



## NATIONAL HEADQUARTERS CIVIL AIR PATROL

### CAP REGULATION 280-2

3 JUNE 2014

#### Aerospace Education

### CIVIL AIR PATROL AEROSPACE EDUCATION MISSION

This regulation defines the Civil Air Patrol (CAP) Aerospace Education (AE) program. It authorizes AE staff positions and provides for selection, orientation, and training of CAP AE officers. It defines internal and external AE programs and prescribes eligibility, selection criteria, and nomination procedures for national aerospace awards. It outlines reporting requirements for annual plans and reports. Further information concerning the implementation, procedures, and deadlines of these provisions is available in CAP Pamphlet (CAPP) 15, *Aerospace Education Officers' Handbook*.

#### SUMMARY OF CHANGES.

This revision states that every wing will have an assigned Director of Aerospace Education (DAE) and that every unit will have an internal and external AE program. This revision adds information about some of the AE products and programs and outlines important deadlines for award nominations, AE plans of action and reports. It revises the order of paragraphs to better organize the progression of awards. This revision deletes the requirement for AE national mission award winners, thereby bringing AE in line with the other CAP mission awards. **Note: This regulation is revised in its entirety.**

#### 1. General:

a. The authority for CAP's aerospace education and training mission is derived from Title 36 of the United States Code, Section 40302. The law states that among the organization's purposes are to provide an organization to encourage and aid citizens of the United States in contributing their efforts, services, and resources in *developing aviation* and in *maintaining air supremacy* and to provide *aviation education and training* to all its members.

b. CAP aerospace education programs implement the AE mission's goals and objectives. These AE programs provide an understanding and appreciation of aviation and space exploration in our world. Aerospace education communicates knowledge, skills, and attitudes relating to aerospace activities and the total impact of air and space technology upon society.

c. CAP members are encouraged to share their knowledge of aerospace with other CAP members and the general public. Using appropriate forums on formal occasions and during informal contacts, they should communicate AE concepts and promote aerospace education activities. Additionally, CAP members should be informed on aerospace developments and issues, and they should expand their knowledge through personal education and research.

2. **Aerospace Education.** CAP units will have both an internal and an external aerospace education program. The internal program provides aerospace education to members. The external program provides aerospace education to the general public and teachers. Aerospace

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Education, both internally and externally, promotes science, technology, engineering, and math (STEM)-related topics and promotes the continuing development of aerospace supremacy.

**a. Internal Aerospace Education Program.** The Internal AE Program provides basic aerospace knowledge to both senior and cadet members.

**(1) Active Adult Members.** The Aerospace Education Program should be an integral part of every member's CAP experience. Commanders and Aerospace Education Officers (AEOs) are expected to assume leadership roles in AE, in both the internal and external programs. Listed below are elements of the internal AE program:

**(a) Aerospace Education Activities.** AE's internal program contains many varied components, such as products, programs, and resources that can be used to educate and train CAP members to help expand their knowledge of aerospace. These resources can be found either on the CAP AE website or in CAPP 15, *Aerospace Education Officers' Handbook*. Every member should choose to participate in some of these aerospace programs and activities.

**(b) Yeager Test.** This element is a self-paced study based on the CAP text, *Aerospace: The Journey of Flight*. All active adult members have the responsibility to read and become knowledgeable about the content of this text. Once members are ready to take the Yeager test, they have two options; open book or closed book. Members are encouraged to take the test on-line through CAP's Learning Management System, or they may opt to take a paper test at their unit. For more information about the Yeager testing procedures, refer to CAPP 15, *Aerospace Education Officers' Handbook*. After successful completion of the test, members will receive the Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award and are authorized to wear the Yeager Award ribbon.

**(c) Aerospace Education Management Skills Development (CAPP 215, *Aerospace Education Officer Specialty Track Study Guide*).** This element involves the education and training of unit AEOs. The CAPP 215 specialty track publication, developed specifically for AE staff professional growth, is available on the CAP website. The specialty track consists of three ratings: technician, senior, and master. All three ratings are evaluated by three requirements: knowledge, performance, and service. When the master specialty track rating is earned and the CAP member is serving or has served as an AEO, as certified by the commander, the CAP member will be awarded the A. Scott Crossfield Award and is authorized to wear the Crossfield ribbon. For more information on the AE specialty track and the Crossfield award refer to CAPP 215.

