Air Patrol/LMA</b> <b>105 South Hansell Street / Building 714</b> <b>Maxwell Air Force Base, Alabama 36112-6332</b>	
<b>Questions? E-mail Jeff Montgomery at <a href="mailto:jmontgomery@cap.gov">jmontgomery@cap.gov</a> or fax: 334-953-4235</b>	



# AEROSPACE EDUCATION FOUNDATION

## CAP Aerospace Educator Grant Feedback Form



**Congratulations on being selected as a grant recipient!**

The Aerospace Education Foundation is pleased to provide this support for your classroom aerospace education program.

**In order to continue offering grant programs such as this, we must provide feedback to AEF on the use of these funds and the impact the grant had on your students. Please take a few moments to fill in the form below and return it to us when you have completed your project with your students.**

Thank You.

School Name	
School Mailing Address	
City	
State / ZipCode	
Number of Students Participating	
Teacher's Name	
How were the grant funds used?	
What group(s) of students participated in the project or benefited from the grant?	<input type="checkbox"/> Only students in my class <input type="checkbox"/> Several classes combined <input type="checkbox"/> The entire school Total number of students involved _____
How has this grant benefited your students?	

Attach pictures, letters, or any other documentation you may wish to share.

**Mail or fax to:**

**National Headquarters, Civil Air Patrol/LMA  
 105 South Hansell Street / Building 714  
 Maxwell Air Force Base, Alabama 36112-6332**

**Questions? E-mail Jeff Montgomery at [jmontgomery@cap.gov](mailto:jmontgomery@cap.gov) or fax: 334-953-4235**

## 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)	
<p>Nominated by _____ (Print/Type Name) _____ (Signature)</p> <p>Nominator's Address _____ City _____ State _____ Zip Code</p> <p>Telephone _____ Business _____ Residence _____ FAX _____ E-mail Address _____</p>	

## Civil Air Patrol Wing Aerospace Education Activity Report

- Wing DAE completes this report; signed by the DAE and the wing commander unless done electronically.
- Submit report to HQ CAP/LMA, 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.

Wing \_\_\_\_\_

Region \_\_\_\_\_

**As of December 31 number of:**

Senior Sq \_\_\_\_\_ Cadet Sq \_\_\_\_\_ Composite Sq \_\_\_\_\_ Senior Members \_\_\_\_\_ Cadets \_\_\_\_\_

**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 AE Activity Report - Squadron 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. Yeager Award: Number of Yeager awards earned this year in the wing \_\_\_\_\_

3. 215 Specialty:

Number of new 215T \_\_\_\_\_, 215S \_\_\_\_\_, 215M \_\_\_\_\_ this year.

Total number of 215T \_\_\_\_\_, 215S \_\_\_\_\_, 215M \_\_\_\_\_.

4. Did the DAE attend the National Conference on Aviation and Space Education (NCASE)? \_\_\_\_\_

Number of wing AEOs who attended or presented at NCASE \_\_\_\_\_

5. How many units were visited this year? \_\_\_\_\_

Was there a wing cadet encampment this year? \_\_\_\_\_

Was the required AE program presented at the encampment? \_\_\_\_\_

How many Squadron Leadership Schools were conducted this year? \_\_\_\_\_

How many Corporate Learning Courses were conducted this year? \_\_\_\_\_

6. How many AE programs did the units present in state schools? \_\_\_\_\_

How many AE programs did the units present to other outside organizations and groups? \_\_\_\_\_

Did wing staff meeting include AE current events discussion? \_\_\_\_\_

7. How many AE current events discussions this year?	_____
8. Aerospace Education Excellence Award Program (AEX): Number of units participating this year	_____
9. Did the wing conduct an AE conference this year?	_____
Did the wing conduct an AE seminar at the wing conference?	_____
Did the wing conduct an AE workshop?	_____
Did the wing support college or university workshops?	_____
10. Did the wing or any subordinate units submit Brewer Award nominations this year?	_____
Did the wing or any subordinate units submit Crossfield Teacher of the Year nominations this year?	_____
Did the wing or any subordinate units submit Crown Circle Award nominations this year?	_____
11. Does the wing have an AE bulletin board? (if room available or electronic)	_____
Does the wing have a resource center?	_____
Does the wing publish an AE newsletter?	_____
12. Model Rocketry Program: Number of units participating this year	_____

