

National Policy

Effective:
Jan 12, 2005**SUBJ: AVIATION AND SPACE EDUCATION OUTREACH PROGRAM**

1. **PURPOSE.** This national order revises the Federal Aviation Administration's (FAA) Aviation Education (AVED) Outreach Program by changing the title to Aviation and Space Education (AVSED) Outreach Program. All program references are restated to include both aviation and space education initiatives. Order 1250.2a recognizes the leadership role of the Assistant Administrator for Region and Center Operations.
2. **DISTRIBUTION.** This order is distributed to the division level in Washington headquarters, branch level in regions and centers, and a limited distribution to all field offices and facilities.
3. **BACKGROUND.**
 - a. Public Law 94-353, a 1976 amendment to the Airport and Airway Development Act of 1970, required each Federal Aviation Administration region to establish a Civil Aviation Information Distribution Program with available resources. Congress intended to "place greater emphasis on increasing the general public's knowledge of the dynamics of aviation and on the key role air transportation plays in improving the economic and social life of all Americans...and...to acquaint the young people with the full potential of finding careers in air transportation systems and general aviation...." FAA responded by establishing an aviation and space education program to serve as a vital learning link to all segments of society. The agency continues to meet the requirements of this Law by distributing aviation information via the Internet —www.faa.gov/education— and through this outreach program.
 - b. Other authorizations supporting activities covered under the AVSED program include Public Law 101-610, National and Community Service Act of 1990. Section 182, Partnerships with Schools, called upon agencies to involve employees in a broad range of partnership programs with elementary and secondary schools.
4. **GOALS.** The overall goals for the AVSED Outreach Program are designed to:
 - a. Support the agency's vision, mission, and values.
 - b. Encourage students to explore aviation and aerospace career opportunities.
 - c. Promote the skills and knowledge critical to accomplishing the agency's top priority—safety.
 - d. Emphasize FAA's responsiveness to national and aviation security challenges.
 - e. Enhance the agency's public image through service and community contributions.
 - f. Increase awareness and understanding of the agency's role in the aviation and aerospace communities.
 - g. Promote the role of commercial space transportation in an evolving aerospace traffic system.
5. **OBJECTIVES.** The AVSED Outreach Program provides expertise and information resources on various aspects of civil aviation and commercial space. These aspects include activities, projects, events, programs, career opportunities, and career pathways. With an emphasis on collaborative relationships and innovative and flexible practices, the program's objectives include:

- a. Facilitating exchange of aerospace information and other resources to employees, aviation and commercial space advocates, educators, students, general public, users, consumers, and industry organizations.
 - b. Supporting collective efforts of the agency's employees and partners in promoting aviation and commercial space awareness.
 - c. Establishing and maintaining partnerships with government agencies, aviation and commercial space advocates, industry, learning institutions, and other organizations.
 - d. Supporting learning endeavors at all levels.
 - e. Promoting the agency as a responsible "good neighbor."
 - f. Cultivating an interest in aerospace careers.
 - g. Contributing to the Department of Transportation's educational outreach initiatives.
 - h. Distributing program materials and information via FAA's Aviation and Space Education Web site—**www.faa.gov/education**
6. **REPORTS.** Program managers shall submit required reports through the FAA Intranet Web site—**http://interarc.faa.gov/aved**—maintained by the New England Region.
7. **DELEGATION OF AUTHORITY.** The Assistant Administrator for Regions and Center Operations (ARC-1) assigned leadership responsibilities for the AVSED Outreach Program to the New England Regional Administrator.
8. **RESPONSIBILITIES.**
- a. **The New England Regional Administrator will:**
 - (1) Provide national guidance and oversight for the Aviation and Space Education Outreach Program.
 - (2) Designate a national program manager.
 - b. **The National Aviation and Space Education Outreach Program Manager will:**
 - (1) Serve as liaison between other regional administrators and center directors as program advocate by seeking resources from headquarters and other sources in support of program goals and objectives.
 - (2) Ensure that program guidance is clearly communicated to all regions and centers.
 - (3) Collect and evaluate program data as needed.
 - (4) Conduct monthly program telecons among program managers, headquarters staff, and other interested parties.
 - (5) Provide support for program administration as needed.
 - (6) Ensure that program managers meet annually to assess and evaluate accomplishments and to review program goals. Whenever practical, schedule meetings to coincide with a major aviation and space education event, such as the Civil Air Patrol's National Congress for Aviation and Space Education.
 - (7) Maintain FAA's Aviation and Space Education Web site—**www.faa.gov/education**
 - (8) Support the Department of Transportation's information and reporting requirements.
 - (9) Establish sub-teams with program managers to collaborate on specific aviation and space education initiatives.
 - (10) Maintain a list of points of contact for program managers and Washington headquarters points of contact.

