

The AE 10- Tab Notebook



NHQ / AE



The AE Notebook

- Technician Rating Training of AE Specialty Track CAPP 50-2 is focused upon introducing the beginning AEO to the construction of the AE Notebook comprised of either:
 - 10 tabs in a 3-ring binder or
 - Electronically using 10 storage folders on the squadron's CAP computer

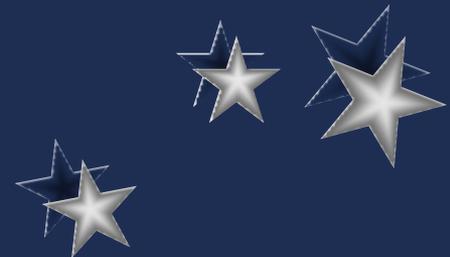
Construct the AE Notebook



TAB 1

- **AEO Appointment**
 - CAPR 50-1, para 2
 - CAPR 20-1 (i), pp. 33-34
 - CAPR 35-1, para 1-3, a,b,c

- **Documentation**
 - CAPF 2a or
 - Personnel Authorization or
 - in eServices records





New Members

Required Activities – eServices

- Complete Level I training (CAPR 50-17, chap 3)
 - Safety – initial and monthly
 - Security Awareness/OPSEC
 - Equal Opportunity Training
 - Cadet Protection Program Training
- Select AE Specialty Track CAPP 50-2 & CAPR 50-17, chap 4-2b, c & d



Tab 2

- **AE Specialty Track CAPP 50-2**
 - CAPR 50-1, para 7.2
 - CAPP 50-1, chap 2
 - CAPR 50-17, para 4-2 & page 29
 - CAPR 35-1, para 1-2b

Documentation of rating achievements





Professional Development

AE Specialty Track

CAPP 50-2

Three ratings

Technician

Senior

Master

Requirements

Knowledge

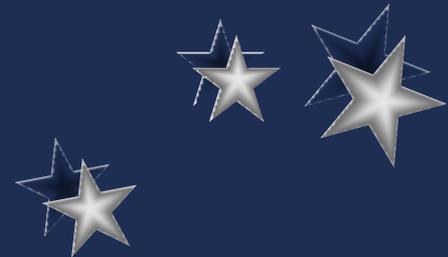
Performance

Service



Specialty Track Guidance

If your primary assignment is as an Aerospace Education Officer and you do not hold a master level rating, regulations require you to be training in this specialty track.





