



NC Wing Education and Training Newsletter November 2022



In this first section, I try to bring to you something I read that has made an impression on me. By passing it along, I hope it has been helpful to you as well. This month's topic is leadership. You don't have to be in a leadership position to be a leader. A great example is found in the story of a medal of honor recipient, William J Crawford. You already may know the story. He was a janitor at the U.S. Air Force Academy. Click [here](#) for a Wikipedia article on him. Be sure to scroll down to read leadership lessons learned and written down by a former cadet at the academy. As I read them, I kept hearing our CAP Core Values: Integrity, Volunteer Service, Excellence, and Respect. These are excellent lessons that serve us well in our daily lives.

Thank you for being who you are, a dedicated group of individuals striving to do their best daily. We train and serve together, have fun, support one another, and establish friendships. Thank you for the opportunities you provide and the lessons you have knowingly and unknowingly taught me along the way.

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

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Education and Training Program Level Completions in Oct

Level I Member

- NC-019 Jeffrey Vanderlip
- NC-023 SM Paul Hieber, SM Justin May, SM Bradford Moore
SM Mark Pool, SM Reginald Weaver
- NC-024 SM Jeffrey Glavin, SM Jonathan Poplin
- NC-031 SM Daniel Bonillo
- NC-048 SM Craig Upton
- NC-055 SM Ira Matney
- NC-057 SM Shasha Zhang
- NC-070 SM William Rose
- NC-111 SM Thomas Anderson, SM Joseph Haines,
SM Brittany Karnaukh, SM Lisa Walker
- NC-121 SM Henry Purser
- NC-143 SM Lee Smith
- NC-150 SM Peter Verrault
- NC-160 SM Walid Anwar
- NC-162 SM Thomas Bernard
- NC-170 SM Raymond Litchfield, SM Carl Mauney
- NC-171 Ashley Legoas
- NC-305 Stuart Willard
- NC-307 SM Randon Morgan

Yeager Award

- NC-055 SM Charles Barton
- NC-057 SM Shasha Zhang
- NC-111 SM Brittany Karnaukh
- NC-111 SM Ruslan Karnaukh
- NC-170 SM Carl Mauney
- NC-309 2d Lt Dawn Mathews

Level II Davis

- NC-031 1st Lt Thomas Noterman
- NC-048 1st Lt Elizabeth Jordan
- NC-160 Maj Charles Burdulis
- NC-160 SSgt Michael Staats
- NC-162 2d Lt William Wilson

No Davis Award Ribbon - Leadership Ribbon for Tech rating

Level IV Garber

- NC-124 Capt Cynthia Randolph
- NC-160 Maj Walter Rodriguez

Congratulations on Completing Commander's Courses in October

- Squadron Commander's Course – Maj Walter Rodriguez, NC-160
- Capt Cynthia Randolph, NC-124

Specialty Track Ratings Achieved in October

Aerospace Education Technician Rating – Lt Col David Rinehart, NC-005

Capt Barbara Emaus, NC-124

Cadet Programs Master Rating – Capt Cynthia Randolph, NC-124

Cadet Programs Technician Rating – Capt Barbara Emaus, NC-124

1st Lt Elizabeth Jordan, NC-048

Character Development Technician Rating - Capt Barbara Emaus, NC-124

Communications Master Rating – Lt Col David Rinehart, NC-005

Emergency Services Technician Rating – Maj David Hartman, NC-019

Finance Technician Rating – 2d Lt Rebecca Bova, NC-050

Health Services Master Rating – SM Michael Bean, NC-031

Logistics Master Rating – 2d Lt Roger Cole, NC-107

Personnel Senior Rating – Lt Col Brendan Kearns, NC-001

Personnel Technician Rating – 2d Lt Sarah Phillips, NC-023

SM William Dube, NC-160

Education and Training Program

Education and Training Level II's Four Paths

Education and Training Officers assist new members with navigating CAP's Education and Training Program.

*Former Military
Former Cadet
Professional
New Member*

While completing the modules for Level I they work with the new member in identifying if they are a former member of the military, a professional that will be seeking an advanced grade, a former cadet, or if those categories don't fit, the new member category. In Professional Levels Level I, a selection is made. This determines the modules a member will complete in Level II.

CAP recognizes that members bring various experiences and expertise with them. This is the reason behind the four paths in Level II. For example, a former military member or former cadet already knows basic drill, so they would not complete that Level II module. A professional or new member does not have experience in wearing a uniform so their module about uniforms is different than a former military member or former cadet who only needs to know the differences. Former military and professionals need to know about advanced grades and expectations.