**(2) Cadet Members.** Aerospace education is a major part of the cadet program. Cadets study aerospace books and perform hands-on aerospace activities in their unit or by themselves. Cadets must complete formal aerospace education requirements to progress through the various achievements of the cadet program. Cadets must complete staff duty analyses, one of which is Aerospace Education Officer, and serve as aerospace education mentors to other cadets. CAP Regulation (CAPR) 52-16, *Cadet Program Management*, defines the cadet program and outlines the aerospace education requirements.

**b. External Aerospace Education Program.** The External AE Program represents CAP's outreach to the general public and to schools. Improving the general public's understanding of aerospace and its importance to our society is part of CAP's AE mission. It is accomplished by CAP's academic programs and products and through contacts between CAP members and their communities.

**(1) Aerospace Education Member (AEM).** AEM is a special membership category open to educators or any reputable individual or organization that has a desire to promote the

aerospace education objectives and purpose of CAP. AEMs have access to CAP AE products. (See CAPR 39-2, *Civil Air Patrol Membership*, for more information.) The CAPF 13, *CAP Aerospace Education Membership Application*, is used to enroll into the AEM category or go to [www.capmembers.com/joinaem](http://www.capmembers.com/joinaem) and join on-line. AEMs promote aerospace education to their students, peers and the general public.

**(2) Aerospace Education Workshops.** CAP makes an outstanding contribution to the educational system by supporting aerospace education workshops in school systems and colleges throughout the country. These workshops are designed to provide educators with a basic knowledge of aerospace and can be a part of an educational institution's course of study.

**(3) Aerospace Education in Local Schools and Other Community Organizations.** CAP members can cooperate with schools and other community organizations by promoting aerospace education efforts; providing aerospace education units of instruction; assisting with materials, personnel and arranging field trips.

**(4) Aerospace Education Materials.** CAP has numerous educational materials to enhance and supplement academic curricula. These materials are available to educators and community organizations, as well as to AEOs and other CAP members. More information on these materials is available on the CAP AE website.

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

### **3. AE Products and Programs.**

**a.** AE has several products and programs available to its members to help increase their knowledge of aerospace and provide them with materials to share with other CAP members and the general public. A complete listing of the products and programs can be found on the CAP AE website and in CAPP 15; however, here are a few examples:

**b. Aerospace Education Excellence (AEX) Program.** The AEX program is an educational standards-based, hands-on, inquiry-based learning tool that provides aerospace, aviation, space, and STEM-related activities to our members. It is both a participation and award program. Members can use the AEX books and all of the other AE products to conduct AE activities and satisfy the requirements of the AEX award. For more detailed guidance on the AEX program, go to the AE website or to CAPP 15.

**c. Model Rocketry Program.** The Model Rocketry program is designed to introduce CAP members to model rocketry and to increase their knowledge and interest in rocketry. The program consists of rocket history, rocket science, and the safe building, launching and recovery of rockets. Members progress through three phases of written and hands-on activity requirements. Successful completion of the program and its performance requirements are in accordance with the CAP Model Rocketry module, which is available on the AE website or on eservices. CAP AE also has an Advanced Model Rocketry program that contains two phases. For more information about the Model Rocketry and Advanced Rocketry programs, refer to the respective modules located on the AE website or in eservices.

**d. Teacher Orientation Program (TOP) Flight.** The TOP Flight program provides the opportunity for teachers to experience the thrill of flying with an orientation flight in a CAP aircraft. Not only do the teachers receive a flight, but they also get to share that exciting

experience later with their students. Much coordination needs to take place for a TOP Flight to be well executed. The teachers, an AE wing contact, the pilot or pilots, and the wing commander all must be involved to ensure a successful TOP Flight. An overview of the program and the necessary procedures can be found in the TOP Flight Handbook located on the AE website.

