

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION

WP 1250.2B

8/3/93

SUBJ: WESTERN-PACIFIC REGION AVIATION EDUCATION PROGRAM

---

1. PURPOSE. This order establishes procedures and guidelines for administering the Aviation Education Program in the Western-Pacific Region and states the regional aviation education policy.
2. DISTRIBUTION. This order is distributed to branch level and above in the regional office and to all field offices and facilities in the Western-Pacific Region.
3. CANCELLATION. Order WP 1250.2A, Western-Pacific Region Aviation Education Program, dated July 30, 1986, is canceled.
4. FORMS AND REPORTS.
  - a. The Aviation Education Activity Report, Form WP 1200-14 (5/93), shall be used to describe aviation education activities accomplished within the preceding month.
  - b. Reports are due in Public Affairs, AWP-5, no later than the tenth of each month. Negative reports are not required.
  - c. Appendix 1 contains a sample of the report form and guidelines for its use.
  - d. Forms will be stocked in the regional office warehouse. Field offices can obtain forms by submitting a form request (WP-1720-1.1) to the Logistics Division, Support Services Section, AWP-52A. Local reproduction is authorized.
5. AUTHORITY TO CHANGE THIS ORDER.

The regional Public Affairs Officer, AWP-5, is authorized to make changes to this order when necessary to update modifications, additions or deletions to nationally established program initiatives (see Appendix 2) or to the scope of the national program (Appendix 3).
6. POLICY.
  - a. The policy of the Western-Pacific Region shall be to vigorously support the agency's Aviation Education Program to the fullest extent possible and when appropriate in conjunction with established or emerging aviation programs being conducted in the educational, military and private industry communities.

b. Employees at all levels and at all facilities and offices are strongly encouraged to participate in the program by becoming aviation education counselors.

c. Managers and supervisors at all levels are authorized and strongly encouraged to allow employee participation in the Aviation Education Program on official duty time as a significant collateral duty, consistent with mission requirements and responsibilities.

d. It shall be the policy of the Western-Pacific Region to support aviation education at all levels to foster the development of a technically qualified work force which is fully representative of our nation's population and able to meet the challenges of changing technology.

e. Appendix 4 contains the Western-Pacific Region's policy statement on aviation education.

#### 7. RESPONSIBILITIES.

a. Management of the region's Aviation Education Program shall be the responsibility of the regional Public Affairs Officer, AWP-5.

b. The regional Aviation Education Officer, under the direction of the Public Affairs Officer, shall foster the development of the regional program and ensure that all national and regional goals are met.

c. Managers shall become pro-active advocates of aviation education. They shall encourage their employees to become active participants by making them aware of the program and the national and regional orders which define its goals and objectives.

(1) Managers shall ensure that employees are allowed official duty time, whenever possible and consistent with mission requirements, to undertake aviation education activities.

(2) Managers shall ensure that aviation education activities within their areas of responsibility are coordinated with officially recognized FAA special emphasis groups to the extent possible.

(3) In large facilities or offices, managers may designate an aviation education focal point for the exchange of information between the office or facility and the regional Aviation Education Officer. Managers shall notify the regional Aviation Education Officer when selection and/or changes to the facility focal point are made. They shall also ensure that all

aviation education activity is coordinated with the regional Aviation Education Officer and that required reports are submitted to AWP-5 in a timely manner.

d. Aviation education counselors shall coordinate their activities with their managers and/or focal points and ensure that required reports are submitted to the facility or office aviation education focal point in a timely manner.

#### 8. DEFINITIONS.

a. Aviation Education. Aviation education is an official FAA program mandated by the Congress, which seeks to educate the public about the social and economic rewards of a strong aviation industry and which encourages America's youth to pursue careers in aviation. Appendix 3 defines the scope of the agency's aviation education program.

b. Aviation Education Counselors. FAA employees, retirees or other interested persons committed to the ideals of aviation education who wish to share their experience and expertise with others. Appendix 5 lists the qualifications for aviation education counselors and describes the nomination and selection procedure.

#### 9. GOALS.

a. To increase the public's understanding and awareness of civil aviation and the tremendous social and economic benefits that can be derived from a healthy, stable and growing aviation industry.

b. To support and enhance the FAA's preeminence as the world aviation authority.

c. To support all national and regional aviation education program initiatives.

d. To actively encourage and influence the implementation of aviation education curricula in schools.

e. To make youth aware of the rewarding careers available in the field of aviation.

f. To promote the safe and efficient use of our nation's airspace.