After a former military, former cadet, and professional member completes Level II Part 1, they are eligible for an advanced grade. The Personnel Officer gathers the needed documentation for these members and submits it to the squadron commander with a [CAPF 2](#) for approval. A new member is eligible after completing Level II Part 1 and six months of service. [CAPR 35-5](#) outlines appointments and promotion eligibility. Level II Part II requires all members to achieve the Yeager Award and a technician rating in a Specialty Track. [CAPR 40-1](#) details the Senior Member Education and Training Program. Please reach out to your squadron's ETO to review your progression and further information.

Level III Requirement – Mentor a Member Through Level I

A Level III requirement is for a member to have the opportunity to work closely with a new member – mentor a member through Level I. Do you remember when you first joined as a senior member? There was so much to learn that it seemed to be drinking from a firehose. We can assist our newer members with navigating eServices, understanding uniforms, the chain of command, missions, customs and courtesies, CAP Core Values, and safety. All this and more are in the Level I modules that new members complete.

Level III - Mentor

A member that has not completed this Level III requirement can be a mentor to a new member. Even if you are not working in Level III yet, you can complete this requirement, obtain documentation and then upload it to Professional Levels, Level III when you are working in that Level. PLEASE NOTE: anyone can and should mentor a new member, even if you do not need to complete this requirement.

Level I is mainly completing the modules however you can help new members with much more. Introduce them to other members and various duty positions. Help them identify where and how they would like to serve in the squadron. Lay the groundwork for Level II and emergency services training. It is very rewarding to help others and see them become a valuable team member of a unit.

Specialty Tracks

Are you currently working on a specialty track rating? All members should review where they are in progressing through their specialty track(s). As you work with a mentor or Subject Matter Expert, you become more confident and proficient in your duty position, which helps the Squadron, Group, and Wing.



If you are new to CAP, Specialty Track Study Guides can be downloaded from the main CAP Website under Members -> Publications -> Pamphlets. Many study guides are in the revision process. Check out the site to see if your specialty has a newer study guide. The guides were originally in a 200 series numbering system. When guides are revised, they are renumbered to the 40 series except for AE which is in the 50 series, and Cadet Programs in the 60 series. The Specialty Track Study Guides contain the Service, Training, Activity, and Knowledge (STAK) components that are needed to achieve each rating. In addition, the regulations and pamphlets that are involved in your specialty are identified. The checklists identify items to accomplish that assist you with learning your specialty.

If you do not have a mentor or Subject Matter Expert (SME) in your squadron or group, reach out to the [NC Wing Subject Matter Experts](#). They are available to assist you in your specialty area.

HUBCAP

Civil Air Patrol's innovation HUBCAP is focused on honoring the contributions to innovation our members make every day by highlighting and making accessible innovative solutions that enhance mission execution and/or mission relevance. Designed by the Technical Advisory Group, HUBCAP serves as an eServices repository where innovation solutions are shared with other CAP members. All active CAP members can submit their innovations to the portal and browse the repository for posted solutions that may meet a local operational challenge.

HUBCAP

This widget links to the HUBCAP application which allows you to submit your innovative ideas and search for those that have been submitted by other members.

[Click here to access HUBCAP.](#)

On the eServices main page click on *Click Here to access HUBCAP*. When we published an article about HUBCAP back in February, there were 39 entries in HUBCAP and now there are over 60! Capt Brent Wooters, commander of Dan River Flight has an item posted. Check out the various selections such as Cadet Programs, Operations, Safety, Historian, Logistics, Public Affairs, Personnel, and more. You can try out the programs that are posted and provide feedback to the member.

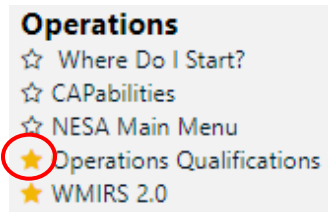
How Do I...

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.

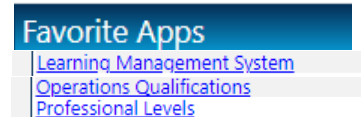
How Do I Set Up a "One-Click" List of Favorites in eServices?

Setting up a "one-click" list of favorites is a great time saver when you frequently visit specific pages in eServices. Follow these easy instructions:

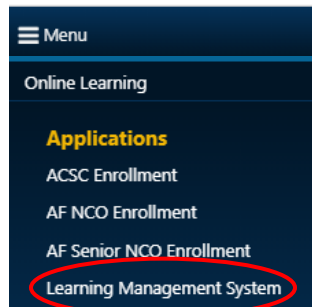
- Click on your name and gear symbol in the top right-hand corner of the main eServices screen
- Click on the "+" sign on the Favorites line. This will open a new page that shows a list of the links you can make favorites.



