



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**ORDER  
1250.2B**

National Policy

Effective Date:  
11/05/2021

**SUBJ:** FAA Science, Technology, Engineering and Math Aviation and Space Education Program (STEM AVSED)

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- 1. Purpose of This Order.** This national order defines the Federal Aviation Administration's (FAA) Science, Technology, Engineering, and Math (STEM) Aviation and Space Education (AVSED) Outreach program. All program references are restated to include both aviation and space education initiatives. Order 1250.2B recognizes the leadership of the Office of National Engagement and Regional Administration (ARA-1) under the Office of Policy, International Affairs and Environment (APL).
- 2. Audience.** This order is intended for all FAA employees. The order will be shared with the FAA workforce at the division level at Washington headquarters, branch level in regions and centers, and through a limited distribution to all field offices and facilities.
- 3. Where Can I Find This Order.** This order can be found on the MyFAA website ([https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)). This order is available to the public on the FAA website ([https://www.faa.gov/regulations\\_policies/orders\\_notices/](https://www.faa.gov/regulations_policies/orders_notices/)). Additional information can be found here ([https://my.faa.gov/tools\\_resources/training\\_learning/stem-avsed/action\\_plan.html](https://my.faa.gov/tools_resources/training_learning/stem-avsed/action_plan.html)).
- 4. What This Order Cancels.** FAA Order 1250.2A, Aviation and Space Education Outreach program, dated 01/12/2005, is canceled.
- 5. Explanation of Policy Changes.** Order 1250.2A, regarding the Aviation and Space Education Outreach program (AVSED), is currently under revision due to program updates in management structure, content, reporting, and methods. The mission remains the same: to increase the general public's knowledge of the dynamics of aviation, the positive role of air and space transportation on the economic and social life for all, and address the future labor shortages across the aviation and space industries in the United States. The changes made reflect the unification of the AVSED outreach program under the national STEM AVSED team, which will be managed via the national program office, ARA-100. Updates have been made addressing resources, tools, digital initiatives, and traditionally underserved groups, which can be found in sections 7-12 below. Considering the work done, this updated order will provide the framework for success in our future STEM AVSED program efforts by encouraging new ways of promoting STEM AVSED and streamlining reporting and the evaluation of these targeted efforts. This will allow us to maximize our resources to achieve the mission across the agency and provide an updated framework to succeed and meet the STEM AVSED Strategic Plan goals for fiscal years (FY) 21 – 24 and beyond.

## 6. Background.

a. Public Law 94-353<sup>1</sup>, a 1976 amendment to the Airport and Airway Development Act of 1970, required the FAA to establish a civil aviation information distribution program. Congress asked the FAA to place a greater emphasis on increasing the general public's knowledge of the dynamics of aviation and on the role of air transportation in improving the economic and social life of all Americans. The FAA was to focus on acquainting the youth with the full potential of finding careers in air transportation systems and general aviation. The FAA responded by establishing an aviation and space education outreach program to serve as a vital link to all segments of society. The agency continues to meet the requirements of this law by distributing aviation information via various platforms over the years.

b. Additional legislation supporting the FAA STEM AVSED program includes Section 182 of Public Law 101-610<sup>2</sup>, National and Community Service Act of 1990. These call upon government agencies to involve employees in a broad range of partnership programs with elementary and secondary schools. In addition, Title VI: Aviation Workforce of the FAA Reauthorization Act of 2018 (Public Law 115-254<sup>3</sup>) sought to mitigate an anticipated shortage of aviation professionals, and inspire and prepare youth to pursue careers in the industry.

**7. Goals.** The overall goals for the STEM AVSED program are to:

- a. Create pipelines and pathways to aerospace careers;
- b. Provide STEM education for every student;
- c. Develop strategic partnerships to maximize the benefits;
- d. Enhance cross-agency collaboration to optimize the program;

**8. Objectives.** The STEM AVSED program conducts strategic outreach to introduce students, parents, and educators to various aspects of the aerospace industry. The program is designed to include but is not limited to, activities, projects, public events, programs, and awareness of career pathways. With an emphasis on collaborative relationships and innovative and flexible practices, the program's objectives include:

- a. Implement pipeline outreach activities aimed at introducing students to opportunities in aerospace careers;
- b. Develop focused outreach efforts to address career or skill area shortages across the aerospace community based on data and stakeholder input;
- c. Create opportunities for ongoing engagement with students to encourage participation in pathway activities;

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<sup>1</sup> <https://uscode.house.gov/statutes/pl/94/353.pdf>,

<sup>2</sup> <https://www.govinfo.gov/content/pkg/STATUTE-104/pdf/STATUTE-104-Pg3127.pdf#page=1>

