



## NC Wing Education and Training Newsletter July 2023



I mentioned in the May newsletter the book *The Wisdom of the Bullfrog* by Admiral William McRaven. He gave a collection of eighteen sayings that have guided him through many leadership opportunities. One of these is *Can You Stand Before the Long Green Table?* He states, "Since WWII the conference tables used in military boardrooms had been constructed of long, narrow furniture covered in green felt". The long green table may be virtual these days but you should consider all the factors in making a good case to those at the table.

Difficult decisions with serious ramifications require careful thought. If we can justify the actions we take are moral, legal, and ethical (our Core Values) and conform to the goals and objectives of the organization, then we can stand by our convictions, make the hard choices, and do the right thing. Something to think about as we celebrate our nation's history this month and the leaders that helped to create it.

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

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### Yeager Award



NC-007 SM Timothy Smith  
NC-022 SM William Mellick Jr  
NC-057 SM Giovanni DeSimone  
NC-143 SM Jordan Regalado  
NC-160 2d Lt Jane Soper

### Level II Davis

NC-019 2d Lt John Reed  
NC-126 Lt Col David Ramirez  
NC-143 SM Jordan Regalado  
NC-160 2d Lt Jane Soper  
NC-300 Capt Joel Levy

No Davis Award Ribbon - Leadership Ribbon for Tech rating

### Education and Training Program Level Completions in June

#### Level I Member



NC-007 SM Dale Campbell, SM Nathan Perry, SM Abigail Pope  
NC-022 SM Laurie Pike, SM Gregory Riojas  
NC-023 SM Ashley Good  
NC-048 SM Yi Chen, SM Heather Geary, SM Susan Olmstead,  
SM Brett Russ  
NC-055 SM William Nesbit  
NC-057 SM Giovanni DeSimone  
NC-079 SM Ashleigh Bahrman- Wilson, SM James Humbles  
NC-082 SM Robert Bonner, SM James Hemann, SM Samuel Shamel,  
SM Sandra Waggoner  
NC-111 SM Daniel Lambert  
NC-121 SM Michael Runyon, SM Jay  
NC-124 SM Katie Bryant, SM Robert Garner, SM Andrew Meranda,  
SM Douglas Marlowe Jr  
NC-126 SM Brittany Rohde  
NC-150 SM Robert Yost  
NC-153 SM Tony Haywood  
NC-300 SM Erika Macielinski, SM Todd Smith  
NC-305 SM Brenna Daniel, SM Daniel Freeman, SM Willie Joco  
NC-307 SM William Dolf

#### Level IV Garber



NC-001 Maj Danna Ross  
NC-048 Maj David Taylor

### Specialty Track Ratings Achieved in June

Aerospace Education Master Rating – Capt Richard Rudnicki, NC-170  
Aerospace Education Senior Rating – Capt Barbara Emaus, NC-124  
Aerospace Education Technician Rating – Capt Cynthia Randolph, NC-124  
2d Lt Jerry Coward, NC-305

Aerospace Education Technician Rating – SM Nathanael Robinson, NC 301  
Cadet Programs Technician Rating – 1st Lt Lucas Hunt, NC-107  
1st Lt Tyler Smith, NC-107  
SM Abigail Pope, NC-007  
Command Technician Rating – Lt Col Peter Bohler, NC-999  
Capt Cynthia Randolph, NC-124  
Communications Master Rating – Maj David Taylor, NC-048  
Communications Technician Rating – SM Jonas Baker, NC-301  
Finance Technician Rating– 2d Lt Mary Margaret McKinney, NC-305  
Health Services Technician Rating – 2d Lt Amy Sebastian, NC-124  
Information Technology Senior Rating – 1st Lt Ronnie Hicks, NC-124  
Legal Technician Rating – Capt Joel Levy, NC-300  
Operations Technician Rating – Lt Col Peter Bohler, NC-999  
Lt Col Brendan Kearns, NC-001  
Professional Development Technician Rating – Capt Barbara Emaus, NC-124  
Public Affairs Technician Rating – Capt Barbara Emaus, NC-124

### **Congratulations on Completing Commander's Courses in June**

Region Commander's Course – 1st Lt Stephen Beal, NC-057  
Squadron Commander's Course – 1st Lt Lucas Hunt, NC-107

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## **Education and Training Program**

