



NC Wing Education and Training Newsletter April 2023



I recently read a quote from one of the most outstanding scientists and thinkers in human history, Sir Isaac Newton. "If I have seen further than others, it is by standing upon the shoulders of giants". It recognizes the contributions of others to our own success. Newton is referring to the contribution of other scientists. He knew their previous discoveries paved the way for his own. He also knew that it was an insatiable curiosity that primarily drove him. He mostly wanted to know why things were the way they were.

I hope you have an insatiable curiosity that keeps driving you to learn more. Knowledge builds upon itself, so the more we know, the more we can understand. So, take on a new task, stretch yourself, and teach someone a new skill. You will help others grow, and most importantly, you will see personal growth in yourself.

Lt Col Kathy Nicholas, NC Wing Director of Education and Training

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Education and Training Program Level Completions in March

Level I Member



NC-007 SM Timothy Smith
NC-019 SM Amanda Teague
NC-048 SM Dan Cajumban
NC-055 SM Victor Guerra
NC-107 SM Ashley Hunt, Brian Hunt, SM Carla Hunt, SM Shelby Hunt
SM Michael Politoski
NC-143 SM Jeremy Franks, SM Ruth Lenta, SM Jordan Regalado
NC-145 SM Raymond McConnell
NC-160 SM Norma Langlois
NC-162 SM Jeb Ayscue
NC-171 SM Hatem Smadi

Level II Davis

Yeager Award



NC-024 Capt Kim Auten
NC-031 SM William Croft
NC-050 2d Lt Aimee Calvillo
NC-050 SM Andrea Odom
NC-050 SM Misti Parsons
NC-050 SM Jason Parsons
NC-050 SM Jason Wray
NC-052 2d Lt Susan Orgain
NC-150 2d Lt Taylor Scism
NC-160 1st Lt Ernest Williams
NC-160 SM Joanie Foster
NC-162 2d Lt William Brown II
NC-305 SM Darrell Caviness II
NC-305 SM Preeteka Caviness

Level II Davis

NC-022 SSgt Andre Richards
NC-031 1st Lt Jeremey White
NC-107 1st Lt Lucas Hunt
NC-143 SSgt Ellen Franks
NC-309 1st Lt Dawn Mathews



No Davis Award Ribbon - Leadership Ribbon for Tech rating

Level III Loening



NC-001 Capt Melita Bulluck
NC-022 Maj John Martin
NC-050 Capt Randy Patterson

Level IV Garber



NC-023 – Capt Mark Shell

Level V Wilson



NC-001 Lt Col Lynne Albert

Specialty Track Ratings Achieved in March

Aerospace Education Master Rating – Capt Mark Shell, NC-023

Aerospace Education Technician Rating – 1st Lt Jeremy White, NC-031

Cadet Programs Technician Rating – Capt Luke Elliott, NC-160
 Capt Adam Roig, NC-124
 1st Lt Susan Morrison, NC-022
 Education and Training Technician Rating – 2d Lt Aimee Calvillo, NC-050
 Emergency Services Master Rating – Maj Robert Call, NC-001
 Information Technology Technician Rating – SSgt Andre Richards, NC-022

Congratulations on Completing Commander's Courses in March

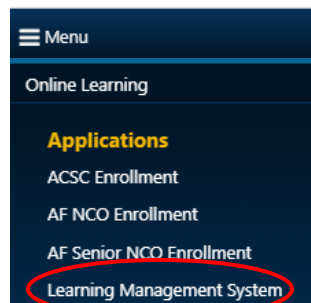
Squadron Commander's Course – Capt Randy Patterson, NC-050
 1st Lt Jenny Fitzpatrick, NC-153

Education and Training Program

LMS, AXIS, and Professional Levels

The Learning Management System (LMS) that Civil Air Patrol uses to provide education and training material to members is AXIS. Volunteer University modules, emergency service training, Safety Beacons, Specialty Track tests, and a variety of other training are contained here. When completing training and tests in AXIS, the program transfers the information to eServices. These are two separate systems.

