



HEADQUARTERS NORTH CAROLINA WING  
 CIVIL AIR PATROL  
 UNITED STATES AIR FORCE AUXILIARY  
 3520 Alamance Road  
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## NC Wing Education and Training Newsletter May 2021



Did you know that the value of Civil Air Patrol’s Education and Training Program provides a foundation and helps you to contribute to the overall success of CAP? You will gain increased knowledge, new insights and skills, competence and confidence, and have opportunities to grow. Please check out Lt Col Valerie Brown’s article on “How to Plan for Success in CAP” below. Investing your time in education and training pays great dividends to you inside and outside of CAP.

*Maj Kathy Nicholas, NC Wing Director of Professional Development*

### Education and Training Awards

Congratulations to the following members on completing Education and Training Program Levels and earning awards in April.

**Level I Member** – Senior Members Denis Armstrong-Carter, Christopher Barrow, Garrett Biss, Regina Larson,  Kaitlyn Mosteller, Tyler Smith, Seth Tucker, Edward Walsh IV, Richard Wolfe

**Level II Davis** – Captain Jennifer Larson  
 Second Lieutenant Stacy Huntsberry

No Davis Award Ribbon - Leadership Ribbon for Tech rating 

**Level III Loening** – Capt Jonathan Bohlmann



**Level V Wilson** – SMSgt Christopher Kehrer



**Yeager Award** – Second Lieutenant Carl Jensen  
 Senior Member Jacob Huffman



### Education and Training Program

#### How to Plan for Success in CAP – Education and Training

All new members bring talent and training when they join CAP, but often they have little information about how to apply these in our organization. Even those folks with mission skills need direction about how to succeed in CAP. Education and Training provides the direction.

First, Education, especially in Level I, provides a basic understanding of who we are and how we function. This information is vital and must be completed before the new member can be assigned responsibilities as staff or permitted to supervise cadets.

A New Member Plan of Action is part of Education. This inventory of interests and talents enables the unit to work with the new member for the benefit of all. To frame this in aviation terms, this is the beginning of your “Personal Flight Plan” for your CAP career.

Next is Training, starting in Level II, which is designed to provide specific skills of how to perform in a selected position. Our training process has only three levels; Technician, Senior and Master for each

Specialty area. This is a flexible process. The member can change Specialty areas or once skills are developed in one area, another area can be added. Note: these Specialty ratings are also important for advancement and promotions.

This 5 level process of Education and Training is designed to develop each member from prospect to participant to performer, providing more complex information as the member progresses (see CAP Regulation 40-1 for details). With both Education and Training, every member will know both what to do and “How to” accomplish it.

*Lt Col Valerie Brown, Assistant NC Wing Director of Education and Training*

## Specialty Tracks Updates

### Specialty Track

Has your Specialty Track Guide updated? When was the last time you reviewed your specialty track guide? Some of the specialty tracks are going through updates so be sure to keep an eye out for the specialty track you are working in. The Education and Training Officer Specialty Track Guide CAP 40-40 was the most recently updated on 26 April. The Safety Officer Specialty Track Guide CAPP 40-160 was also updated in April and the Historian Specialty Track Study Guide CAPP 40-110 was updated in February. Please be aware when there are updates that the CAP Pamphlets are changing numbers. Click on [CAP Pamphlets](#) to find yours.

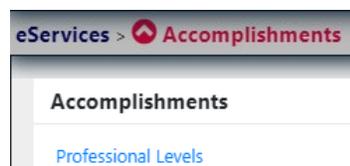
As mentioned in last month’s newsletter, Specialty Tracks outline CAP duty positions providing regulations, manuals and other resources you need to become proficient in performing your duties. Specialty Track Study Guides are listed as pamphlets on the main CAP website. Each specialty track has three ratings that are earned based upon completing the four areas of Service, Training, Activities and Knowledge (STAK). The study guides help you learn your duty position and provide the tools you need to become more efficient and effective in your service. Do you need assistance in working through requirements? Reach out to your Education and Training Officers at the Squadron, Group or Wing level.

## Final Reminder - Grandfather Deadline for Level IV & V - 31 May

Members who have completed Region Staff College for Level IV and National Staff College for Level V have until 31 May to complete the remaining requirements in the “legacy” Professional Development Program to complete the Level under the Grandfathering Program. If you have questions about what other requirements you need to complete, please contact your squadron’s Education and Training Officer. Requirements are outlined in the old CAPR 50-17. It is no longer listed on the CAP website. Please let us know if you need the information and we can assist with your completion.

**GRANDFATHER  
CLAUSE**

## Professional Levels - Accomplishments



The Accomplishments section under Professional Levels is your “transcript” for the five Levels in the Education and Training Program, Squadron Commander, Group Commander and Region Commander Courses. Members have the ability to review their record at any time and to enter limited information in their eService record for each Level.