## CAP Wing Aerospace Education Activity Report Scoring Sheet

Wing \_\_\_\_\_

Region \_\_\_\_\_

	Points Available	Points Earned
<b>Plan of Action (POA)</b>		
• Finite/achievable	25	_____
• Addresses all areas	10	_____
<b>Report on POA Progress</b>		
• Plan implemented	25	_____
• Partial implementation of plan	15	_____
• Marginal implementation of plan	5	_____
<b>Staffing - Wing DAE / Internal AEO / External AEO</b>		
• All three positions filled	10	_____
• Two positions filled	5	_____
• One position filled	3	_____
<b>Aerospace Education Officer (AEO) Roster</b>		
• All positions in subordinate units filled	5	_____
• 75% of positions in subordinate units filled	3	_____
• Plan to fill vacant positions	4	_____
<b>215 Training</b>		
• All Wing AE staff holding master rating	5 each x _____	_____
• Each Wing AE staff holding senior rating	3 each x _____	_____
• Each Wing AE staff holding technician rating	1 each x _____	_____
• Each subordinate AE staff holding master rating	3 each x _____	_____
• Each subordinate AE staff holding senior rating	2 each x _____	_____
• Each subordinate AE staff holding technician rating	1 each x _____	_____
<b>Aerospace Education for Senior Members (AEPSM)</b>		
• Each senior member completed Yeager test	2 each x _____	_____
• Wing Commander completed Yeager test	2	_____
<b>Aerospace Education Excellence Award Program (AEX)</b>		
• <u>Each unit that participated in AEX</u>		
(% of total units in the wing) 100%	5 each x _____	_____
75%	4 each x _____	_____
50%	3 each x _____	_____
25%	2 each x _____	_____
Less than 25%	1 each x _____	_____
• Units participating two or more years (50% or more)	1 each x _____	_____

<b>Model Rocketry Program</b> - number of units participating	1 each x ____	_____
<b>Wing Aerospace Bulletin Board</b>	3	_____
<b>Wing Aerospace Education Newsletters</b>	3 each x ____	_____
<b>Aerospace Education Articles Published</b>	2 each x ____	_____
<b>Monthly squadron AE activity reports submitted</b>		
50% or more	2 each x ____	_____
Less than 50%	1 each x ____	_____
<b>National Conference on Aviation and Space Education (NCASE)</b>		
• All Wing AE staff members in attendance	10	_____
• Two Wing AE staff members in attendance	5	_____
• One Wing AE staff member in attendance	2	_____
<b>Region / Wing Aerospace Education Conference / Symposium</b>		
• All Wing AE staff members in attendance	10	_____
• Two Wing AE staff members in attendance	5	_____
• One Wing AE staff member in attendance	2	_____
<b>Aerospace Education seminar(s) held in wing conference</b>	10	_____
<b>Wing Internal AE workshops/conferences</b>	10	_____
<b>External AE workshops conducted</b>	10	_____
<b>Unit Visitations (20 points max)</b>	2 each x ____	_____
<b>AE at encampment</b>	5	_____
<b>AE in Squadron Leadership Schools</b>	5	_____
<b>Activities in local schools (20 points max)</b>	2 each x ____	_____
<b>Activities with state agencies (briefing/support)</b>	5	_____
<b>Activities with other AE organizations(10 points max)</b>	2 each x ____	_____
<b>Award Nominations Submitted</b>		
• Crown Circle for Aerospace Education Leadership	15	_____
• A. Scott Crossfield AE Teacher of the Year	15	_____
• Frank G. Brewer Awards - each category (8 points max)	2 each x ____	_____
• Bonus: nominate in all Brewer categories	7	_____
<b>Recruiting Aerospace Education Members (AEMs)(max 50 pts)</b>	5 each x ____	_____
<b>Total Points Awarded</b>		
_____		
<p>This was revised from the wing activity form, which is used to tabulate the points. Programs are documented on the wing activity reports, wing plans of action, which are submitted to HQ CAP/LMA by February 15th of each year.</p>		

## Civil Air Patrol Squadron Aerospace Education Activity Report

- Squadron AEO completes this report; signed by the AEO and the squadron commander unless done electronically.
- Submit report to Wing DAE, postmarked by January 15.