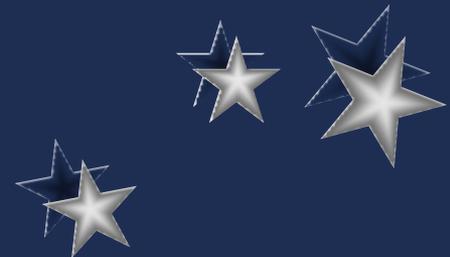
Regulations and Resources

CAPR 50-1

CAPP 50-1

CAPP 50-2

CAPR 50-17, chapters 3 & 4

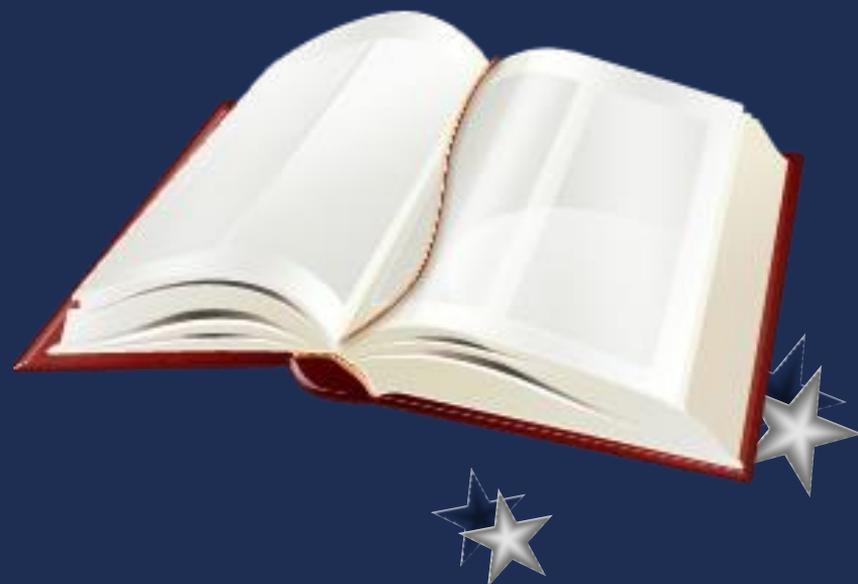




Terminology

CAPP 50-1

CAPR 50-1



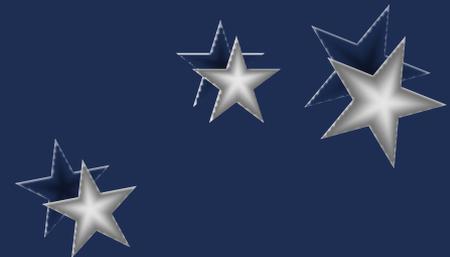


Duties & Responsibilities of an AEO

CAPR 50-1

CAPR 20-1(i), p. 31-33

CAPP 50-1, chap 2

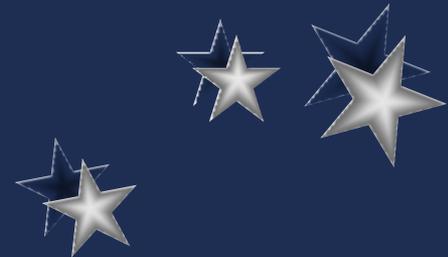




Tab 3

AE Programs & Products

- **Best way to promote AE & STEM**
- **Over 40 curricula products**
- **K-12 and beyond**
- **Meets national educational standards**
- **AE/STEM related**
- **Contain hands-on activities**
- **Career emphasis**





AE Products

- *Aerospace Dimensions* – cadets
- *Aerospace: The Journey of Flight* – cadets (Phase III and IV), adult CAP members & general public
- Model Rocketry Program – cadets
- Aerospace Education Excellence (AEX) Award Program – CAP units & AEMs



More Products

Robotics

Systems Tool Kit (STK)

Cyber Security

Advanced Rocketry

Advanced Math

MARC I & II

Astronomy/Astronomy Activities

Unmanned Aerial Systems

Women in Aviation I

CAP-TERS

AE for the Very Young





More Products

- **AEX for Middle School**
 - **Life Sciences**
 - **Physical Sciences**
 - **Earth & Space Sciences**
-

Revising/Updating/Developing

- ***The Journey of Flight***
- ***Aerospace Dimensions***
- **AEX Program Modules**
- **Women in Aviation II**
- **Reviewing others**





AE STEM Kits

Status

- Great program; great outreach
- More funds coming in FY19
- Probable expansion in kit choices
- Probably more kits per order
- New eServices feature
 - AE STEM Kit Learning Communities
 - contains welcome letters, tip sheets, curriculum, certificates, pre/post tests, evaluation link, & safety procedures



AE STEM Kits

Application

<https://www.capnhq.gov/CAP.STEM.Web/dules/Application.aspx>

After spending at least 6 hours with kit complete the evaluation and then order another kit.

Evaluation

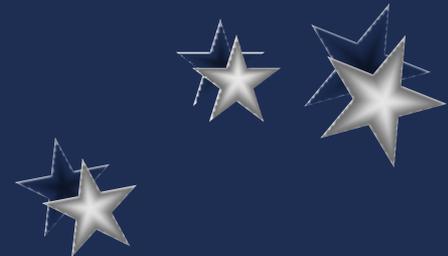
<https://www.capnhq.gov/CAP.STEM.Web/Modules/Evaluation.aspx>



