



HEADQUARTERS NORTH CAROLINA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
3520 Alamance Road  
Burlington NC 27215



## NC Wing Education and Training Newsletter July 2020



Welcome to the new NC Wing Education and Training Newsletter. We plan to update you regularly on what is happening in professional development in Civil Air Patrol plus give you tips and information about how to find resources, celebrate achievements and make connections. I invite all our senior members to submit questions and best practices. Let us know the ways you have found to meet your training requirements in this unusual environment so that we may share these ideas with others across the wing. Most importantly, we need to know how we can help

you. We need to know what specific questions you have, so we can address your needs.

Thank you all who have been taking the Squadron Leadership School, Corporate Learning Course, Region Staff College offerings, participating in virtual conferences and completing specialty track ratings these past few months. With the new Education and Training Program going into effect on 4 August many members are working hard to complete the Professional Development Level they are currently working in. We've conducted virtual SLS and CLC courses and have one more SLS course coming up on 11 July. A review of the grandfathering rules is listed in this newsletter.

Please grab a favorite beverage and take a few moments to review the information in the newsletter and take advantage of opportunities we have in the Wing to further education and put into practice a few helpful tips!

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

### Professional Development Awards

Congratulations to the following members on completing professional development levels and earning Awards in the month of June

Level I Member – Senior Members Robert Byerly, Kenneth Kilby, Paul Meade, Ralph Nezas

First Lieutenant George Green

Major Charles Williams

Level II Davis – First Lieutenants William Cozzolino, George Green, Brenda Huffman

Second Lieutenants Arthur Geffen, Mark Filter

Captain Christine Weber

Level III Loening – First Lieutenant Jonathan Knapp

Second Lieutenant Susan Morrison

Captains Rachael Bailey, Patrick Oltmanns

Level IV Garber – Captains Jacob Bostick, Elizabeth Hausner

Majors Alberto Griffa, Kathleen Nicholas, John Phillips, Jeffrey Walker

Level V Wilson – Lt Col Carlisle Lincoln

### How Do I...

In our "How Do I" section we would like to hear from you on what items that you are looking for and have difficulty finding. Be assured you are not alone having questions. It would be a great help to other

members to learn this information too. Have you heard it said “we don’t know, what we don’t know”? There is so much in CAP to learn. We’ll start out this month’s edition with a couple of helpful tips for eServices.

### **How do I find out how to make a list of favorites in eServices so I don’t have to search every time?**

This is a great question and we plan to continue giving helpful hints on working in eServices.

- 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
- Click on the “star” to turn it into a favorite.



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

### **How do I upload the activity and service ribbons I received in my eServices record?**



When you earn an activity or service ribbon, eServices does not automatically enter them in your eServices account. Your activity and service ribbons can only be entered under your login.

Instructions on entering activity and service ribbons in your permanent record:

- Access your account by clicking your name in the top right area of the main eServices screen
- In the dropdown menu click on “Service Ribbons”
- On the next screen click on “Add Previously Authorized Ribbon”
- Enter the Date earned (on your certificate or CAPF 2A)
- Click on cadet or senior, whichever applies to you.
- Click on the down arrow to open a dropdown menu
- Select the title of the ribbon earned and click “Create”

A message will be sent to the commander to verify your ribbon and place it in your permanent CAP record. You must supply your commander with the documentation to support the ribbon unless they already have it. Email your commander the CAPF 2A or certificate you received documenting the award so they can approve the entry.

### **Specialty Tracks**

If you haven’t heard, specialty tracks study guides will be going through review and revision as “phase 2” of the new Education and Training Program. One of the exciting things that will happen is having the “checklists” in eServices. This will be similar to how we enter ES tasks completed. No more paper checklists! Waiting for changes does not mean to stop working on the requirements for each rating. Keep working through your rating. Did you know that specialty track guides are more than just checklists for the technician, senior and master ratings? They are designed to be guides to assist you with what you need to learn and perform for the duty position. Another change will be a new acronym for the components of the specialty tracks - STAK. Service, Training, Activities and Knowledge.

Please work with a member to assist you and be your OTJ evaluator. Find a member that has experience in your duty position and earned a higher rating than you are working on, preferably someone with a mater rating. This can be a member from outside your unit. CAP is working towards members establishing mentoring relationships in order to have a continuity of expertise from one generation of CAP members to the next.

### **Education and Training Program Grandfathering Rules**

We are anticipating the new regulation for the Education and Training Program. On 4 August only the “grandfathering” part of the current Professional Development program will remain for Levels 2 through

5. If you have the following completed by 31 July you need to complete the remaining requirements by the listed deadlines. If not, you will be taking the new modules for that Level.

Level 2 – SLS and OBC complete by 31 July - by 4 Nov other requirements:

Earn a technician rating in your specialty track

Level 3 – CLC complete by 31 July - by 4 Feb other requirements:

Earn a senior rating in your specialty track

Earn the Yeager Award

Serve one year in a command or staff assignment

Attend two National, Regional or Wing conferences

Level 4 – RSC complete by 31 July - by 4 May other requirements:

Earn a master rating in your specialty track

Serve two years in a command or staff assignment

Serve as a Director or Staff member of a CAP Course or Educational Activity -or- National, Region or Wing conference (CAPR 50-17 para 6-1)

Public Presentation to a Non-CAP Group or an Internal -or- External AE Presentation

Level 5 – NSC complete by 31 July - by 4 May other requirements:

Serve as a Director or Staff Member of a CAP Course or Educational Activity (CAPR 50-17, para 7-1)

Serve a total of three Years in command or staff assignment

Mentor a junior officer or NCO through the technician rating in a specialty track

### **Frequently Asked Questions About the New Education and Training Program**

There is a six page document available on the [Volunteer University webpage](#) that will answer many questions you may have. Click [FAQs for Volunteer University](#) to access the document. If you have not visited this webpage we highly recommend doing so to get ready for the new changes. Below are a few questions and answers to pique your interest.

Q: I understand that CLC will not count towards Level III if I do not finish the rest of my requirements within 6 months; but what about the rest of the things I have done? Will I have to start Level III from scratch? Will I have to go to another 2 conferences, or get a Senior rating in a new specialty?

A: No. Conferences and specialty track ratings will still count toward the new program.

Q: Can I still get credit for Professional Military Education?

A: Yes, but it will not be credit for full levels. It will be Equivalency Credit (EC) for modules that most closely align with the PME curriculum. CAP-specific topics like CAP's Strategic Plan or the Board of Governors will need to be completed.

Q: I already have my Wilson Award (level 5); is there a way I can get credit for lessons I take in the new program? Can I take lessons in the new program?

A: You can access lessons in the new program. The student guides, instructor guides, and PowerPoints will be available on the Volunteer University website.

Q: I am a little confused about the new Level I. Is it longer? Why is it split into 2 parts?

A: No, it is no longer. It is not split into two parts. Level 2 has two parts—a core that applies to all members and paths that are tailored to the skills members may bring to CAP. After a member completes the first part of Level 2, he or she is eligible for promotion.

Please forward any questions you have to Maj Kathy Nicholas [knicholas@ncwgcap.org](mailto:knicholas@ncwgcap.org)