Squadron \_\_\_\_\_ Charter # \_\_\_\_\_ Report Date \_\_\_\_\_

### AEO Information:

Name \_\_\_\_\_ CAPSN \_\_\_\_\_ Date assigned as AEO \_\_\_\_\_

Telephone - 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 DAE during preparation of the squadron 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 communicate, visit, or conduct AEO training in the squadron this year? \_\_\_\_\_

2. Yeager Award: Number of Yeager awards earned this year in the wing. \_\_\_\_\_  
 Total number of Yeager Awards held in unit \_\_\_\_\_  
 Total number of senior members currently assigned to the unit \_\_\_\_\_

3. 215 Specialty:  
 Number of members enrolled in the 215 Specialty Track this year. \_\_\_\_\_  
 Number completed 215T\_\_\_\_, 215S\_\_\_\_, 215M\_\_\_\_ this year. \_\_\_\_\_  
 Total number of 215 rated members in the unit. \_\_\_\_\_

4. Did the AEO attend the National Conference on Aviation and Space Education? (NCASE) \_\_\_\_\_

5. Did the squadron recruit any Aerospace Education Members (AEMs)? \_\_\_\_\_

6. How many AE programs did the unit present in state schools? \_\_\_\_\_  
 How many AE programs did the unit present to other outside organizations and groups? \_\_\_\_\_

7. Does each staff meeting include AE current events discussions? \_\_\_\_\_ How many this year? \_\_\_\_\_

8. Aerospace Education Excellence Award Program (AEX): Did your unit participate? \_\_\_\_\_  
 How many years has your unit participated in the AEX program \_\_\_\_\_

<p>9. Did the AEO attend the wing conference this year? _____</p> <p>Did the AEO attend or conduct an AE seminar at the wing conference? _____</p> <p>Did the AEO attend or conduct an AE workshop? _____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>10. Did the wing or any subordinate units submit Brewer Award nominations? _____</p> <p>Did the wing or any subordinate units submit Crossfield Teacher of the year nominations? _____</p> <p>Did the wing or any subordinate units submit Crown Circle Award nominations? _____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>11. Does the squadron have an AE bulletin board? (If room available or electronic) _____</p> <p>Does the squadron have a resource center or access to the wing resource center? (books, videos, study guides, articles, pictures, models) _____</p> <p>Does the squadron publish an AE newsletter? _____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>12. <u>Rocket Program</u>: Did your unit participate? _____</p>	<p>_____</p>
<div style="border: 1px solid black; height: 500px; width: 100%;"></div>	

## 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 II – CAP Senior Member

Category III – Individual or Organization (non CAP)

Category IV – Lifetime Achievement

NOMINEE / ORGANIZATION [Last Name, First Name, Initial]		Home Address (Street Number, City, State, Zip Code)		
Home Telephone Number		FAX Number		E-mail Address
CAPID Number <small>If current CAP member</small>	Date Joined CAP	CAP Grade	Unit Charter Number	Date Mitchell Award Earned <b>OR</b> Date of Yeager Award
JUSTIFICATION [Continue on reverse]:				
<p>Nominated by _____</p> <p style="text-align: center;">(Printed / Typed Name) <span style="margin-left: 200px;">(Signature)</span></p> <p>Nominator's Relationship to the Nominee _____</p> <p style="text-align: center;">Professional <span style="margin-left: 150px;">Personal</span></p> <p>Nominator's Address _____</p> <p style="text-align: center;">City <span style="margin-left: 150px;">State</span> <span style="margin-left: 100px;">Zip Code</span></p> <p>Telephone _____</p> <p style="text-align: center;">Business <span style="margin-left: 50px;">Residence</span> <span style="margin-left: 50px;">FAX</span> <span style="margin-left: 100px;">E-Mail Address</span></p>				

**CAP FORM 25, JAN 05**

**PREVIOUS EDITIONS WILL NOT BE USED**

**OPR/ROUTING: LMA**

**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 OR ORGANIZATION (NON CAP):** Nominees may include educators, state aviation officials, fixed base operators, state superintendents of public instruction, members of the armed forces, members of Congress, or elementary or secondary schools, colleges and universities, airlines, aircraft industries, flying schools, governmental agencies, associations or other individuals or organizations who have performed a noteworthy aerospace achievement or made significant contributions to the aerospace field over a continuous period of up to ten years. Nominee should have a strong involvement in CAP but not be a member.

**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]:



# A. SCOTT CROSSFIELD

## To the Classroom Teachers of America:

It is again time to announce that nominations for the A. Scott Crossfield Aerospace Education Teacher of the Year Award are open. This award for a classroom teacher is in memory of the public school teachers who so wondrously influenced my whole life. It is dedicated to the past recipients, who in addition to having proven their dedication and worth to aerospace education, have all gone on to greater contributions of major significance. The objective is to recognize and reward aerospace education teachers for outstanding accomplishments in aerospace education and for their dedication to the students they teach.

Our aerospace future is in today's classrooms in your hands. This we honor.

With warmest regards and respect,

## Purpose, Qualifications, and Award

**Purpose:** The A. Scott Crossfield Aerospace Education Teacher of the Year Award (the Crossfield Award) is presented to recognize and reward aerospace education teachers for outstanding accomplishments in aerospace education and for possessing those honorable attributes we expect from American Teachers.