AE Projects

Diversity

- **Pentagon**
 - Pentagon diversity events
 - CAP mentors/instructors
- **Boy Scout National Jamboree**
 - CAP shared tent with AF – demo STEM kits
 - over 3000 Boy Scouts visited
 - over 500 leaders
 - 125 leaders joined CAP as AEMs
 - impacts 6,000 scouts





Websites

NHQ - ae.capmembers.com

Contains all pertinent information on AE products, programs and projects

➤ **A Fresh Look**

★ **Easy access**

★ **Tools and resources**

★ **Member participation and interaction**

★ **Social Media**

vsmith@capnhq.gov



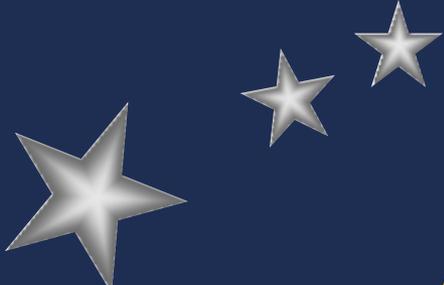
Tab 4

- **AEX Program and AE STEM Kits**
 - CAPR 50-1, para 8
 - CAP AE Webpages
 - CAPP 50-1, chap 3 & 4

Documentation

- registration & completion certificate
- emails between NHQ and Squadron





AEX

AE Excellence Awards

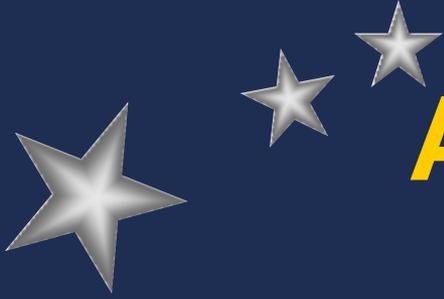
- Hands-on, interactive program designed to support teaching AE & AE STEM concepts in the classroom
- Six activities & 2-hour AE day
- At completion, students earn certificates & classroom or unit receives plaque
- Activity books, K-5 & 6-12 offers wide variety of lessons that meet National Standards, AE STEM Kits or other resources to fulfill requirements
- Participation & Award Program





AEX – Record Keeping

- **AEX activities: Oct 1 – Sep 30 each year**
- **Squadrons and AEMs must register by going into eServices and selecting “Apply for AEX.” For units, this should be done by AEO, DAE or commander**
- **NEW!: Squadrons and AEMs may go into eServices and enter each of the 6 AEX lessons, plus the 2-hour activity as each is completed.**



AEX – Record Keeping (continued)



-
- **Once all required activities have been fulfilled, then submit the AEX Award Report. Email confirmation will be sent**
 - **NEW!: If the member who first entered the AEX activities is unable to complete the AEX Award Report, the successor will be able to complete the report.**
 - **After NHQ/AE has approved your award, you will receive your certificates and plaque within 3 wks.**
- 



Tab 5

- **Aerospace Education Members (AEMs)**
 - CAPR 50-1, para 6
 - CAP AE Webpages
 - CAPP 50-1, chap 5
- **Aerospace Connections in Education (ACE)**
 - CAP AE Webpages
 - CAPP 50-1, chap 5
- **Teacher Orientation Program (TOP) Flights**
 - CAPR 50-1, para 8
 - CAP AE Webpages
 - CAPP 50-1, chap 5





AEMs

Aerospace Education Members

CAPR 50-1, para 8, CAP AE Webpages & CAPP 50-1, chap 5
(There are currently over 3600 AEMs.)