You can verify completions in AXIS by reviewing Volunteer University modules in Professional Levels and other training and tests under Past Results in LMS.

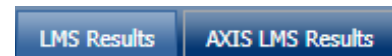


Go to the main menu in eServices. Click on *Menu*. Click on *Online Learning*, then *Learning Management System*.

On the next screen, click on *Past Results* under Modules in the left column



The next page displays certificates and test results. There are courses listed in both LMS and



AXIS. Click on the appropriate tab to view all of your courses and certificates completed in each system. If any course you have completed has a certificate

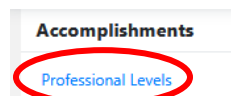
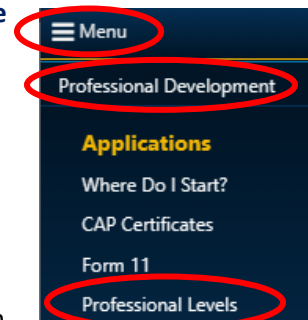
associated with it, click on *print certificate*. By saving certificates to your computer, you will have a record on your computer for easy access.

Modules completed in AXIS transferring to Professional Levels

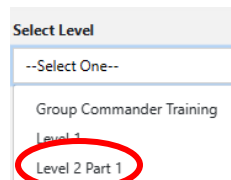
AXIS has experienced a few issues this past fall when the company that owns AXIS sent through a program update. Some Volunteer University modules completed in AXIS did not transfer over to Professional Levels.

Mostly all issues have been corrected however **we need your assistance to make sure no module completions have been missed. Please review the Level in Professional Levels that you are currently working in.** In eServices, Step 1 is to click on *Menu*.

Then *Professional Development* and under that *Professional Levels*



Step 2 - On the next screen under Accomplishments, click on Professional Levels



Step 3 - On the next screen under Select Level, click on the down arrow and select the Level you wish to review (Level 2 Part 1 is selected in this example)

This will open up the screen that lists all the requirements for that Level.

Moderated modules showing open in AXIS and complete in Professional Levels

In some instances, moderated modules may show that they have not completed in AXIS if you completed them with an instructor in the Virtual In-Residence Program, virtually through other classes, or in person. This occurs when you have signed up for a cohort and complete modules in another modality. There is nothing you need to do with the modules in AXIS, so they can be ignored. Just verify the modules show completed in Professional Levels.

A Message from Our Chief of Staff – Maj Kimberly Morton



As we move forward into 2023 so many great things have already happened, NCWG has a new Wing Commander, I was asked to be the Chief of Staff and the 2023 NCWG Conference was held, but where do we go from here? Having joined CAP in 2010 as a Patron member, I have seen NCWG advance and grow with the times, seeing the new Education & Training levels emerge from the old is amazing.

I look back on my journey and how it has progressed, from my first duty assignment as Deputy Commander for Cadets to Squadron Commander then Group Commander and now Chief of Staff; I credit the changes in Education & Training and the mentor's that I have had for my success. My dad always said "Lead by Example", my goal was to

complete my Level V before I finished my tour of duty as Group Commander, well I was a few months shy but that's okay I still finished.

At the first Chief of Staff meeting of 2023, I introduced a power word that I would like to build on at the next meeting, that word was Communication, without communicating with others we are setting ourselves up for failure. I am looking forward to communicating with the NCWG members and listening to their success, concerns and ideas of how we can work together to drive NCWG into the future. Holding a position on the Education & Training Staff, I am able to see the new opportunities that will be introduced to our members soon to help them progress in their CAP education and duty assignments, so be on the lookout for those new opportunities that will be available in your area.

2023 NC Wing Conference

This year's conference gave the opportunity for members throughout the Wing to once again get back together. Members attended the pre-conference events of water survival training and an Inspector General seminar. We were fortunate to have our National Commander, Maj Gen Ed Phelka, and Mid-Atlantic Region Commander Col Eugene Egry join NC Wing Col Dennis Bissell in speaking to members and presenting awards. Congratulations to all members on a successful year in the Wing.

