NAWCADINST 3900.18
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DD Mmm 2023

NAWCAD INSTRUCTION 3900.18

From: Commander, Naval Air Warfare Command Aircraft Division

Subj: STRATEGIC EDUCATION OFFICE PROGRAMS

Ref: (a) SECNAVINST 3900.45A
 (b) DoD Instruction 1025.11 of 21 August 2020
 (c) 10 U.S.C. 2192, Improvement of Education in Technical Fields: General Authority Regarding Education in Science, Mathematics, and Engineering

1. <u>Purpose</u>. To implement policy of reference (a), assign responsibilities, and establish the forms for the Naval Science, Technology, Engineering, and Mathematics (STEM) Program forms needed to support the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) STEM Program.

2. <u>Applicability</u>. This instruction applies to NAVAIRWARCENACDIV and its subordinate commands.

3. <u>Background</u>. Reference (a) defines the Department of the Navy (DON) policy of the Naval STEM Program and encourages that particular attention is given to STEM education and outreach programs. Reference (b) establishes policy, provides procedures, and encourages STEM education throughout the Department of Defense (DoD). Reference (c) establishes and conducts programs to carry out improvements of education in technical fields and is the general authority in STEM.

4. <u>Objective</u>. The mission of the NAVAIRWARCENACDIV Strategic Education Office (SEO) is to be NAVAIRWARCENACDIV's arm for integrating with the educational programs in order to respond to emerging demands of the command and to help meet the Naval Air Systems Command's (NAVAIRSYSCOM) mission of superior capability in naval aviation. The SEO is to be a seamless conduit for enabling a flowing pipeline of world-class, skilled professionals into and for NAVAIRWARCENACDIV.

5. <u>Responsibilities</u>

 a. <u>Commander, NAVAIRWARCENACDIV</u>. The Commander, NAVAIRWARCENACDIV, promotes the development of future and current naval science and technology workforce and provides oversight on NAVAIRWARCENACDIV efforts and strategic priorities that best align with the command's respective missions, workforce talents, capabilities, and needs.

b. <u>NAVAIRWARCENACDIV SEO</u>. Through the Southern Maryland region partnership agreements between federal agencies and educational institutions providing support and services to public and private school students, the SEO will assist in orchestrating a variety of engagement activities to include, but not limited to, NAVAIRWARCENACDIV hosted classroom speaking and demonstrations, school field trips and tours, mentorships, annual STEM centric summer camp programs, and the organizing of volunteer support for all activities.

6. <u>Educational Program Requests</u>

a. <u>Classroom Speakers and Demonstrations</u>. Local schools and community groups may request classroom speakers or demonstrations from NAVAIRWARCENACDIV to share personnel's experiences and knowledge with students or to provide an activity or demonstration based on the curricular needs of the school or community group. Official requests are made by the school or community group via a NAWCAD 5726/1, SEO Program Request, to the SEO.

b. <u>Field Trips and Tours</u>. Schools and community groups often contact NAVAIRWARCENACDIV to request a field trip to tour sites located at Naval Air Station Patuxent River, MD, or Webster Outlying Field, St. Inigoes, MD, or both. Requests are officially made using the NAWCAD 5726/1 to the SEO.

7. <u>Science Fair Mentor Program</u>. The Science Fair Mentor Program is a community outreach volunteer program which started in St. Mary's County, MD, in the Fall of 2014. The program matches local high school students to NAVAIRWARCENACDIV engineers and scientists with various levels of experience in the field designated by a student's chosen science fair project category.

a. <u>Students, Parents, and Teachers</u>. Students who are interested in participating in the annual Science Fair Mentor Program should initiate the completion of a NAWCAD 5726/2, SEO Science Fair Mentor Program Student Application. Following the student's completion and their signature and their parent or guardian's signature, the NAWCAD 5726/2 is emailed to the student's teacher who signs the NAWCAD 5726/2 and submits all of the completed NAWCAD 5726/2s to the SEO.

b. <u>Mentors</u>. Mentors will help to motivate students to think critically, follow the scientific method, and improve presentation skills. Mentors will answer any science or technology related questions, provide pivotal knowledge of testing and evaluation methods, and assist students with the planning and research aspects of their science fair project. NAVAIRWARCENACDIV personnel who are interested in being a mentor to a high school student participating in the annual St. Mary's County Science and Engineering Fair should register as a St. Mary's County Public School volunteer online via https://www.smcps.org/offices/safety-security/volunteer-sign-up.

8. STEM Programs

    a. Camps. The SEO staff distributes and publishes flyers on annual summer camps to local schools and educational partners, the entire NAVAIRWARCENACDIV workforce, the NAVAIRWARCENACDIV Web site, and social media, such as Facebook. The SEO staff selects the children into a camp based on: 1) the order in which the requests were received; 2) the child(ren) being a first-time camp participant; and 3) the family's camp session preference. Parents of students selected to participate in a camp are requested by the SEO to complete a NAWCAD 5726/4, SEO Program Registration, to officially register their child for the camp. If the SEO is informed by a parent or guardian that base access is required, the SEO staff provides the parents or guardians instructions to complete and provide a SECNAV 5512/1, DON Local Population ID Card/Base Access Pass Registration.

    b. Internships. The SEO staff distributes and publishes flyers about unpaid internships to local high schools and educational and community partners, and social media, such as Facebook. Interested students apply via the secure NAVAIRSYSCOM Next-Generation NAVAIRWARCENACDIV Workforce (N2W) Internship Web page, https://navair.recsolu.com/external/requisitions/H5d3IVtMTRzWLB5W9sai3g. The SEO staff selects students for the internship based on academic record reflected on their transcript, letter of recommendation, leadership experience, and extra-curricular activities reflected on their resume. For those students selected into an internship, the SEO staff contacts the student and requests completion of a NAWCAD 5726/4 by the student and their parent or guardian.

9. Records Management

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON, Director for Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON, Director for Administration, Logistics, and Operations, Directives and Records Management Division program office.

10. Review. Per OPNAVINST 5215.17A, the SEO (A0E0000) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

11. Effective Date. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it

meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

12.   Forms and Information Management Control

    a.   Forms

       (1) The forms listed below in subparagraphs 12a(1)(a) through 12a(1)(c) are available for download via Naval Forms Online: https://forms.documentservices.dla.mil/order/.

          (a) NAWCAD 5726/1, Strategic Education Office (SEO) Program Request.

          (b) NAWCAD 5726/2, Strategic Education Office (SEO) Science Fair Mentor Program Student Application.

          (c) NAWCAD 5726/4, Strategic Education Office (SEO) Program Registration

       (2) SECNAV 5512/1, DON Local Population ID Card/Base Access Pass Registration, is available for download via the DON Issuances Web site: https://www.secnav.navy.mil/doni/NFOL/Forms/AllItems.aspx?RootFolder=%2Fdoni%2FNFOL%2FSECNAV%2FSECNAV%20Forms&FolderCTID=0x012000365D27B574A66144834C11A9CDABB889&View=%7BB4E89F14%2D5AE1%2D4D83%2DB85E%2DC63169BF9E34%7D.

    b.   Information Management Control. OMB 0703-SEOP, Expiration Date: XX XXXX, is pending Office of Management and Budget (OMB) approval for the public information collections.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically to users with a common access card authorization via the NAVAIR SharePoint site at: https://myteam.navair.navy.mil/km/71/Directives under either the "NAWCAD Command" drop-down menu filter option or the "NAWCAD Directives" tab in the NAVAIR Directives Knowledge Management Portal