<sup>3</sup> <https://www.congress.gov/115/plaws/publ254/PLAW-115publ254.pdf>

d. Leverage critical influencers (e.g., educators, parents, etc.) and provide them with tools to inspire students to pursue aerospace careers;

e. Use a data-driven approach to identify populations with diverse backgrounds to conduct targeted outreach to including (**but not limited to**), Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander (as identified in OPM form SF-181);

f. Create and implement strategies to effectively conduct outreach to underrepresented populations;

g. Provide the FAA employees involved in STEM AVSED with training, resources, tools, and opportunities to incorporate equity, diversity, inclusion, and belonging into their outreach;

h. Form strategic partnerships with government organizations at all levels, as well as critical stakeholders in industry-academia and non-profit STEM organizations (such as museums) and build relationships aimed at reaching our STEM AVSED program goals;

i. Develop, support, and implement policies, procedures, and processes to enable cross-agency collaboration on STEM and aerospace education initiatives;

j. Increase the use of the FAA's internal resources, including STEM AVSED Outreach Representatives (ORs);

k. Ensure a reliable funding stream for cross-agency STEM and aerospace education initiatives;

l. Develop and implement effective approaches for data collection, analysis, and reporting for STEM-related activities across the agency.

## **9. Responsibilities.**

### **a. ARA-1 will:**

(1) Provide national guidance and oversight for the STEM AVSED program;

(2) Designate a National STEM AVSED program office;

(3) Develop and maintain a STEM AVSED Executive Board (EB) and Steering Committee (SC) to serve as the agency-wide governance bodies for STEM AVSED program and engagement. The EB and SC are responsible for identifying, coordinating, and collaborating on STEM AVSED strategic priorities. These identified priorities are applicable to all STEM AVSED engagement initiatives and programs and are integrated into agency business plans to achieve annual targets. These bodies manage an integrated cross-agency approach to the FAA's global STEM AVSED engagement. In addition, these governance bodies develop and oversee the execution of the STEM AVSED program and routinely report progress to the FAA Administrator.

**b. The National STEM AVSED program office will:**

- (1) Communicate program guidance to Lines of Business (LOBs) and Staff Offices (SOs) at the national, regional, and local level;
- (2) Create and support program initiatives;
- (3) Compile program reports through collection and analysis of data;
- (4) Provide up-to-date content for STEM AVSED internal and external websites and social media platforms;
- (5) Manage the OR program and provide training, resources, tools, and learning opportunities to ORs as needed to represent the agency and program appropriately.
- (6) Identify and collaborate with partners and stakeholders in furtherance of the program goals;
- (7) Create and coordinate plans with internal and external stakeholders to create effective program implementation;
- (8) Deliver and facilitate activities with the public and stakeholders to accomplish agency goals;
- (9) Gather and analyze information and data from all LOB/SOs

**10. STEM AVSED ORs.**

**a.** A large portion of the FAA's STEM AVSED program relies on employees' willingness to share their experience, knowledge, and expertise as well as support from their supervisors to do so. Regional program analysts may work with LOBs/SOs, regional staff and management, field facility managers, and other interested parties to identify and establish a cadre of individuals who act as STEM AVSED ORs.

**b.** STEM AVSED ORs assist in program implementation and improvements at the local level by scheduling, organizing, conducting, and reporting program activities. They will receive appropriate program orientation and resources through the national program office.

**c.** STEM AVSED ORs must complete all required training, attend scheduled OR meetings, coordinate activities with their supervisor and the STEM AVSED program office, and report on all activities.

**11. Authorization For Employees Engaged In STEM AVSED Outreach Activities.**

**a.** In the role of STEM AVSED OR, an approved FAA employee acts as an official representative of the agency, in accordance with Public Laws 94-353, 101-610, Title VI, and the Departmental sanctioned educational outreach initiatives. As such, all STEM AVSED ORs shall

comply with all relevant laws, policies, and guidance, including those pertaining to child safety, and shall ensure that they represent FAA programs and policies accurately and consistently.

b. In accordance with the FAA's policy and ARA 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 Human Resource Policy Manual [HRPM] LWS-8.14: Workweeks, Tours of Duty, and Work Schedules and the Office of Personnel Management [OPM] Handbook on Alternative Work Schedules). 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 office and the appropriate supervisor before confirming arrangements.

**12. Authorization to travel as the Guest of Host Organizations.** The FAA Financial Manual 2400.12 (Chapter 6.17 Reimbursement for Expenditure on Official Business) provides the process employees must follow for the Acceptance of Payments from Non-Federal Sources for Official Travel. Adherence to this approval process authorizes employees conducting aviation and space education presentations to travel as the guest of host organizations such as school districts and local governments. Employees may not accept reimbursement of official travel expenses offered by prohibited sources that include: any entity regulated by the U.S. Department of Transportation (DOT), an association of entities regulated by DOT, or an entity that regularly has mattered, or that currently has a matter, pending before the DOT modal administration or Secretarial office to which the offer of travel reimbursement has been made.

A handwritten signature in black ink, appearing to read "Steve Dickson". The signature is fluid and cursive, with the first name "Steve" and last name "Dickson" clearly distinguishable.

Steve Dickson  
Administrator