- If you have completed a Level in the original Professional Development Program (prior to 4 Aug), it will show as “Approved”. Do not enter any information or documentation on that page in eServices. Example: If you have completed Level III and see the green box at the top left that shows this Level is approved, do not enter anything on this page (including conference attendance - you’ve already completed that requirement!).
- There are a few items that require supporting documentation. Items include mentoring a member through Level I, conferences, serving on staff at an activity, etc. Please check with your Education and Training Officer for assistance.
- When you have completed all items in the Level, you will be able to submit the request for approval. There is no waiting for the Education and Training Officer or Commander to submit this for you.

Current Status: **APPROVED**  
Completed on: 17 Nov 2014  
Approved in Membership System

## 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 Set Up a “One-Click” List of Favorites in eServices?

This was a tip we gave last year and it’s a good reminder for those who have been members for some time and our newer members. Having a “one-click” list of favorites is a great time saver when you frequently go to certain pages in eServices. Follow these easy instructions:

- Start by clicking on your name and gear symbol in the top right-hand corner of the main eServices screen
- Click on the “+” sign on the Favorites line. This will open a new page that shows a list of the links you can make favorites.



#### Operations

- ☆ Where Do I Start?
- ☆ CAPabilities
- ☆ NESAs Main Menu
- ★ Operations Qualifications
- ★ WMIRS 2.0

- Click on the “star” next to your selection to turn it into a “gold star” favorite.

On the main eServices page, you will now see all your favorites you can access as a one button click under “Favorite Apps”

#### Favorite Apps

- [Learning Management System](#)
- [Operations Qualifications](#)
- [Professional Levels](#)
- [WMIRS](#)

### Did You Know All CAP Members Have Access to Office 365?



All CAP members have the full suite of Office 365 products. This powerful tool is a free benefit by serving in Civil Air Patrol. Besides email through Outlook and the use of Microsoft Teams, you have the full use of Word, Excel, PowerPoint, Forms, OneDrive, OneNote, and a host of other functions.

As part of Civil Air Patrol, you have this use of Office 365 free to use. If you are not using a CAP email address, please be sure to speak with your squadron’s IT Officer so you can sign in and access Office 365.

### 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.

#### Training Leaders of Cadets Course



Training Leaders of Cadets (TLC) is an excellent course that is managed by Cadet Programs. All senior members working with cadets including commanders and deputy commanders need to take the basic course and are encouraged to take the intermediate course as well. Training Leaders of Cadets is managed under Cadet Programs. A cadet programs officer specialty track requires the basic course for technician and intermediate for senior ratings. The command specialty track requires basic for a technician rating. There are three different courses. TLC Basic and TLC

Intermediate are for those at the squadron level. TLC Advance prepares Cadet Program officers to administer a Wing level Cadet Program.

The next upcoming Training Leaders of Cadets Basic Courses are:

The Indiana Wing - May 15, 2021 at 8:00 EDT. Please click on this link to sign up

<https://forms.gle/Ysivr91UdNqn6pPdA>.

New Mexico Wing - 22 May Please contact Lt Col Andrew Selph at [Andrew.selph@nmcap.us](mailto:Andrew.selph@nmcap.us) for details and to register.

## NESA is Open for Registration

The National Emergency Service Academy (NESA) is now open for registration for the summer sessions. Week one is 25-31 July and week two is 1-7 Aug. Do not wait to apply if you are interested in attending as slots fill up fast. What is NESA? Click on the [NESA Website](#) for information. To register follow these instructions.

In eServices click on:

Menu

Operations

NESA Main Menu



At the top of the next page click on the red circled down arrow to start the application and payment process.



There are a few sections for the process so be sure to read all the information. If this is the first time attending, be sure to talk with the Emergency Services Officer in your unit to obtain details about location, training, what certain requirements there are and connecting with someone who has been there to get first-hand experience of what to expect.

## Redesigned Volunteer Magazine is Published Online



The digital version of the Spring 2021 issue of CAP's biannual magazine, *Civil Air Patrol Volunteer*, is now live, reflecting a phased magazine refresh that includes a brand new cover format. Read about CAP's special training programs for the armed services, virtual National Legislature Days, 80th anniversary remarks from Maj Gen Mark Smith, articles from CAP's Aerospace Education, Cadet Programs and Education and Training directorates among many other interesting and informative articles. This is a great way to learn what is happening throughout Civil Air Patrol. Click on <https://view.imirus.com/681/document/13546/1> to read the digital edition of Volunteer Magazine.

Since Volunteer Magazine is digital why not send the link to those who are considering joining Civil Air Patrol? This is a great way to help explain what CAP is all about. Use it with your other recruitment tools!

Please forward any questions you have about this newsletter and Education and Training to Maj Kathy Nicholas [knicholas@ncwgcap.org](mailto:knicholas@ncwgcap.org)