### **On Balance – NCWG Finance News**

*By Maj Danna Ross, NC Wing Director of Finance*

Did you know that there is a NC Wing Finance Team that is working to help make finance officer's job easier? We are working to set standards within the wing to help finance officers find forms, regulations, track income and expenses, and understand what finance information can be stored at the squadron level. These items are meant to be helpful to finance officers as well as squadron commanders. We have also developed a set of finance training slides:

Finance Training - Introduction to Squadron Finance  
Finance Training - Dealing with Less Common Transactions  
Finance Training - Using the Tracking Sheet  
Finance Training - Year-End Actions

Currently, we are trying to train any new finance officers and are available for personal training on any of the other topics. One of the most important things that a finance officer needs to focus on is compliance with the CAP regulations. The wing is audited annually and staying in compliance is key to continue receiving government funding for missions and aerospace education. The finance team wants to make sure that every finance officer and commander understands the finance regulations and assure that there is a good understanding of finance requirements.

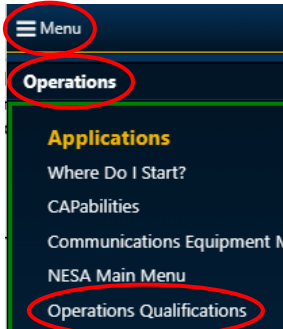
A reference sheet outlining finance officer's key responsibilities which contains links to all finance regulations, forms, and training slides can be found [NC Wing Finance Reference Sheet 23M B85061D01E434.pdf \(cap.gov\)](https://www.cap.gov/nc-wing-finance-reference-sheet-23m-b85061d01e434.pdf)

Lt Col Tom Schick, our development director, focuses on fundraising and donations. Please contact him for help on either of these areas. An on-line donate button for specific squadrons is planned for July--watch for updates! Other finance team members are Capt Ronald Lee (NC-048) and Maj Donald Piasecki (NC-171). Please feel free to contact any of us for clarification or help with finance. Our finance team would love to hear what you think would simplify your responsibilities as a finance officer and help you progress in the Finance Specialty Track.

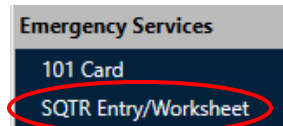


## Uploading Other Types of Documents to eServices (Non E&T Program Documentation)

There are other documents that require uploading to eServices besides completions for the Education and Training Program Professional Levels. Documents include supporting evidence required for the approval/validation process, such as a CAP driver's license, pilot's license, medical and other information, CPR/First Aid card, IS Courses, and other documentation.



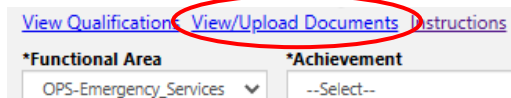
To upload documents to eServices, select Menu → Operations → Operations Qualifications. On the next page you click on **Ops Quals** then under Emergency Services select SQTR Entry/Worksheet.



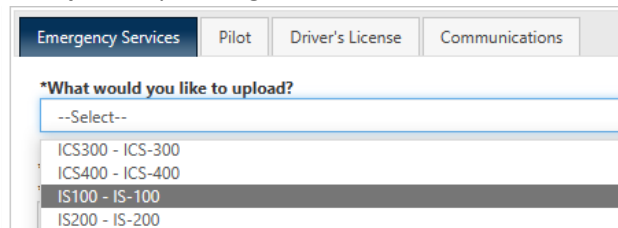
Your next step is to enter your CAPID.



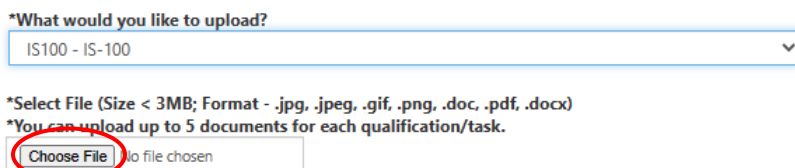
On the next page under your name click on View/Upload Documents



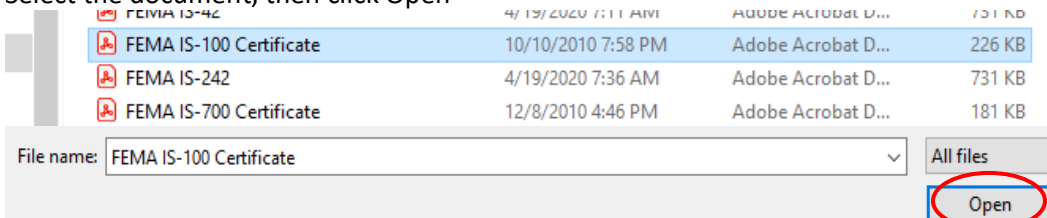
**Example** of uploading the FEMA IS100 Certificate: Click on the dropdown menu to select IS100