10. ADMINISTRATOR'S TASK FORCE INITIATIVES ON AVIATION EDUCATION.

a. The Aviation Education Program is organized into four modules: Government/Industry/Education Partnerships, Civil Aviation Information Distribution, Educational Relations, and Public Education and Youth Programs.

b. The Administrator's Task Force on Aviation Education identified numerous initiatives designed to make the agency's program more effective.

c. Appendix 2 lists the initiatives addressed in the current year. This appendix will be changed on an as-needed basis to reflect new program direction identified by the Office of Training and Higher Education, Aviation Education Division, AHT-100.

11. WESTERN-PACIFIC REGION PROGRAM EMPHASIS.

a. The Western-Pacific Region will fully support, consistent with available fiscal and staffing resources, each of the nationally identified program initiatives.

b. In addition to the national initiatives, the region will place special emphasis on the Adopt-a-School program, the Aviation Career Education (ACE) Academy program and the Aviation Education Counselor program.

  
Fanny Rivera  
Acting Regional Administrator

APPENDIX 1. SAMPLE FORM FOR  
AVIATION EDUCATION ACTIVITY REPORT

TO: Public Affairs Office, AWP-5

Date:

THRU: (Facility/Office)

Your Facility Office:

Your Name

Telephone:

Name of Educational Institution, Organization, or Group  
Supported:

Type of Activity:  
(Check all that apply)

Career Day/Career Fair  
 Facility Tour  
 Classroom Presentation  
 Adopt-a-School Activity  
Activities \_\_\_\_\_

Open House  
 Airport Day/Air Fair  
 Teacher Workshop  
 Other

Total Number/Percent of Contacts Made:

Females       Minorities       Physically Challenged  
 Nonminorities       Unknown

Educational Level: (Circle all that apply)

Pre-school       K-3     4-6     7-9     10-12  
 Community College       College/University       Trade School

Comments:

APPENDIX 2. ADMINISTRATOR'S TASK FORCE INITIATIVES AND  
WESTERN-PACIFIC REGION AVIATION EDUCATION GOALS

1. GOVERNMENT/INDUSTRY/EDUCATION PARTNERSHIPS.

a. Partnerships. Industry partnerships increase public awareness of the role of aviation and support aviation education programs at all levels of the educational system. Private sector/public or government partnerships are increasingly important as we move toward achievement of "America 2000" goals for education. Each partnership yields additional resources to support FAA's aviation education program initiatives.

(1) Air Bear Program. The Air Bear program is a plan to educate preschool and elementary school students through aviation activities using the Air Bear costume. Air Bear is a program sponsored by the National Association of State Aviation Officials (NASAO), the Ninety-Nines International Women Pilots Organization and FAA. FAA will assist NASAO and the Ninety-Nines in the development of the Air Bear program as a national mascot for aviation education. New curriculum materials will be developed for this initiative. The regional Aviation Education Officer can provide guidance on use of the Air Bear program.

(2) Opportunity Skyway. Opportunity Skyway is a private non-profit organization which encourages youth, especially those from disadvantaged backgrounds, to explore careers in aviation. FAA will promote and foster the partnership with Opportunity Skyway by assisting in the development and distribution of model programs for use in communities throughout the United States. In addition, we will support existing and identify potential Opportunity Skyway programs. The regional Aviation Education Officer can provide guidance on how support can be offered to Opportunity Skyway.

(3) Adopt-a-School. The Adopt-a-School Partnership in Education encourages FAA personnel to get involved with aviation education by sharing their personal knowledge and experience with school administrators, educators, students and parents. The program matches the aviation skills, expertise, knowledge and resources of the FAA with the needs and objectives of local schools.

(4) Western-Pacific Regional Goal. Promote the Air Bear program. Make the Air Bear costume available to regional employees for use in local aviation education efforts. Support the development of two Opportunity Skyway programs in the region. Strongly encourage field offices and facilities to form Adopt-a-School committees which will, in turn, form partnerships with local schools. Assist these committees in their programmatic objectives and in operating efficient programs by making each committee the conduit through which activities involving the adopted school and the FAA are funneled. Objectives include, but are not limited to, tutorial programs, mentoring and/or counseling, and field trips to regional field facilities. Assist the Regional Office Adopt-a-School Committee in the development of a model Adopt-a-School guide.

