

Minnesota Wing Aerospace Education Plan of Action - 2003

- I. Aerospace Education Officer - Staffing – roster:
 - A. A list all wing and subordinate units indicating the name and information of each assigned AE Officer is attached. This list uses the data in CAPWATCH.
 - B. A list of all subordinate units that Identifies all units that do not have an AEO appointed is attached.
 - C. The Wing DAE will consult with each unit commander regarding plans to fill the vacancies and soon to be vacant AEO positions. This will include developing with each unit commander a plan to select, meet, and train new unit AEOS during unit visits when an AEO is not appointed for that unit. The goal by the end of 2003 is to reduce the number of units without AEO's to three.
 - D. Unit visits will continue to concentrate on training in 2003.
- II. Aerospace Education - Internal Program.
 - A. Information Distribution
 1. Bulletin Board: Yes. The Wing HQ will use a removable project board for 2003 to emphasize the Centennial of Powered Flight as its bulletin Board. It will advertise aerospace events in Minnesota and NCASE.
 2. Unit AE Newsletter: Possibly. If Wingtips production does not improve, the Wing DAE will produce a quarterly newsletter.
 3. AE Articles: Yes. The Wing DAE or Internal AEO will send possible AE current event articles to unit AEOs monthly. AE information will be distributed through the Wingtips and the Wing AE Officers will send AE activities to the CAP News. Unit AE Officers are encouraged to submit articles on their AE activities, announcements and news to the Wingtips and CAP News.
 4. Web Page: Yes. The Wing AE web page will continue to be kept current and will include aerospace activities.
 - B. Monitoring Programs
 1. Unit Visits: Three per quarter will be planned. As a minimum four per year will be accomplished.
 2. Cadet Aerospace Education in the Units:
 - a. Encourage all cadet units to have at least one AE counselor for cadets,

- b. Encourage cadet units to have at least one AE discussion during a cadet meeting each month, which should include AE current events. The Wing DAE or Internal AEO will send possible AE current event articles to unit AEOs monthly.
 - c. The 2003 encampment will be held at Ft. McCoy and will include Aerospace Activities at Volk Field and Ft. McCoy/Sparta Airport.
 - d. Provide Aerospace Education support at cadet activities like the cadet competition.
 - e. AE scholarships are strongly encouraged by Minnesota Wing.
 - f. Only one cadet has been nominated for the Brewer Award in 2003. This is two fewer nominations than Minnesota Wing had in 2002. Apparently the training at the AE Workshop, Commander's Workshop and the planning meeting was not sufficient. Additional attention will be taken to increase this back to at least three nominations in 2004.
 - g. AE Excellence Award participation in 2003 increased by 44%. That was 2.2 times the goal of 20%. All of the units in Group 3 have signed up. Goal for 2004 is one unit in each of the other three groups for a total of 16 units, a 23% increase. In 2002 the completion rate was 78%. Although we strive for a 100% completion rate; it would not be a realistic goal. Therefore, the goal for 2004 is 85%.
 - h. Increase unit AE activities by 10% 2003 over 2002.
 - i. Have an Aerospace Education Competition in conjunction with St. Cloud State University.
 - j. Assist with the Minnesota Wing Flight Academy as the deputy commander.
 - k. Publicize the International Aviation Art Contest in Minnesota.
3. Senior Aerospace Education in the units:
- a. Minnesota increased the AEPsM "Yeager" completions in 2002 by over 300%. Maintaining an increase of this magnitude would not be realistic. The goal in 2003 will be to maintain the same number of completions (40) that we had in 2002.
 - b. The number of units with a member in the 215 specialty track is 18. This is 72%. The goal still remains to have at least one member in the 215 Specialty Track in each unit. In 2002 we had 233% more 215 Specialty Track accomplishments than we had in 2001. In 2003 the goal will remain a 20% increase in AE Officer Technical, Senior and Master accomplishments.
 - c. Work with the units and AFA to identify eligible nominees for the A. Scott Crossfield Award and encourage them to submit the nominations to National HQ by 1 February.

- d. Encourage AE scholarship applications from Senior Members, however, due to the dismal selection rates of Senior Members for scholarships at National HQ, this will not be a major effort.
- e. There is only one Senior Member nominated for the Brewer Award in 2003 in spite of the attention to this at the AE Workshop, Commander's Workshop, and the AE planning meeting. Additional emphasis will be placed in this area in 2003 to increase the number of Brewer Award nominations in 2004 to at least 3.
- f. One Senior Member was nominated for the Crown Circle award in 2003. Goal for 2004 is two total nominations between Senior Members and External Members.
- g. Hold two Air Traffic Control presentations in conjunction with St. Cloud State University.
- h. Hold an Instrument Ground School for wing pilots.
- i. Hold a Commercial Pilot Ground School for wing pilots.
- j. Provide an Aerospace Education Training Session at SLS and CLC courses conducted in Minnesota.