Click on Choose File to select the document from your computer



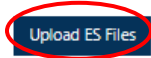
Select the document, then click Open



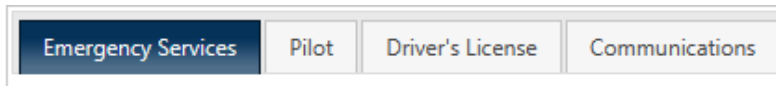
The document will appear in the box next to Choose File. Click on the blue box Upload ES Files to upload the document to eServices



In the OPS-Quals - ES - section, it is necessary for you to fill in the dates and check appropriate boxes for your approval/validation to be completed. After loading dates, data and checking boxes, hit the "Submit" button at the lower left of the page. Uploading documents, in itself, does not submit the data for approval/validation. Uploads are used as supporting evidence during the approval/validation process.



Note that there are four tabs where you upload documents.



## 2023 - 2027 Civil Air Patrol Strategic Plan



Click [2023-2027 CAP Strategic Plan](#) to access it from CAP's website. Below is our National Commander, Maj Gen Edward Phelka's message in the forward section of the strategic plan.

*Last year we introduced an improved strategic plan that reduced the number of goals down to three impactful statements that help us better chart a course for our future. We refined our strategic planning battle rhythm and introduced a new concept of overarching objectives: those objectives that were common to the success of all three goals. Additionally, we created the Strategic Implementation Plan (SIP) template. Where the Strategic Action Plan identifies and tracks tasks at the national level, the SIP template aids wings and regions in making valuable contributions to achieving our strategic objectives.*

*This year we continue to mature our strategic planning, taking aim at bedrock initiatives upon which to build tomorrow's Civil Air Patrol. From digital transformation to promoting a consistent brand to developing our enterprise risk management program, we are taking aggressive steps to ensure tomorrow's Civil Air Patrol is innovative, resilient, agile, and sustainable. At the heart of our strategic plan is diversity, the differences our more than 60,000 members bring to bear to make our organization – our future – even stronger.*

*Additional information from the plan. Although this is a rolling five-year plan, it's not possible to accurately predict our operating environment five years from now. External factors such as changing levels of federal appropriations, introduction of new technologies and missions, or changes to laws influence our objectives and tasks. Therefore, our plan is reviewed annually for relevance, assessing progress, and making necessary adjustments. This plan is OUR vision for the future – not just the National Commander's or the Region and Wing Commanders'. Collectively, we all play a part in shaping our Civil Air Patrol of tomorrow.*

Please take time to review the plan and see the direction our organization has taken and will take in the future.



Celebrating excellence and success with open houses, discovery sessions, learning labs, and the collaboration and social space we've dubbed "The Hangar," you are sure to find something interesting at this year's conference. We'll celebrate CAP's best wings, programs, and people with national awards! On Saturday night, Major General Edward Phelka invites you to join him and our conference sponsors at our first Commander's Reception to celebrate the connections and collaborations of the 2023 National Conference!

Registration for the conference is \$179 if you sign up by July 17, accessible through the [National Conference webpage](#). Hyatt Regency Bellevue hotel reservations (with a \$150/night plus tax CAP discount) are also available at [this link](#) if you make them before July 17.

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## 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 Submit an Education and Training Level for Approval?

All members have the ability to submit their completed Level in the Senior Member Education and Training Program for commander approval. Members keep track of items in Professional Levels. Access Professional Levels in eServices by going to *Menu -> Professional Development -> Professional Levels*. (Make this a favorite - see the [May Newsletter](#) for this information)

Under *Accomplishments*, click on *Professional Levels*

#### Accomplishments

Professional Levels

Select the Level you are working in to identify if everything is complete. If there is a blue bar showing *Current Status READY FOR APPROVAL*, click on the dark blue bar, *Submit Level for Approval*



It will go in your commander's queue for review and approval

The blue bar will now show Current Status PENDING.



Current Status will show as PENDING until the Level is approved at the appropriate authorization Level.

Levels I & II – Unit Commander

Levels III & IV – Wing Commander

Level V – Region Commander

Click [Senior Member E&T and Promotion Eligibility Chart](#) to access this helpful chart. The chart identifies the main items for each Level. Please refer to CAPR 40-1 Senior Member Education and Training Program, which contains details for all items in the E&T Program.