2. EDUCATIONAL RELATIONS.

a. National Congress on Aviation and Space Education (NCASE). NCASE is an annual conference for educators, representatives of aviation business and industry, government, and others interested in promoting aviation education. It provides a forum for discussion of the latest theories on teaching techniques, strategy and funding. In partnership with NASA and the Civil Air Patrol, FAA participates annually by presenting teacher workshops and crosstalk sessions on the agency's aviation education program. FAA will direct the 1993 NCASE which will reach approximately 1,000 teachers and 25,000 students.

(1) Western-Pacific Regional Goal. The Aviation Education Officer will attend the Congress and disseminate appropriate information to regional employees.

b. Aviation Magnet School Programs. Magnet schools are a popular trend in secondary education. Magnet schools attract students who want to concentrate in a particular field of study such as aviation, law, performing arts or communication. Magnet schools usually receive special funding and are staffed by teachers considered to be experts in their field. Several aviation magnet schools have been funded by the U.S. Department of Education, and FAA administered the first Aviation Magnet Secondary Grant Program directed by Congress in 1992. FAA will continue to support magnet schools by offering technical expertise on curriculum development, career awareness activities or classroom speakers. A comprehensive magnet school guide is available for districts or schools that are developing or improving aviation magnet programs. The regional Aviation Education Officer can provide guidance regarding support of magnet schools.

(1) Western-Pacific Regional Goal. Support the development of two magnet schools.

c. Aviation Education Curriculum Guides. There are nine curriculum guides for grades K through 12 available for use by educators or counselors. During this fiscal year, FAA will update and expand the guides. The curriculum guides are available through FAA Aviation Education Resource Centers (AERC's) or from the regional Aviation Education Officer. A listing of Western-Pacific AERC's is available from the regional Aviation Education Officer.

(1) Western-Pacific Regional Goal. Support the distribution, use, development and improvement of all curriculum guides. Seek input from educators currently using the guides about how they can be improved. Ensure that regional employees are made aware of the guides and how they can be used.

d. Teacher Workshops. The principal focus is to provide teachers with information about FAA's aviation education programs and materials and help prepare them to teach aviation in the classroom. Workshops are conducted by approximately 250 colleges each year. FAA will provide information, materials and/or speakers to each program. Aviation education counselor workshops may be conducted in conjunction with teacher workshops. The current goal is to co-sponsor a workshop in each FAA region.

(1) Western-Pacific Regional Goal. Conduct a minimum of two teacher workshops which may include workshops at FAA adopted schools. The Public Affairs office will periodically coordinate or conduct workshops at each of the region's adopted schools.

### 3. PUBLIC EDUCATION AND YOUTH PROGRAMS.

a. Aviation Career Education (ACE) Academies. ACE is a week-long summer program which introduces high school students to careers in aviation. ACE is co-sponsored by the FAA and draws extensively on local FAA field facility support and resources. Other ACE sponsors include educational institutions, the military, aviation business and industry, community service organizations, and FAA special emphasis groups. The current goal is to conduct at least one ACE Academy in each state.

(1) Western-Pacific Regional Goal. Conduct at least 12 ACE Academies throughout the region. Support from field facilities is essential to meet this ambitious goal. The regional Aviation Education Officer can provide guidance on how to become involved with the ACE program.

b. DC-3 Mobile Classroom. FAA's vintage DC-3 aircraft, N34, provides an educational static display at airshows across the country. The exhibit demonstrates the microflight simulator and software as well as FAA aviation education publications.

(1) Western-Pacific Regional Goal. Support the appearance of the DC-3 at the National Championship Air Races in Reno, Nevada.

4. CIVIL AVIATION INFORMATION DISTRIBUTION.

a. Federal Information Exchange (FEDIX)/Minority On-Line Information System (MOLIS). FEDIX is an on-line computer-based information service that links the educational community and the federal government to educational information services. FEDIX provides a complete agency organizational and program profile for administrators, teachers and students. Information from eight separate government agencies is available through FEDIX including data on FAA aviation education programs and materials. FEDIX is linked to MOLIS which features current data on Historically Black Colleges and Universities (HBCU's), the Hispanic Association of Colleges and Universities (HACU) and other minority educational institutions.