C. Meetings

- 1. A booth will be set up at the Wing Conference specialty fair to discuss Aerospace Education with AE Officers and Unit Commanders.
- 2. AE Seminar(s): Yes. A Wing AE Seminar will be held after NCASE with the attendees presenting their experience.
- 3. Wing AE Workshops: No.

D. Reports and Award Processing

- 1. AEPSM: Submit completed CAPF 127 to National Headquarters/ETA within two weeks of receipt from unit. Forward certificates to unit within one month.
- 2. Submit legible copies of all Brewer Award nominations (All categories) on CAPF 25 to RDAE NLT 1 February.
- 3. Scholarship Applications: Cadet Programs processes applications from unit individuals, acquires the Wing Commander's signature and forwards them to National Headquarters/CP, NLT 31 January).
- 4. Aerospace Education Activity Report: Submit by 15 February to National Headquarters/DAE, Region DCS/AE, and RDAE.

5. Periodic Update Reports: Report the status of AE plan, activities planned or completed, AE issues needing resolution, to WG/CC quarterly, by the 10th of May, August and November.

III. Aerospace Education - External Program

A. Initiative Programs

1. Elementary Schools: Yes Encourage units to get involved with local schools by encouraging the teachers to become Aerospace Education Members.
2. Middle Schools: Yes Encourage units to get involved with local schools by encouraging the teachers to become Aerospace Education Members. Familiarize middle school students with CAP and the benefits in cadet membership.
3. High Schools: Yes Encourage units to get involved with local schools by encouraging the teachers to become Aerospace Education Members. Familiarize high school students with CAP and the benefits in cadet membership.
4. College and Universities: Yes Further cooperation with St Cloud State University. Promote closer cooperation with the ROTC units at University of Minnesota and St. Thomas University.
5. Other Organizations, Associations, Clubs: Yes Support the "Hot Air Affair", Anoka "Discover Aviation Days", "Wings and Wheels", Flying Cloud Airport "Air Expo", Minnesota Military Expo and air shows at the Twin Cities and Duluth. Encourage units to work with other organizations in their area, e.g. MN Air Guard Museum.
6. National Congress on Aviation and Space Education: The Minnesota Wing AE Officer and approximately four other members will attend and bring back information for Minnesota Wing members at the AE Seminar.

B. Partnerships/Coordination

1. Office of Aeronautics: Wing Commander or his representative will attend all of the quarterly Aviation Advisory Committee meetings and provide information on CAP Aerospace activities. Provide a recruiting/aerospace education booth at the Office of Aeronautics display area and ensure it is manned from 9:00AM to 9:00 PM for the duration of the State Fair. Provide Aerospace Education Materials and the CAP gliders for the booth. Publicize Office of Aeronautics ACE program to CAP units.
2. Minnesota First Century of Flight Committee: Serve as a member (Vice-Chairman). Promote events that celebrate the centennial. Assist in fund raising to display the Air Expo Wright Flyer at the Mall of America and at other events throughout the State. Provide personnel for the Wright Flyer replica at the Mall of America.
3. FAA: Yes Conduct flight clinics throughout the State that are certified for the ground phase of the FAA Wings Program.

4. BG. Doyle Larson Chapter of the Air Force Association (formerly the Gen. E. W. Rawlings Chapter): Attend meetings and assist where possible. Provide presentations to familiarize them with CAP Aerospace Education Activities.
5. North Central Region Aerospace Education Association: Attend meetings and participate in activities. Submit current events for possible publication in their newsletter. Provide presentations to familiarize them with CAP Aerospace Education Activities.
6. Department of Education: No.
7. NASA: Yes Encourage Minnesota teachers to attend Space Camp.
8. Public Affairs (CAP): Yes Provide information on Minnesota Aerospace activities to the CAP News staff.
9. Provide information on CAP Aerospace to the Education Minnesota Newsletter and Minnesota Flyer

C. Awards

1. Crown Circle for Aerospace Education Leadership: One external individual nomination is the goal for 2004. Will submit one prior to 1 January 2004 (due 1 January to NHQ CAP/ETA).
2. A. Scott Crossfield Aerospace Education Teacher of the Year: No. Will encourage one nomination to be submitted in 2004 (Due 1 February to NHQ CAP/ETA).
3. Frank G. Brewer-Civil Air Patrol Memorial Aerospace Awards: Yes Plan to have at least 1 Individual and one Organization in 2004.

Signatures: Wing DAE *Kevin F. Slivinski* Wing CC *Paul Ho* Date *2/24/03*

Report Distribution: One copy each to: Wing Commander,
Wing DAE,
Wing Liaison Office,
Region: (Attn: DCS/AE and commander, RDAE)
Each Unit (Attn: AEO and commander),
File.