Seminars for both senior members and cadets were the highlight of the afternoon. The evening was capped off with a banquet. The Wing Education and Training Staff introduced a *Read to Lead Book Exchange*. Plans are to expand this and place it at Wing HQ.



A Personnel Authorization verifying conference attendance was sent out to all commanders by Maj Jordan Crawford on 21 March for members who completed the survey after the conference. This is the document you need to upload to your Level III in Professional Levels - *Attend Wing, Region, or National Conference*. Two conference attendances are required for Level III. If you did not receive it, please check with your commander.

Apply to Be a Volunteer University Instructor – We Need You!

We are extremely grateful for our Wing Volunteer University Instructors! They are instructing and guiding members through the various Levels in CAP's Education and Training Program.

We are looking to increase the number of approved Volunteer University Instructors. Having at least one instructor in each unit is key to assisting members through the E&T Program. This can be any member and not just the Education and Training Officer. To apply, click on [Become a Volunteer University Instructor](#) to go to the Volunteer University webpage to get started. Complete the application and after the application is approved, you will be enrolled in the VolU Instructor Course in AXIS. After completing the online portion, you will sign up to participate in a Summary Conversation session to be a fully qualified instructor or assistant instructor.



A qualified VolU instructor can instruct the Levels that they have completed. A benefit to the squadron is that members needing to complete modules (including Level I) can receive small group or one-on-one instruction. Please contact the Wing Education and Training Staff for more information and to apply!

How Do I...

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

How Do I Create My Email Signature?

Civil Air Patrol's Branding Guide provides instructions and a template to create your CAP email signature. Click [CAP Email Signature](#) to go to the webpage to get started. This link is also where to go to set up business cards.

In this section of the Branding Guide, click on the blue button Open Email Signature Generator Tool

Open Email Signature Generator Tool

The template will open for you to enter your information. Follow the instructions.

This webpage also has a Word template that works well for a signature in Outlook. Download the Word document, edit the contents to include your details, and then copy and paste the result into your email client.

How Do I Set Up My Ribbon Rack?

We occasionally post an article on awards and ribbons. Since we just had our annual conference, this is an appropriate time to publish an article again.



We congratulate all our members who earn awards and ribbons. You have worked hard to earn these achievements, and CAP wants you to wear them correctly. Most of us have been using the

[McCord Ribbon Rack Builder](#) to set up our ribbon rack to wear on our uniform.

Vanguard also has an [EZ Rack Builder](#). You can build and purchase standard ribbons, thin ribbons, sticky racks (sticker version), and mini medals through Vanguard. Don't forget to always get the Vanguard 10% discount code from their Facebook page before you order anything (good once per month). Enjoy building and wearing your official ribbon rack.



Other Learning and Training Opportunities

This section lists other training resources inside and outside of Civil Air Patrol that will increase your knowledge and enhance your skills.

Points of Distribution - NC Wing Group Level Training



Points of Distribution (PODs) are centralized locations where the public picks up life-sustaining commodities following a disaster or emergency. This is one of the areas in that NC Wing members work alongside NC Emergency Management in assisting the state in times of need.

Below are the announced Wing training opportunities. Be prepared to serve our communities by attending one of the training sessions!

Group 1

Saturday, 0800 hrs., 29 April 2023, Host - NC-124 Hickory Comp Squadron

Location: Hickory Regional Airport, 3101 9th Ave Drive NW, Hickory, NC 28601

POC: SMSgt Mark Emaus, mark.emaus@ncwgcap.org

Group 2

Saturday, 0800 hrs., 6 May 2023, Host - NC-145 Franklin County Comp Squadron

Location: Triangle North Executive Airport, 440 Airport Road, Louisburg NC 27549

POC: Capt. Andrew Williams, awilliams@ncwgcap.org

Group 3

Saturday, 0800 hrs., 3 June 2023, Host - NC-057 Tar River Composite Squadron

Location: Rocky Mount-Wilson Regional Airport, FAA Building (Squadron Headquarters) 265 Air Terminal Dr, Elm City NC27822