(1) Western-Pacific Regional Goal. Support the national FEDIX/MOLIS initiative. Ensure that regional employees as well as educational institutions, libraries, etc., are aware of the program. Generate Western-Pacific regional information for inclusion in FEDIX data base. Ensure that all regional Aviation Education Resource Centers submit data on a regular basis.

b. Aviation Education Resource Centers (AERC's). AERC's function as information distribution centers for FAA aviation education materials and resources. They are used by educators, FAA employees, the media and the general public. AERC's are located at educational institutions and maintain and provide quantities of FAA printed materials, videotapes and computer educational software. AERC personnel answer general information questions, conduct teacher workshops and make aviation related presentations. The national goal is to dedicate an additional 25 resource centers.

(1) Western-Pacific Regional Goal. Dedicate resource centers in Reno and Las Vegas, Nevada; Tucson, Arizona; Honolulu, Hawaii; Fresno, San Diego, and Santa Rosa, California; and the Western-Pacific regional office.

APPENDIX 3. NATIONAL PROGRAM SCOPE

1. FAA Order 1200.8C, Public Information Activities and Programs, Chapter 6, outlines the scope of the national aviation education program by encouraging increased public awareness and understanding of:
  - a. The role of the national air transportation system in modern society.
  - b. The history of aviation and its social and economic impact on the world.
  - c. Airport Systems Development.
  - d. Airway Systems Development.
  - e. Programs intended to improve aviation safety including flight operations, airworthiness, aviation medicine, and civil aviation security.
  - f. Human relations and resource management with maximum emphasis on education and communications.
  - g. Airway science and mathematics including:
    - (1) Airway Science Management.
    - (2) Airway Computer Science.
    - (3) Aircraft Systems Management.
    - (4) Airway Electronic Science.
    - (5) Aviation Maintenance Management.
  - h. The aerospace environment and meteorology.
  - i. Principles of flight, aerodynamics and flight.
  - j. The theory of engines and their use in flight.
  - k. The encouragement of young people to pursue careers in aviation.

APPENDIX 4. WESTERN-PACIFIC REGION  
AVIATION EDUCATION POLICY STATEMENT

The FAA has a rich history of dedication and commitment to aviation education, historically rooted in the federal legislation which created our agency. Aviation education is an essential component of the agency's mission and plays a major role in helping us meet our responsibilities of promoting aviation and ensuring the safe and efficient use of our nation's airspace.

The Congress has tasked each region with developing a civil aviation information distribution system to support the agency's Aviation Education Program and to provide interested organizations with information, materials and expertise on various aspects of aviation.

Therefore, it will be the policy of the Western-Pacific Region to support the nationally established Aviation Education Program initiatives and expand the scope and effectiveness of our regional program through more active employee involvement. Employees at all levels and at all facilities and offices are strongly encouraged to participate by becoming aviation education counselors. Managers and supervisors at all levels are authorized and strongly encouraged to allow employee participation in the Aviation Education Program on official duty time, consistent with mission requirements and responsibilities.

The Western-Pacific Region's goal is to increase the public's knowledge of aviation and the tremendous social and economic benefits derived from a healthy, stable and growing aviation industry. We must interest our nation's youth in aviation careers in order to provide a steady flow of skilled workers into all segments of our aviation industry. We must promote America's continued preeminence as the world's aviation leader. And finally, we must accomplish our aviation education mission while ensuring that people of all backgrounds are able to compete equally for the demanding careers which lie ahead.

Active support of the FAA's Aviation Education Program is essential if we are to achieve our mission objective and sustain America's continued leadership in the world aviation community. Together, we can continue to build safety in the skies through aviation education.

APPENDIX 5. AVIATION EDUCATION COUNSELOR  
QUALIFICATIONS/NOMINATION/SELECTION

1. QUALIFICATIONS.

a. Nominee must be an FAA employee, retiree or other interested person.

b. Actively support the aviation education mission.

c. Possess interpersonal and human relations skills.

d. Possess the ability to work with children, teenagers and/or adults.

e. Attend regionally sponsored aviation education counselor training (may be completed after selection).

2. NOMINATIONS.

a. Employees who volunteer or are nominated to become an aviation education counselor must have approval from the employee's manager or supervisor.

b. All nominees must be able to dedicate the time and effort needed to initiate, oversee, and/or implement aviation education projects.

c. Nominations will be forwarded to the regional Aviation Education Officer in AWP-5.

3. SELECTION. Upon receipt of the nominations, the Aviation Education Officer will determine the final selection(s) and make the proper coordination to inform the appropriate parties.