- 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 as a one button click under "Favorite Apps"



How Do I Find Credit for Any of the Past Three National Conferences I Attended?



Did you attend any of the last three National Conferences? A Level III requirement is for members to attend two Wing, Region, or National conferences. **If you attended the 2022 National Conference, your certificate is now posted.** You will find certificates for the 2020 and 2021 virtual conferences as well.

Last month we posted an article on how to view completed online training in the Learning Management System and AXIS. Finding the certificates for national conferences is the same. In eServices click on *Menu*, then *Online Learning*, then *Learning Management System*.

Next 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 tab to view all of your courses and certificates. The last three National Conference Attendance Credits are posted here. Click on "print certificate". Save it to your computer so you can upload it to Professional Levels - Level III.

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.

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.

2023 NC Wing Conference – 9-11 March 2023 – Registration is Open!

Registration will be opening for the 2023 NC Wing Conference! After conducting two virtual Wing conferences, the 2023 conference will be held at the Embassy Suites in Greensboro. A Senior IG Course (3/9 & 10) and Water Survival Course (3/10) are offered as pre-conference sessions. Over 20 seminars, general assembly and award recognition, banquet, cadet program track, and cadet ball. Please note that a Level III requirement in the Senior Member Education and Training Program is for members to attend two conferences.



Click [Registration](#) to reserve your conference attendance. Then click [Registration Payment](#) to process payment for your selections. Click [Embassy Suites Greensboro](#) to reserve your room for the conference. These rooms get booked early so don't delay in reserving your room at the conference rate.

Level IV Moderated Modules – 15 November

LEVEL IV

There are 14 moderated modules in Level IV. Class dates are the third Tuesday of each month at 1900 hrs. beginning on 21 Jun and ending on 20 Dec. Two modules each class night are offered to spread the entire course time over seven months.

The class size is limited to 20 and will be conducted in Teams. You must have completed Level III to enroll in Level IV modules.

There are individual sign-ups for each date. You can register for one or both modules for that date. Cohorts, Virtual In-Residence, and through this venue provides the opportunity to take modules in various ways, whatever your schedule permits.

November Modules: *Recruiting and Retention* and *Mentoring Skills and Program Development*

There is pre-course work required to be completed prior to the class. It is the responsibility of the student to be fully prepared to participate in the class to receive credit. Registration opened on 25 Oct. Click [here](#) for the *****registration form. If it is not accepting applications, the class was quickly filled. Please contact Lt Col Kathy Nicholas at knicholas@ncwgcap.org to be placed on a waitlist or if you have any questions.

Training Leaders of Cadets Basic – Group 6 – 12 Nov

The Iredell Composite Squadron is hosting a Group 6 in-person Training Leaders of Cadets - Basic course on 12 Nov 2022. Training Leaders of Cadets is the premiere venue for Cadet Programs Officers to learn how to become better mentors of cadets and more effective managers of cadet squadrons. A TLC course is required every 48 months to maintain currency.



The training will be held at the NC Cooperative Extension - Iredell County Center, 444 Bristol Drive, Statesville, NC 28677. Click <https://forms.office.com/r/aJ5yPng5Hx> to register for this event.

There will be no cost for this training. Information and downloads for this course are at <https://www.gocivilairpatrol.com/programs/cadets/cpofficer/tlc>. Bring lunch as restaurants are some distance away from the Center. The Uniform is Class B (short sleeve blue or white aviator shirt). Blue Polo is acceptable if you do not have Class B's.

Registration deadline is 7 Nov 2022. Please direct questions to Lt Col Rick Rowan at Rick.Rowan@ncwgcap.org. Please note that there is pre-course work to complete.

Geospatial Damage Assessment Training Reminder



Imagery of Pre and Post Tornado Incident, December 2021

You can continue to help support FEMA conduct imagery-based damage assessments. On behalf of the CAP Geospatial Program, all CAP members are eligible to apply and help. CAP has assisted in hurricane and tornado assessments. Hurricane Fiona caused significant damage in Puerto Rico and Hurricane Ian's massive size caused widespread destruction in Florida and in South Carolina as it climbed the east coast.

You can complete the training and support disaster response regardless of where you live. Complete the training now and be prepared when the next disaster strikes. The training involves four modules and should take between 2-6 hours. Please click on [FEMA Damage Assessment Training](#) for the CAP webpage about the CAP Geospatial Program. The page contains more information and how to sign up for the training.

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