



NC Wing Education and Training Newsletter February 2024



If you did not get the opportunity to read the Dare to Reimagine (D2R) article in the Volunteer Magazine, click [D2R Article](#) to access the magazine and article. CAP is embarking on a groundbreaking initiative to harness the power of member creativity. D2R is a new tool to help revolutionize how members contribute to advancing CAP efforts through cutting-edge IT solutions. From novice experimenters to seasoned developers, D2R offers the tools necessary to transform ideas into functional applications. The platform is scheduled to go live this month.

Click [Dare to Reimagine](#) to access the webpage on the national site to read information about the program. Click on [D2R FAQ](#) to review common questions about the program.

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

In This Edition

- Education and Training Awards
- 2024 NC Wing Conference
- Read to Lead Book Exchange
- Level II & III Moderated Modules
- E&T Resources & Past Newsletters
- Apply to Be a VolU Instructor
- PAO Specialty Track Guide Update
- Discover F1-F12 Function Keys
- Business Cards & Email Signatures
- 2024 NESA – 30 June to 13 July
- Cyber Training Open
- Save the Date for SCC and Level V
- National TLC Virtual Course Offerings

Education and Training Program Level Completions in Jan

Level I Member



- NC-019 SM Bernard Bradach, SM Joshua Yeatman
- NC-022 SM Dara Pernell
- NC-024 SM Ziad Nazif
- NC-048 SM Mona Barghouti, SM Thomas Conners,
SM Patricia Doeden, SM Noah Garrett, SM Michael Lashley,
SM Peter Sweeney
- NC-055 SM Timothy Beckman, SM Joanna Bradshaw
SM Joshua Reed
- NC-057 SM Savannah Beal
- NC-162 SM Kwame Robinson
- NC-300 SM John Krueger
- NC-307 SM Crystal Isley
- NC-309 SM Tammi McClendon

Level II Davis

- NC-057 2d Lt Giovanni DeSimone
- NC-307 SM Ian Barnes

No Davis Award Ribbon – Leadership
Ribbon for Tech rating

Level III Loening



- NC-048 1st Lt Elizabeth Jordan
- NC-171 Capt Patricia Wallace

Yeager Award



- NC-023 SM Jeffrey Egipciano
- NC-024 2d Lt Bradley Koontz, SM Ziad Nazif, 2d Lt Jonathan Poplin
- NC-055 SM Timothy Beckman, SM Joanna Bradshaw
- NC-111 2d Lt Daniel Lambert
- NC-150 SM Robert Yost
- NC-162 1st Lt Jeb Ayscue
- NC-300 SM Anahita Gerry, SM Christina Purser, SM Jeremiah Taylor
SM Jonathan Thomas
- NC-309 SM Emmanuel Mathews

Specialty Track Ratings Achieved in January

- Administration Technician Rating – Capt Patricia Wallace, NC-171
- Cadet Programs Senior Rating – Maj James Fitzpatrick, NC-001
1st Lt Elizabeth Jordan, NC-048
SMSgt Mark Emaus, NC-124
- Cadet Programs Technician Rating – 1st Lt Mara Wooters, NC-070
2d Lt Norma Langlois, NC-160
- Character Development Technician Rating – 2d Lt Valerie Mullis, NC-309
- Command Technician Rating – Lt Caol Daniel Guadalupe, NC-005

Communications Technician Rating – 2d Lt Giovanni DeSimone, NC-057
Finance Master Rating – Maj Donald Piasecki, NC-171
Finance Senior Rating – Capt Ronald Lee, NC-001
Capt Patricia Wallace, NC-171
Finance Technician Rating – 1st Lt Bryan Conner, NC-048
Health Services Technician Rating – Maj Timothy Bagnell, NC-307
SM Ian Barnes, NC-307
Information Technology Technician Rating – Capt Morris Herring Jr, NC-171
Personnel Technician Rating – Capt Racheal Gliniak, NC-022
SM Ziad Nazif, NC-024
Professional Development (E&T) Technician Rating – Capt Brent Wooters, NC-070
Capt Morris Herring Jr, NC-171
1st Lt Michael Kroft, NC-019
Public Affairs Master Rating – Capt Glenda Engstrom, NC-171
Public Affairs Senior Rating – Capt Racheal Gliniak, NC-022
Capt Brent Wooters, NC-070
Safety Senior Rating – Maj John Martin, NC-022
Safety Technician Rating – Capt Brent Wooters, NC-070

Education and Training Program

2024 NC Wing Conference and Banquet – Registration is Open!

The North Carolina Wing Annual Conference is from 22-24 March at the Greensboro Airport Embassy Suites. A seminar-packed agenda for our seniors and cadets will allow everyone to improve their knowledge and skills. There are more than 20 informative seminar topics. Subject matter experts from the Squadron, Group, Wing, and Region levels will cover all aspects of the CAP program. Click [Conference Seminars](#) to view the list.