**Award Elements:** Recipients receive a \$1,000 cash stipend, membership in the Crown Circle of the National Conference on Aviation and Space Education (NCASE), and free room and registration at all future NCASEs.

**Qualifications:** Nominees must be classroom teachers from grades kindergarten through twelfth from any public, private, or parochial school. Nominees must either teach aerospace education\* as a subject or use aerospace education to enrich the teaching of traditional subjects. Although the Crossfield Award is an annual award presented to a teacher, the accomplishments of the nominee need not be limited to the year for which the award is given. The award recognizes dedicated and talented aerospace education teachers who:

1. Set high standards for students and demand excellence in student performance.
2. Strive to improve their personal academic competence and teaching ability.
3. Perform their teaching duties in an exemplary manner, resulting in admiration by students.
4. Demonstrate creativity in developing and utilizing materials to enhance the teaching of aerospace.
5. Maximize student involvement and classroom activities to improve student learning or create and develop a one-time project or program of such significance that it has a major impact on the teaching of aerospace education.

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

Complete the reverse side of this form as instructed and mail with completed package as directed.

## A. Scott Crossfield Aerospace Education Teacher of the Year Nomination Form

\_\_\_\_\_  
Name and Title of Nominee

NOMINEE: Last Name - First Name - Middle Initial		Home Address - City - State	
Home Phone	Office Phone	FAX	E-mail

**Formal Education:**

College/University	Dates Attended	Degree	Field of Study

Present Occupation (Provide title, name and address of school, grade level and / or discipline)

\_\_\_\_\_

Nominated By \_\_\_\_\_ Signature \_\_\_\_\_  
Type or Print Name

Nominator's Address \_\_\_\_\_  
Residence - City - State - Zip Code

Business Phone \_\_\_\_\_ Residence Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail Address \_\_\_\_\_

On separate letterhead stationery or continuation sheet, please provide the following essential nominee information. Keeping in mind the selection criteria, attach any additional documentation and /or materials you choose to enhance your nomination.

1. Your personal letter describing why your nominee deserves to receive this award.
2. A letter of endorsement of your nominee by their school principal, on school letterhead.
3. List your nominee's previous teaching positions, including schools, dates, levels and/or disciplines.
4. Honors and awards received by your nominee.
5. A synopsis (250 words maximum) of your nominee's efforts toward self-improvement.
6. A synopsis (250 words maximum) of your nominee's community involvement.

After completing this package, mail to:

Headquarters, Civil Air Patrol/LMA  
 105 South Hansell Street/ Building 714  
 Maxwell Air Force Base, Alabama 36112-6332

**Nomination packages must be received no later than 1 February.**  
**Nominations should include a notebook of documentation and should substantially address ALL listed areas and criteria.**

**The National Conference on Aviation and Space Education**  
***CROWN CIRCLE FOR***  
***AEROSPACE EDUCATION LEADERSHIP***  
**Nomination Form**



Nominees for induction into the National Conference on Aviation and Space Education Crown Circle for Aerospace Education Leadership are accepted and considered by the Conference Director and a select committee, which will also be the selection authority. Any individual, organization, association, college, university, school system, governmental agency, or industry may be nominated for this honor. Anyone may submit a nomination.

Nominees are evaluated according to the following criteria:

- Demonstrated involvement in, and commitment to Aerospace Education
- Outstanding leadership in aerospace education, locally, nationally, or internationally
- Performance over an extended term (years), at a high level, and of great quality

Nominations must be typewritten, documented, and have the approval of the nominee. **The nominee must agree to be present for the award ceremony if chosen for induction.** Accompanying the nomination should be a biographical sketch and a photograph of the nominee.

Nominations should be submitted to:

**National Conference on Aviation and Space Education**  
**National Headquarters, Civil Air Patrol**  
**105 South Hansell Street, Building 714,**  
**Maxwell Air Force Base, Alabama 36112-6332**

**NOMINATIONS MUST BE POSTMARKED BY JANUARY 1**  
**Nominations should include a notebook of documentation and should substantially address ALL listed areas and criteria.**

--

Name and Title of Nominee

Nominee's Name - Address - City - State - Zip Code
--

Home Phone	Office Phone	FAX	E-mail
------------	--------------	-----	--------

Justification (Continue on 8 1/2 X 11 plain bond paper)
---

Nominated by: (Print or Type Name)	Signature
------------------------------------	-----------

Nominator's address - Address - City - State - Zip Code
---

Nominator's Home Phone	Office Phone	FAX	E-mail
------------------------	--------------	-----	--------



Visit our website at:  
[www.cap.gov](http://www.cap.gov)