



# NC Wing Education and Training Newsletter December 2025



Happy Holidays North Carolina Wing! This last month of the year brings more opportunities to expand your education and training within many areas of CAP. Wrap up the final days of 2025 with a cup of hot cocoa, your iPad, and delve into all things Civil Air Patrol. Take some time to sit and read the NHQ website at [Civil Air Patrol | Civil Air Patrol National Headquarters](#). You can read publications and regulations to further your knowledge. Helen Hayes, known as the first lady of American Theatre, once said, “The expert in anything was once a beginner.” How true is that statement!

*Capt Glenda Engstrom, NC Wing Public Affairs Officer*

## Education and Training Program Level Completions in November

**In This Edition**

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- How do I use shortcut functions on computer
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### Yeager Award



- NC-022 Capt William White II
- NC-023 SM Martin Pillette
- NC-048 1st Lt Shawn Miller
- NC-048 SM Ryan Moody
- NC-082 SM John Hunter
- NC-162 SM David Seybert
- NC-300 1st Lt Rachel Ambrose

### Level I Member



- NC-007 SM Nathan Scott
- NC-023 SM Martin Pillette
- NC-048 SM Juli Pankow
- NC-079 SM Alyson Barrett
- NC-082 SM David Rodwell
- NC-153 SM Robert McManus
- NC-300 SM SM Anita Veyera
- NC-300 SM Mark Kresak
- NC-019 SM Michael Haynes
- NC-023 SM Daniel Mysiuk
- NC-079 SM Nicholas Perez
- NC-079 SM Angela Long
- NC-143 SM Harry Elarbee
- NC-300 SM Marshall Wilson
- NC-300 SM Jonathan McKinnon
- NC-300 SM Aoi Drake

**Level II Davis**

NC-048 2d Lt Ryan Boeve  
NC-153 1st Lt Calvin Williamson  
NC-160 Lt Col Keith Blakely  
No Davis Award Ribbon –  
Leadership Ribbon for Tech Rating



**Level V Wilson**



NC-007 Lt Col Lloyd Blevins

**Specialty Track Ratings Achieved in June**

Cadet Programs Master Rating – Maj Brent Wooters, NC-004  
Cadet Programs Technician Rating – 2d Lt David Wiles, NC-124  
Cadet Programs Technician Rating – 2d Lt Lisa Gamache, NC-153  
Command Technician Rating – 1st Lt William Mellick, Jr, NC-022  
Information Technology Master Rating – Capt David Leach, NC-162  
Operations Senior Rating – Lt Col Peter Bohler, Sr., NC-999  
Public Affairs Technician Rating – Capt Stephen Beal, NC-057  
Public Affairs Technician Rating – 2d Lt Michelle Shott, NC-162  
Safety Senior Rating – MSgt Billy Tharpe, NC-162  
Safety Technician Rating – 2d Lt Ryan Boeve, NC-048



## Education and Training Program

A purple square with a white circle in the center. Inside the circle, the text "LEVEL II UPDATED MODULES" is written in white, all-caps, sans-serif font.

LEVEL II  
UPDATED  
MODULES

### Additional Level II Modules Updated

Education and Training is continuing to publish updated Volunteer University modules.

The following Level II modules have been updated:

- Serving with Volunteers
- The History of the Civil Air Patrol Non-Commissioned Officer
- The Senior Member Education and Training Program
- Uniform Wear in Civil Air Patrol

Other updated modules will be periodically published when they are complete. Before beginning on any new modules, you will need to review the Level's webpages on the NHQ website to see if the module has been updated. The month and year of the update are listed on the file folder of each module. The instructor and student guides, as well as the instructor's PPTs, are also dated.

We are still seeking individuals who are subject matter experts in various areas to assist with updating modules. Please direct curriculum-related questions to Lt Col Kathy Nicholas at [knicholas@capnhq.gov](mailto:knicholas@capnhq.gov)

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### 2026 NC Wing Conference

Save the date and mark your calendars! The 2026 NC Wing Conference is scheduled for February 13 – 15, 2026, at the Embassy Suites Hotel in Greensboro, NC. There will be many seminars to choose from and activities to immerse yourself in.

Sign up now in eServices Registration Zone. Levels II – IV in-person modules will be offered along with water survival training!

A rectangular graphic with a gradient background from pink to yellow. The year "2026" is written in large, bold, black serif font. Below it, the words "WING CONFERENCE" are written in a smaller, black, all-caps sans-serif font.

2026  
WING CONFERENCE

## How Do I...

The "How Do I" section contains items and tips to help members navigate eServices, find information, and provide "I didn't know that" items.

### **How Do I Use Shortcut Functions on the Computer?**

For those that have been working on computers for a long time, you might be used to some shortcut functions. One that we listed in last month's newsletter I was not aware of until shown and now use regularly. It is "Ctrl F" to search for an item on a webpage. Below are a few other ones that are common and may be new that will assist you as you work on the computer. Please note that this is for PCs, Mac Computers may be different.

- Ctrl C – copies highlighted text or image
  - Ctrl A – selects the content of the page
  - Ctrl V – pastes text or image that was copied
  - Ctrl X – cuts highlighted text or image
  - Ctrl B – bolds the highlighted text
  - Ctrl N – opens a new screen – Word doc, Excel spreadsheet, webpage, etc.
  - Ctrl P – opens the print window
  - Ctrl H – browse the history of webpages opened
  - PrtScr (Print Screen) - copies the screen (screenshot)
  - Atl Tab – switch between open apps
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## Other Learning and Training Opportunities

Learn how to correctly wear the new OCP uniform



The day has come with a new uniform! Do you know how to wear it correctly? Read all about it here:

[Operational Camouflage Pattern Uniform | Civil Air Patrol National Headquarters](#)

### 2026 National Conference Save the Date!

August 28-29, 2026  
Loews Kansas City Hotel  
Kansas City, Missouri  
More information coming soon!



## Reach for the Stars Aerospace Webinar

Join us for a webinar/workshop to help you lift-off your events. NCWG Aerospace Education invites Aerospace Education Officers, Squadron commanders, Public Affairs Officers and other interested members to learn how to get your squadron lifting off and soaring across space and our galaxy. (Commanders and AEO's can pass this along to their Cadet AEO's if appropriate).



Date: 10 December 2025

Time: 1900-2000

Location: Microsoft Teams

Registration: <https://forms.office.com/r/9ELHVS7BiX> (Requires you to sign in to office 365)

The stellar team of presenters includes NCWG Director of Aerospace Education, Maj Nic Green, NCWG PAO Capt Glenda Engstrom, and representatives from the three NCWG squadrons that conducted the most events for 2025, Tar River's Capt Stephen Beal, Raleigh-Wake's Capt Yelena McManaman and Cunningham Field's Lt Chris Winkeleer. They will cover:

- \* The importance of Reach for the Stars.
- \* Correct Civil Air Patrol branding and uniform wear.
- \* What types of events can we participate in?
- \* What worked and lessons learned from scheduling and setting up events.
- \* And about those STEM kits.
- \* Cadets and AE Outreach And a whole lot more.

MC for the evening is NCWG GRA Lt Col Dunster.

There will be time for Q&A after the presentation.

Are you an AEO or PAO working on a rating?

AEOs in attendance will receive credit for attending a Wing AEO workshop. And, if PAO's attend, Capt Engstrom will accept this as workshop credit.

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Please forward any questions you have about this newsletter and Education and Training to Major Chad Hooper at [chooper@ncwgcap.org](mailto:chooper@ncwgcap.org).