**4. Aerospace Education Positions.** Aerospace education staff positions are authorized at region, wing, group and squadron levels (see CAPR 20-1, *Organization of Civil Air Patrol*). Positions are filled by organizational unit commander appointment. Every wing will appoint a Director of Aerospace Education (DAE). AE leadership positions that will be filled include: Region level - Deputy Chief of Staff/Aerospace Education (DCS/AE); Wing level - Director of Aerospace Education (DAE); and Group/Squadron levels - Aerospace Education Officer (AEO). For units without an assigned AEO, the unit commander must assume the responsibility. AEOs at all command levels from squadron through region are responsible for helping to successfully execute the internal and external programs of Aerospace Education.

**5. Aerospace Education Awards.** AE awards can be divided into two general categories – earned and nominated. Earned awards result from a member completing activities, performing duties, or taking tests. Nominated awards result from a nomination package being submitted on behalf of an individual. Any CAP member may nominate an individual for an award at any command level, but only one award recommendation will be forwarded through the chain of command to the next higher level.

**a. Earned Awards:**

(1) **AEX Award Program.** Each participant who successfully completes the requirements of this program will receive a completion certificate.

(2) **Brigadier General Charles E. “Chuck” Yeager Award.** This award is based on the successful completion of the Yeager test, which is described in paragraph 2 of this regulation and further described in CAPP 15. It is also discussed in CAPR 39-3, *Award of CAP Medals, Ribbons and Certificates*. After successful completion of the test, members are authorized to wear the Yeager Award ribbon. Members who earned the Spaatz Award as a cadet may be credited with completion of the Yeager test and are authorized to wear the Yeager Award ribbon. These Spaatz Award winners can go to CAPR 50-17, *CAP Senior Member Professional Development Program*, for information on how to initiate action to receive the Yeager Award credit.

(3) **A. Scott Crossfield Award.** The Crossfield Award is awarded by National Headquarters (NHQ) to members who have earned the master level rating in the aerospace education specialty track and served as an aerospace education officer. Once successful completion of this award is confirmed by the Commanders’ Certification Checklist, NHQ will send the A. Scott Crossfield Award certificate to the individual and the member will then be authorized to wear the Crossfield ribbon. If the commander desires that the certificate be sent to the unit for a special presentation, please indicate that request on the Commander’s Certification Checklist, and the certificate will be sent to the unit instead of the individual. More information about the Crossfield Award is contained in CAPP 215, *Aerospace Education Officer Specialty Track Study Guide*, and CAPR 39-3.

(4) **Aerospace Education Mission Awards.** The AE Mission Award identifies the best wing in aerospace education in each region. The AE Mission Award is based on information submitted by the wings to NHQ/AE using the Wing AE Activity Report. The contents of the activity report will be evaluated in four major AE mission areas; staffing, internal

programs, external programs and AE Plan of Action (AEPOA). Details regarding the deadlines for submission of the annual Wing AE Activity Report can be found in paragraph 7 of this regulation. Additional information on the grading criteria can be found in CAPP 15, *Aerospace Education Officer's Handbook*. NHQ/AE will determine the wing winner from each region based on all wings submitting reports.

**b. Nominated Awards:**

**(1) Frank G. Brewer-Civil Air Patrol Memorial Aerospace Awards.** The Brewer awards are presented in commemoration of Frank G. Brewer, Sr. and his lifelong interest in aviation, youth and education. Recognition is given to individuals and organizations that have made outstanding contributions to the advancement of youth in aerospace activities. The four award categories and the selection criteria for each are covered on the nomination form, CAPF 25, *Frank G. Brewer CAP Memorial Aerospace Award*, found in CAPP 15, *Aerospace Education Officers' Handbook*. Procedures for submitting nominations and the associated deadlines are also found in CAPP 15. Each command level should forward their single selection in each category to the next higher level according to the nomination deadlines noted in paragraph 5b(5).

**(2) Major General Jeanne M. Holm Civil Air Patrol Aerospace Education Officer of the Year Award.** This award was established to recognize and reward outstanding performance in aerospace education by CAP Aerospace Education Officers assigned duties at the squadron, group, wing, or region levels. More information about the qualifications and the nomination procedures can be found in CAPP 15. Each command level should forward their single selection to the next higher level according to the schedule noted in paragraph 5b. (5).