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## 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.

### NESA-Mobile Training – G-2300 Intermediate Emergency Operation Center Functions

The G2300 Intermediate Emergency Operations Center Functions has a goal of assisting individuals and jurisdictions who desire to develop or improve their Emergency Operations Centers (EOC). By the end of the course, students will be able to demonstrate, through activities and a final exam, the managerial and operational roles of the modern day EOC as a NIMS Command and Coordination function group operating within a Multiagency Coordination System (MACS).



The prerequisites to attend this course are completion of IS100, IS700, IS800 & IS2200, and recommended G191 & IS200. Attendance at all sessions is required. As this is an interactive class, each student must have a computer with a camera and voice capability.

Class Schedule:

11 August 2023, 1800-2200

12 August 2023, 0800-1700

13 August 2023, 0800-1700



To register for this class, complete the application at [Application for Emergency Services Courses Form](#), have your unit commander approve it, and forward to: Lt Col Deborah Ozer at [dozer@ner.cap.gov](mailto:dozer@ner.cap.gov). The application deadline is 24 July 2023.

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### NC Land Search Field Team Member NC-8100 Course – 7 to 12 August

Maj Jordan Crawford announced the NC Land Search Team Member NC-8100 course in an email dated 16 June. The course is being held from 7 Aug to 12 Aug 2023 at NCWG HQ in Burlington. This course is open to all members within NCWG, preference will be given to ground team leaders. Everyone taking this course must have a 24-hour pack and everything in the packing list that was attached to the email. Members wishing to take this course must register through [NC TERMS](#) (Training, Exercise, Response Management System). All students will be waitlisted until slotted into the course. There are 25 student spots available.



The Land Search Field Team Member (FTM) is the foundation for response to a lost or missing person incident including ground search for a missing aircraft. This standard is the minimum recommended training for those responders not already governed by a training guideline for response to persons in distress. Contact Maj Jordan Crawford at [Jordan.Crawford@ncwgc.org](mailto:Jordan.Crawford@ncwgc.org) with any questions you have.

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### New MAC Photo/Video Competition



The Marketing and Communications team is launching a new competition to find the best photos taken, and videos produced, by any CAP member. Separate from the longstanding Balsem Awards competition, which is limited to public affairs officers, the CAP in Focus Awards are open to any current CAP member, including cadets, except for members currently serving on any national volunteer staff. The goal is to support MAC's needs for photographs and videos for a variety of marketing programs and products.

Submissions for the CAP in Focus Awards competition will be accepted from Sept. 1-30 via an online portal, which will open Sept. 1. All work submitted for consideration for an award must have been completed from Sept. 1, 2022-Aug. 31, 2023. Photos will be judged in five categories: community service, education, activities, fleet, and technology. Videos may cover any relevant topic and will be judged in two categories: video shorts (one minute or less) and three-minute videos. Click [More About the 2023 CAP In Focus Awards](#) for details.

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### Training Leaders of Cadets Basic – Chaplain Corps 15 July

The next virtual Training Leaders of Cadets Basic by the Chaplain Corps will be held on 15 July 2023. Click [http://caphclib.us/?page\\_id=52](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	Registration Status
Training Leaders of Cadets (Basic) -- New Materials	2023-07-15	2023-06-01	2023-07-12	Open
Training Leaders of Cadets (Basic) -- New Materials	2023-10-21	2023-09-01	2023-10-18	Not yet open

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

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## Civil Air Patrol Two Factor Authorization (2FA) Update

Civil Air Patrol sent out an email on 25 June with the following message:

Beginning on June 27, 2023, we are pleased to announce that users will have the option to use their preferred authenticator app as a secondary authentication method when logging into eServices. This additional layer of security aims to provide users with more choices for verifying their identity beyond the traditional methods of SMS and email.

By utilizing an authenticator app, you can generate time-based verification codes directly on your mobile device. These codes will be required along with your username and password to complete the login process. The app of your choice will generate these codes, adding an extra level of protection to your account.

The email contains additional information about 2FA. Click [2FA Instructions.pdf](#) to access the instructions on setting up the secondary authentication method. It is also a link in the *News* section on the eServices main page.

News



**\*\* 27 Jun 2023 \*\***

[CAP National Headquarters Closed 4 July 2023 in...](#)

**\*\* 25 Jun 2023 \*\***

[New - eServices 2FA Update](#)

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