\$35 membership fee, AEMs receive:

- **Membership card**
- **Membership certificate**
- **Free annual membership renewal**
- **K-12 curriculum & activities available for classroom use**
- **Access to “Members Only” materials on eServices**
- **Access to many free programs for members such as:**
 - ACE – Aerospace Connections in Education**
 - AEX – Aerospace Education Excellence Program**
 - AFA – Grants opportunities**
 - AE STEM Kits - opportunities**
 - TOP Flights – Teacher Orientation Program flights**





ACE

Aerospace Connections in Education (ACE)

- K-6 AE program for AEMs
- Grade-specific lesson plans
- Covers academics, character education & physical fitness revolving around AE theme
- Over 34,000 kids and over 600 teachers in 210 schools in 48 states
- Great intro to AE, STEM & CAP
- Great precursor for cadet programs



TOP Flights

CAPR 50-1, para 8, CAP AE Webpages & CAPP 50-1

- **Teacher Orientation Program (TOP) Flight**
- **Teacher must be AEM or Senior Member to fly**
- **Check with CAP/AE for available funds**
- **DAE/AEO coordinates flight with teachers**
- **DAE/AEO finds squadron with available aircraft & pilot; pilot enters flight into WMIRS**
- **Pilot must be commercially rated with class 2 physical**
- **Flights similar to cadet O'Flights**





Tab 6

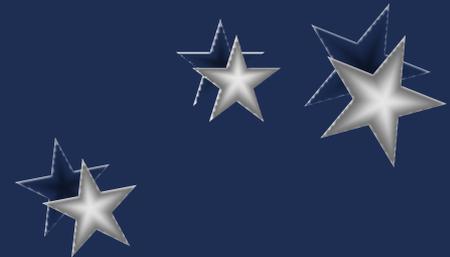
- **AE Awards**
 - **Earned – CAPR 50-1, para 9**
CAPP 50-1, chap 6
 - **Nominated – CAPR 50-1, para 9**
CAPP 50-1, chap 6

Documentation – records & nominations



AE Awards - Earned

- **AEX Award Program**
- **Yeager Award**
- **Crossfield Award**
- **AE Mission Award**





Yeager Award

CAPR 50-1, para 9.1.2.

CAPP 50-1, chap 6

CAPP 50-2



The Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award is earned for successful completion of a knowledge test based upon *Aerospace: The Journey of Flight.*



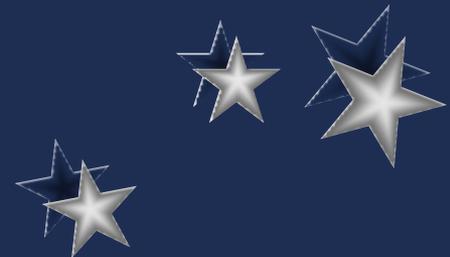
Yeager Award Testing

CAPR 50-1, para 9

CAPP 50-1

CAPP 50-2

**Online test is located in eServices' Learning
Management System**

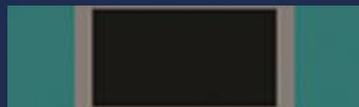




Crossfield Award

CAPR 50-1, para 9

CAPP 50-1



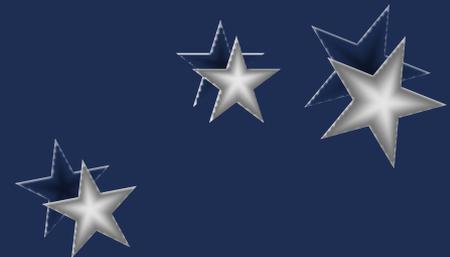
The A. Scott Crossfield Award is earned by members who have successfully completed the master rating in AE specialty track.

The certificate is issued by National Headquarters (when proper attachment from AE specialty track has been sent to NHQ).



SQ AE Achievement Award

- CAPR 50-1, para 9.1.4. & attachment 5
- CAPP 50-1, chap 6



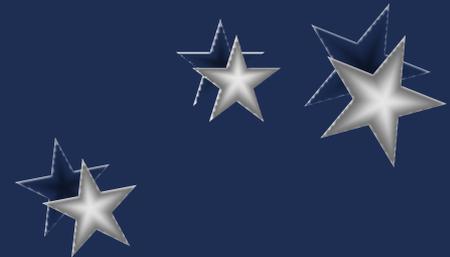


Aerospace Education Mission Awards

CAPR 50-1, para 9

CAPP 50-1, chap 6

RECOGNIZES The Top AE Wing in each Region





Aerospace Education Mission Awards

Selection is based on Region Commander's evaluation of Wing Activity Report and any other criteria the commander deems pertinent.

