



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
UNITED STATES AIR FORCE AUXILIARY
OFFICE OF THE DIRECTOR OF AEROSPACE EDUCATION
100 WEST 94TH STREET, STE 15F, NEW YORK, NY 10025
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13 February 2007

MEMORANDUM FOR: NER WING DAE, AEO

FROM: NER/DAE

SUBJECT: **Region Aerospace Education Officer Academy, 14, 15 & 16 September 2007**

1. It is with pleasure that we announce the **Aerospace Education Officer Academy** hosted by NER on the weekend of 14-16 September at the 174th Fighter Wing Base at Columbia College, Syracuse/Hancock International Airport, NY.
2. The Academy will begin on Friday evening and finish early on Sunday afternoon. The registration fee will be \$35 per person to cover registration, materials, beverages & snacks, lunch and possibly dinner (to be confirmed); the Academy is open to:
 - Aerospace Education Officers at all levels,
 - Cadet Program Officers
 - Group and Unit Commanders and their Deputies
 - *and* ALL interested adult members.
 - Special consideration will be given to any cadet who wishes to attend.
3. The Academy's curriculum will be modeled on the National AEO School.
4. Accommodation is being arranged at the military rate at local hotels; full details to come.
5. For those planning to fly in, arrangements for aircraft parking has been made with ExecAir. Ground transportation for crew will be arranged.
6. To immediately notify the Director of your interest and intention to participate, please send a message to the e-mail address listed above; provide your name, CAP ID, rank/grade, and unit position.
7. To register, complete a CAP Form 17 and mail to the NER/DAE (address above); make sure to obtain all required approvals and signatures. *Include check payable to NER CAP.*
8. The Director is looking for additional Academy staff (full or part time); please send a message to the e-mail address listed above describing your level of interest and time available; provide your name, CAP ID, rank/grade, and unit position.
9. Precise details and more complete information will be available on NER's web site in the coming months – please check frequently for up to date information.

JACQUI A. STURGESS, Maj, CAP
NER/DAE
Director, NER AEO Academy

Attachment:
1-Preliminary Agenda



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Updated 13 Feb 2007

NORTHEAST REGION
AEROSPACE EDUCATION OFFICER ACADEMY 2007
14, 15 & 16 September 2007
174th Fighter Wing Base – Columbia College – Syracuse/Hancock International Airport, NY

PRELIMINARY AGENDA

Friday 14 September 2007

Evening Agenda

Arrival

Check in
Registration

7:30 – 9:00pm -- Evening session

Welcome

Administrative comments

Introductions

Brief history

Overview

Organizational Structure

New Developments

Saturday 15 September 2007

8:00 – 8:30am

Registration

Administrative comments

8:30 – 9:30am

AE Mission, Duties, and Responsibilities

9:30 – 10:30am

Practical Exercise – References

Break 10:30 – 10:45am

10:45 – 12:00pm

**Practical Exercise (1) – Squadron, Group, Wing
(participants break up into seminar groups)**

Lunch 12:00 – 1300pm

13:00 – 2:30pm

**Practical Exercise (2) – Squadron, Group, Wing
(participants break up into seminar groups)**

Break 2:30 – 2:45pm



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2:45 – 4:00pm

Plan of Action
Bringing your program up to "Outstanding"

Dinner 4:30 – 7:00pm

7:00 – 9:30pm Evening Session

Hands-on AE Activities
The AEX Program
Troubleshooting – participants share problems & issues

Sunday 16 September 2007

8:00 – 8:30am

Administrative comments

8:30 – 10:00am

Regulations/Forms
AE website
AE Awards
Mission Awards
STS – Satellite Tool Kit
AEPSM:
Journey of Flight
Aerospace Dimensions

Break 10:00 -- 10:45am

10:45 – 12:00pm

AEMs
Fly-A-Teacher
Outreach (external AE)
NCASE National Congress
Crown Circle
Crossfield
Brewer

Lunch 12:00 – 12:45pm

12:45 – 2:00pm

Wrap up
Q & A
Evaluations
Graduation -- Certificates

Adjournment