POC: 1st Lt Stephen Beal, stephen.beal@ncwgcap.org

Group 4

Saturday, 0800 hrs., 17 June 2023, Host - NC-052 Sugar Valley Composite Squadron

Location: Sugar Valley Airport, 249 Gilbert Rd, Mocksville, NC 27028

POC: Captain Sandra Smith, Sandra.Smith@ncwgcap.org

Group 5

Saturday, 0800 hrs., 13 May 2023, Host- NC-170 Brunswick County Composite Squadron

Location: Cape Fear Regional Jetport, 2nd Floor, 4015 Airport Road, Southport NC 28461

POC: Capt Karl Noffke, karl.noffke@ncwgcap.org

Group 6

Saturday, 0800 hrs., 22 April 2023, Host - NC-300 Union County Composite Squadron

Location: Apprentice Academy High School, 2505 Weddington Road, Monroe, NC 28110

POC: Lt Col Michael Krueger, Michael.Krueger@ncwgcap.org

2023 National Emergency Services Academy (NESA) – 18 June to 1 July



The [National Emergency Services Academy](#) is being held at Camp Atterbury, Indiana. CAP Sent out an email on 23 March that applications are still being accepted for all CAP senior members and cadets that will be at least 13 years of age by 18 June. Courses are being held during two-session weeks from 18 June through 1 July 2022. There are courses for all members interested in emergency services. This is a great opportunity for both new and old members to come train with hundreds of other personnel from across the country that have already signed up to attend.

Slots fill up fast and will be filled on a first come first served basis. We encourage you to apply soon to get into the course or courses you desire, preferably by 1 May as historically most slots are filled by then, and some courses close sooner because of the lead time to order necessary supplies and equipment to support students. Registration is hosted in [e-services](#), and you will need to log in to apply online. Applications are not complete and cannot be submitted until release forms available [online](#) are properly signed and witnessed (if necessary) and uploaded. Additional information about NESA can be found on the [website](#) along with the [downloadable](#)

[NESA Course Dates](#). If you have any additional questions, please direct them to the NESA staff at NESA-ADMIN@nesa.cap.gov.

First time attending? Contact your Emergency Services Officer to find out about all the great training for ground and aircrews offered during the two weeks.

Training Leaders of Cadets Basic – Two Opportunities in April

Virtual – Chaplain Corps on 15 April

Onsite – NC Wing HQ on 22 April

The next virtual Training Leaders of Cadets Basic by the Chaplain Corps will be held on 15 April 2023. Click http://caphclib.us/?page_id=52 to go to the webpage for a list of dates for 2023 and how to register. Below is a screenshot of upcoming courses and registration dates.



Event	Event Start	Register Open	Register Close
Training Leaders of Cadets (Basic) -- New Materials	2023-04-15	2023-03-01	2023-04-12
Training Leaders of Cadets (Basic) -- New Materials	2023-07-15	2023-06-01	2023-07-12
Training Leaders of Cadets (Basic) -- New Materials	2023-10-21	2023-09-01	2023-10-18

Please note that there is pre-course work to complete. Click [TLC Basic Course](#) for the student and instructor guides and further information.

Group 4 is hosting an onsite Training Leaders of Cadets Basic on 22 April from 0800-1700 at Wing HQ.

This is a discussion-based learning and has online modules that will need to be completed in LMS with in-person discussions. Click <https://forms.office.com/r/f1NdvNkaDp> to access the registration form. The deadline to register is 15 April. For further information please contact Maj Jordan Crawford, Jordan.Crawford@ncwgcap.org.

Virginia Wing Conference – 28-30 April

The Virginia Wing's 2023 Conference is being held at the Virginia Crossings Hotel & Conference Center, Tapestry Collection by Hilton 1000 Virginia Center Parkway Glen Allen, VA 23059. The dates are 28-30 April. This year's theme is *Building Excellence While Building the Future*. Click [VA Wing Conference](#) to go to the webpage for details. To register, click on [VA Wing Conference Registration](#).



Please forward any questions you have about this newsletter and Education and Training to Lt Col Kathy Nicholas at knicholas@ncwgcap.org