It is recommended that the Region Commander include the Region Deputy Chief of Staff for AE in the decision process.

Activity Reports from Squadrons, Groups & Wings are submitted through each higher headquarters channels to the Region DCS/AE by 15 Feb and to NHQ by 15 Mar.



AE Awards - Nominated

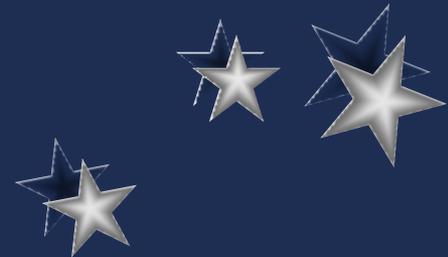
Brewer

AEO of the Year

AE Teacher of the Year

AFA AE Cadet of the Year

Use a CAPF 120 cover sheet for all nominations





Brewer Awards

CAPR 50-1, para 9; CAPP 50-1, chap 6

CATEGORY I / CATEGORY II --- CADETS / SENIORS

- for accomplishments in the previous fiscal (October – September) year

CATEGORY III --- INDIVIDUAL or ORGANIZATION (NON-CAP)

- for accomplishments over a continuous period of up to ten years

CATEGORY IV --- LIFETIME ACHIEVEMENT

- for accomplishments over a period of more than twenty years



Important dates for ALL NOMINATIONS mentioned in CAPR 50-1, attachment 2





AEO of the Year

CAPR 50-1, para 9

CAPP 50-1, chap 6



This award was established to recognize and reward outstanding performance in aerospace education by CAP Aerospace Education Officers assigned duties at the flight, squadron, group, wing or region levels.



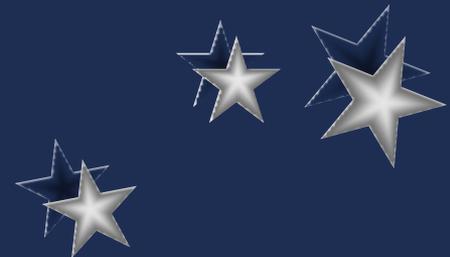


AE Teacher of the Year

CAPR 50-1, para 9

CAPP 50-1, chap 6

This is a national level award established to recognize and reward any Civil Air Patrol member (AEM or Senior Member) who is a certified teacher for outstanding accomplishments in Aerospace Education and for possessing those honorable attributes we expect from American teachers.





AFA AE Cadet of the Year

CAPR 50-1, para 9

CAPP 50-1, chap 6

This award recognizes a CAP cadet for outstanding aerospace education contributions. This is an annual award that goes to the most deserving cadet who has made significant contributions by promoting aerospace education within CAP and the local community.



Other Awards and Decorations

CAPR 39-3

CAPP 39-3

CAPF 120

- **Distinguished Service Medal**
- **Exceptional Service Award**
- **Meritorious Service Award**
- **Commander's Commendation Award**
- **CAP Achievement Award**

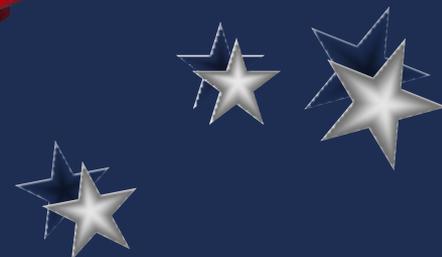




Tab 7

- **Budgets, Grants and Funding**

- CAPR 173-4
- CAPP 50-1, chap 7
 - Grants
 - Donations
 - Fundraising
 - Command Approval





AFA/CAP Unit Grants

CAPP 50-1, chap 7

AFA unit grants

- **Summer & winter cycles - \$5,000 each cycle**
- **\$250 per unit**
- **Application deadlines**
 - **Summer – June 30th**
 - **Winter – December 31st**