c. Regional Administrators and Center Directors will:

- (1) Ensure the AVSED Outreach Program goals and objectives are implemented.
- (2) Appoint a region or center Aviation and Space Education Outreach Program Manager (AVSEDOPM).
- (3) Report personnel changes to the AVSEDOPM's position to the national program manager.
- (4) Communicate guidelines to all organizations, including program managers.
- (5) Provide resources, when available, in support of existing and future program initiatives.
- (6) Explore innovative ideas for supplementing program resources.
- (7) Meet with program managers, as necessary, to discuss and review program goals and objectives.
- (8) Participate with program managers in telecons, as needed.
- (9) Support program managers in meeting annually to assess and evaluate program accomplishments and to review program goals.

d. Each Region and Center Program Manager will:

- (1) Serve as a facilitator for sharing aerospace information and other available resources.
- (2) Support the implementation of the national program goals and objectives within existing resources and in accordance with the priorities established by regional administrators and center directors.
- (3) Collaborate with partners in implementing program objectives.
- (4) Assist with program implementation by interfacing with national program manager, regional and center staff and management representatives, field facilities managers, local coordinators, and other interested parties.
- (5) Develop plans that meet the needs of constituents served while simultaneously advancing program objectives.
- (6) Participate in program telecons and assemble reports as required.
- (7) Support employees engaged in outreach activities by providing training and resources as budget permits.
- (8) Evaluate and assess program effectiveness and recommend appropriate changes as needed.
- (9) Support agency and department initiatives.

e. The Associate and Assistant Administrators in the Washington headquarters may select a point of contact to coordinate their implementation of the AVSED outreach initiatives at the Washington headquarters. The name, routing symbol, address, and telephone number of the point of contact should be submitted to the national program manager.

9. AVIATION AND SPACE EDUCATION COUNSELORS AND OUTREACH VOLUNTEERS.

- a. FAA's AVSED Outreach Program relies primarily on employees' willingness to share their experience, knowledge and expertise. Program Managers may work with regional staff and division management, field facility managers, local coordinators, and other interested parties to identify and establish a cadre of individuals who act as AVSED counselors and outreach volunteers.**

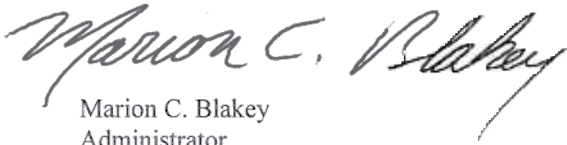
- b. AVSED counselors and outreach volunteers assist in program implementation and improvements at the local level by scheduling, organizing, conducting, and reporting program activities. They may receive appropriate program orientation and resources from the FAA Intranet Web site—<http://interarc.faa.gov/aved>—or from the program manager.

10. AUTHORIZATION FOR EMPLOYEES ENGAGED IN AVSED OUTREACH ACTIVITIES.

- a. In the role of AVSED Counselors and Outreach Volunteers, FAA employees act as official representatives of the agency whenever engaged in activities that support sections of Public Laws 94-353 and 101-610, or other agency or Departmental sanctioned educational outreach initiatives.
- b. In accordance with Departmental policy and ARC guidance, subject to citizens needs, operational requirements, and supervisory approval, outreach activities shall be accomplished during work hours (40-hour workweek or alternative work schedule as defined in Order 3600.6, Workweek and Hours of Duty and the OPM Handbook on Alternative Work Schedules).
- c. Compensatory time or credit hours may be authorized for outreach activities that occur outside of working hours. Employees are responsible for coordinating planned activities with the program manager or point of contact and the appropriate supervisor before confirming arrangements.

11. AUTHORIZATION TO TRAVEL AS THE GUEST OF HOST ORGANIZATIONS.

Paragraphs 3 and 4 of Order 1500.37, Acceptance of Payments From Non-Federal Sources For Official Travel, authorizes employees conducting aviation and space education presentations to travel as the guest of host organizations such as school districts and local governments.



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Administrator