In addition to the conference seminars planned for Saturday, we offer Water Survival Training as a pre-conference option on Thursday, 20 March. This pre-conference event is limited to 30 **senior member** students. In addition, the Education and Training staff is offering Level II and Level III classes that will be held on Friday, 22 March, allowing members to work on their professional development education in conjunction with attending the Wing Conference (see article below). Plan to stay for the banquet Saturday evening with a guest speaker to be announced. There will also be a cadet ball immediately following the banquet's conclusion.

Click on the following links for registration and payment. This is a two-step process – register, then pay.

Registration and Pricing - <https://forms.office.com/r/QrpauZbniQ>

Links for Payment:

Senior Member - Commander's Reception, Lunch & Banquet: https://swipesimple.com/links/lnk_5d916143

Senior Full Conference including Water Survival Course, Commander's Reception, Lunch & Banquet – https://swipesimple.com/links/lnk_887a892c

Senior Day Rate including Lunch - https://swipesimple.com/links/lnk_59b3b0f1

Senior Day Rate no meals - https://swipesimple.com/links/lnk_87d2d974

Cadet Full Conference including Lunch & Banquet - https://swipesimple.com/links/lnk_04b04eb4

Cadet Day Rate with Lunch Only - https://swipesimple.com/links/lnk_bbac1a7d

Cadet Day Rate with No Meals - https://swipesimple.com/links/lnk_32eebab2

Banquet Guest-Senior or Cadet - https://swipesimple.com/links/lnk_aad243f7

Read to Lead – Book Exchange at NC Wing Conference

The NC Wing Education and Training staff is excited to host a *Read to Lead Book Exchange* at the NC Wing Conference. Do you have leadership books you would like to share with fellow members? Are you interested in obtaining new material to enhance your leadership capabilities? Then, we invite you to participate in the *Read to Lead Book Exchange* at the NC Wing Conference in March. Bring a leadership book you are finished with and exchange it for one you haven't read!



We are all leaders, whether in our families, work, Civil Air Patrol, circle of friends, or other organizations we belong to. Did you know that you lead even if you are not the one in charge? Take time to invest in yourself by reading. We all face challenges and change. Build your knowledge and skills by finding practical ways to learn and grow. We encourage you to bring a leadership book (or two) to the conference and exchange it for one you have not read yet.

Level II and Level III Moderated Modules – In-Person at Conference and Hybrid

NCWG is offering the moderated modules for Level II and Level III prior to the Wing Conference. We will be onsite at the Guilford Technical Community College (GTCC), Greensboro, only 22 miles from the conference hotel.

Levels II & III Moderated Modules

Level II will be held entirely in person on 22 Mar from 0900-1700. You must have completed Level I to enroll. Students must agree to read all the student guides (see link below) and complete all assignments prior to 22 Mar. The course will consist of a discussion of the relevant material, not a lecture. To register click the Level II sign-up form - <https://forms.office.com/r/ifubuJ1nKP>

You can find the Level 2 modules here: <https://www.gocivilairpatrol.com/members/ed-training/level-ii-learning-phase>. Click [Level II Module Tracker](#) to view a list of modules. We are only covering the modules marked with an M for moderated. Modules marked with an A are automated and can be completed through AXIS.

Level III is split into two sessions. Day 1 is on Saturday, 16 Mar in a virtual session through Teams from 0900-1600. Day 2 is on 22 Mar in person at GTCC from 0900-1700. You must have completed Level II to enroll. Students must agree to read all the student guides (see link below) and complete the virtual course reading and assignments before 16 Mar and the same for the in-person modules by 22 Mar. The course will consist of an instructor-led discussion of the relevant material, not a lecture. Most Level III modules have pre-course assignments that your instructor will email to you.

Level III sign-up form - <https://forms.office.com/r/tqVBTNjCdE>

You can find the Level III modules here: <https://www.gocivilairpatrol.com/members/ed-training/level-iii-leadership>. Click [Level III Module Tracker](#) to view a list of modules. We are only covering the modules marked with an M for moderated. Modules marked with an A are automated and can be completed through AXIS.

The preferred uniform is the Class B uniform (Air Force blues) or corporate equivalent. However, you may wear the corporate polo uniform if you don't have the Class B uniform.

Registration is full; however, we are taking a waitlist. Please contact Maj Chad Hooper at chooper@ncwgc.org to be added to the waitlist or with any questions you may have.

Education and Training Resources and Past Newsletters



The Wing has many resources listed on the Education and Training pages on the [NC Wing Website](#). Below is a list with direct links to the web pages.