AFA/CAP AEM Grants

- CAPP 50-1, chap 7
- AFA school grants
 - Spring & Fall cycles - \$5,000 each cycle
 - \$250 per grant
- Application deadlines
 - Spring - March 31st
 - Fall - September 30th



Tab 8

- **AE Plan of Action (AEPOA)**
 - **CAPR 50-1, para 10**
 - **Online through eServices**

Applies to all squadrons, groups, & wings

Documentation online through eServices

- **CC approvals**



AE Plan of Action (AEPOA)

Yearly plan for conducting AE

Developed by – Squadron, Group, and Wing

Covers all aspects of AE program

Documents record of planned accomplishments

Signed by CC at that level

Forwarded to next higher command level





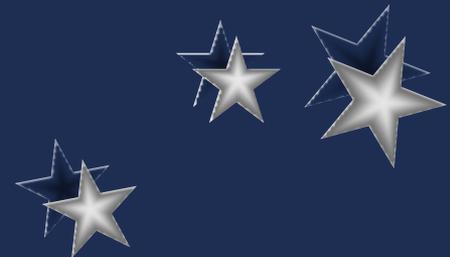
AE POA

- **Due Dates: (Dependent on Wing Structure)**
See CAPR 50-1, attachment 2



Tab 9

- **AE Annual Activity Report**
 - CAPR 50-1, para 11
 - Online through eServices
- **Documentation**
 - AE Activity Report completed
 - CC approvals
 - Filed online





AE Activity Report

- **Includes all aspects of the Wing Aerospace Education program & must be documented**
- **Determines recognition for AE mission awards**
- **Submit copies: (Dependent on Wing Organization)
See CAPR 50-1, attachment 2**



Tab 10

- **Inspections**
 - CAPR 20-3
 - Inspection Guides
- **Documentation**
 - Unit AE Notebook Book
 - Copies of previous inspection results



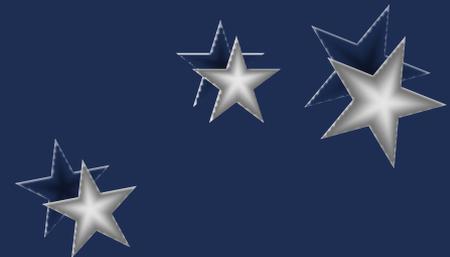


Inspections – Why?

The Air Force wants complete accountability for all CAP programs.

How is the money being used?

Are CAP programs being effectively administered?





Inspections – Who?

CAPR 20-3

CAPR 50-1, attachment 1

- **outlines the requirements for inspections**
- **units to be inspected**
Flights, Squadrons, Wings
- **units below Wings are referred to as “Subordinate Units” and the inspections are called SUIs**

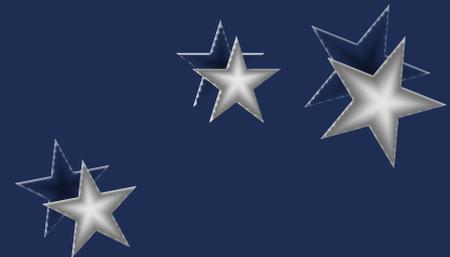


Inspections – When?

SUI – every 24 months

Subordinate Units must conduct a self assessment 12 months after an SUI

CI – approximately every 48 months





Subordinate Unit Inspection – SUI

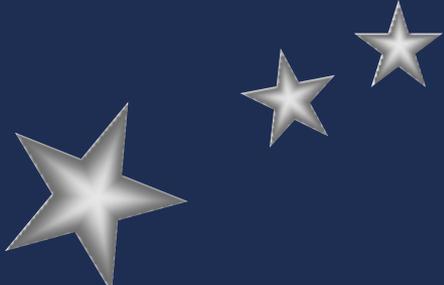
CAPR 20-3

Review of a unit's management, mission accomplishment & regulatory compliance programs

Graded evaluation

Use CAPR 50-1, attachment 1 as a guide





Inspection Grades

Effective

Ineffective





CIVIL AIR PATROL



Where
imagination
takes FLIGHT