**(3) Civil Air Patrol Aerospace Education Teacher of the Year Award.** The Civil Air Patrol Aerospace Education Teacher of the Year Award is a national level award established to recognize and reward any Civil Air Patrol member who is a certified teacher for outstanding accomplishments in Aerospace Education. More information about the qualifications and the nomination procedures can be found in CAPP 15. Each command level should forward their single selection to the next higher level according to the schedule noted in paragraph 5b. (5).

**(4) Air Force Association's (AFA) Aerospace Education Cadet of the Year Award.** The AFA sponsors this award recognizing a CAP cadet for outstanding aerospace education contributions. The deserving cadet winner will have made significant contributions by promoting AE within CAP and the local community. More information about nomination procedures can be found in CAPP 15. Each command level should forward their single selection to the next higher level according to the schedule noted in paragraph 5b. (5).

**(5) Important dates for all the award nominations mentioned in paragraph 5b.**

**(a)** For wings with group-level organization:

- 1** Squadron nominations are due at Group by 15 Nov
- 2** Group nominations are due at Wing by 15 Dec
- 3** Wing nominations are due at Region by 15 Jan
- 4** Region nominations are due at NHQ/AE by 15 Mar

**(b)** For wings without group-level organization:

- 1** Squadron nominations are due at Wing by 15 Nov
- 2** Wing nominations are due at Region by 15 Jan
- 3** Region nominations are due at NHQ/AE by 15 Mar

## **6. Reporting Requirements for an AE Plan of Action.**

**a.** Each squadron will develop an annual AE Plan of Action (AEPOA) and forward it to their next higher headquarters for approval not later than 15 October. See paragraph 6c for submission deadlines and approval dates. After command approval, the wings will forward the consolidated AEPOA to the region. Consult CAPP 15, *Aerospace Education Officers' Handbook*, for guidance on how to develop an AEPOA. After region commander approval, an informational copy of the wing POA will be forwarded to NHQ CAP/AE by region headquarters.

**b.** The AE Plan of Action will be sent through the chain of command for approval and implementation. Although regions are not required to formally develop a region AEPOA, an informal region plan should be developed to assist subordinate commanders in successfully accomplishing the CAP AE mission. In this regard, the region commander, and especially the region DCS/AE, are key participants in providing advice, assistance, and leadership.

**c.** Important dates for AEPOAs to be forwarded to the next higher headquarters.

**(1)** For wings with group-level organization:

- (a)** Squadron AEPOAs are due at Group by 15 Oct
- (b)** Group AEPOAs are due at Wing by 15 Nov
- (c)** Wing AEPOAs are due at Region by 15 Jan
- (d)** Region sends Wing AEPOAs to NHQ/AE by 15 Feb

**(2)** For wings without group-level organization:

- (a)** Squadron AEPOAs are due at Wing by 15 Oct
- (b)** Wing AEPOAs are due at Region by 15 Jan
- (c)** Region sends Wing AEPOAs to NHQ/AE by 15 Feb

## **7. Reporting Requirements for an AE Activity Report.**

**a.** Each squadron, group, and wing will complete an annual AE Activity Report by 15 October, which will contain all of the information pertaining to aerospace activities that occurred during the past fiscal year. It is recommended that the information be documented quarterly and compiled annually. Instructions on how to complete the AE activity report are explained in CAPP 15 *Aerospace Education Officers' Handbook*.

**b.** The AE Activity Report will be sent through the chain of command as shown in paragraph 7c. The wings will also send a copy of their activity report to NHQ/AE to be evaluated for AE mission awards.

**c.** Important dates for the AE Activity Report to be forwarded to higher headquarters.

**(1)** For wings with group-level organization:

- (a)** Squadron AE Activity Reports are due at Group by 15 Oct
- (b)** Group AE Activity Reports are due at Wing by 15 Nov
- (c)** Wing AE Activity Reports are due at Region by 15 Jan
- (d)** Region sends Wing AE Activity Reports to NHQ/AE by 15 Feb

- (2)** For wings without group-level organization:
  - (a)** Squadron AE Activity Reports are due at Wing by 15 Oct
  - (b)** Wing AE Activity Reports are due at Region by 15 Jan
  - (c)** Region sends Wing AE Activity Reports to NHQ/AE by 15 Feb

CHARLES L. CARR, JR.  
Major General, CAP  
Commander