[Education and Training](#) – the main page for links to the CAP National website for Education and Training

[Education and Training Resources](#) – this page has links to regulations and pamphlets, guides, documents, and instructions for items in the Education and Training Program. The fillable Senior Member Education & Training and Promotion Eligibility Chart is listed here along with the Level Module tracker documents.

[Education and Training Newsletters](#) – all NCWG Education and Training Newsletters are posted here. The newsletters are full of reference material and are available to download. Click on each year to see the topics for each month.

If you are looking for a specific item and can't remember what newsletter it was in, use the handy "Ctrl F" function on the webpage. It is "Cmd F" on a Mac computer. You can also use the "F3" button as it will open the search/find function on a Windows Explorer, Firefox, and Chrome internet page (same as Ctrl F).

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!

Public Affairs Officer Specialty Track Guide Update



MAC's training team has updated the Public Affairs Officer [Specialty Track Study Guide](#), CAPP 201, effective Jan 18. This is while the new marketing and strategic communications program regulation and associated specialty track content make its way through the approval process. The revised CAPP 201 eliminates the obsolete requirements so PAOs can continue to earn their specialty track ratings while we await the publication of the new marketing program regulation and specialty track.

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 Find Out What Those F1 - F12 Function Keys Do?

Do you ignore the *Function Keys* on your keyboard because you don't know what they do? I never thought much about them and decided to discover what shortcuts they could provide me with and pass them on to you. The following tips are for PC computers as MAC users might have slightly different functions. Please note that there are more functions than are listed here, so continue to investigate and discover some for yourself. Now, if I can just remember these shortcuts when I'm working on the newsletter...

F1 – Window key + F1 opens the help menu on an internet page

Ctrl + F1 hides/displays the ribbon menu in Excel and Word

F2 – Ctrl + F2 displays a print menu in Microsoft Word

- Alt + Ctrl + F2 opens the Document Library in Microsoft Office
- F3 – Opens the search/find function on a Windows Explorer, Firefox, and Chrome internet page (same as Ctrl F)
- Shift + F3 changes whatever is highlighted from lowercase to uppercase to all caps in a Word document
- F4 – Alt + F4 closes the window you are in
- F5 – Refreshes internet browser pages
- F6 – Ctrl + Shift + F6 lets you easily change between Word documents
- F7 – Alt + F7 does a grammar and spelling check in Microsoft Word
- F9 – Sends and receives emails in Outlook
- F12 – Opens *Save As* in a Word document
- Shift + F12 saves the Word document

Your keyboard may also have symbols on the F1- F12 and FN keys. By holding down the FN key and pressing the F key you can do other things like change the sound settings.

How Do I Find the Templates for Business Cards and Email Signatures?

The [CAP Brand Guide](#) provides all the resources for proper use and application of brand graphics, including the logo, symbol, wordmark, command emblem, official seal, and legacy graphics. Downloadable typefaces and graphics are available along with the brand color palette and a graphic generator for subordinate entities.

Click the links below to go directly to the webpage for instructions on how to set up your business card and email signature using the provided templates.

[Business Cards](#) - Please note that only one duty assignment may be listed. CAP requires that, other than changing the text to be specific to your details, you do not alter the business card in any way. You can purchase Avery or other business cards sheets that you can print your cards from a computer. You can also use this template to give to a printer.

[Email Signature](#) – The Brand Guide guidelines state you can list multiple duty assignments; organize assignments from highest to lowest organizational level. Do not list certifications, accomplishments, etc. No disclaimer, FOUO statement, motivational quote, etc. may be appended to the signature block unless required by law or when operating under CAP Sensitive or Classified Mission Programs. Do not include professional titles such as "MD," "PhD," etc.

There is also a template for a plain text email signature block and an abbreviated (mobile) signature block.



Lt Col Kathy Nicholas
 NC Wing Director of Education and Training
 Civil Air Patrol, U.S. Air Force Auxiliary
 (M) 757-639-7893
GoCivilAirPatrol.com
NCWG.CAP.gov



Volunteers serving America's communities, saving lives, and shaping futures.

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.

2024 National Emergency Services Academy (NESA) – 30 June to 13 July



Applications are still being accepted for the 2024 National Emergency Services Academy (NESA) held at Camp Atterbury in Edinburgh, Indiana. Courses are being held during our two session weeks from the 30th of June through 13th of July 2024. 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 the first Monday of 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 will remain open as long as we can accept applications though. Some courses only have a few slots, so we encourage anyone who is interested to apply now.

Registration is hosted in [e-services](#), and you will need to log in to apply online. Applications are incomplete and cannot be submitted until release forms available online are properly signed, witnessed (if necessary), and uploaded. Please note that participants can register to take multiple courses back-to-back, but not at the same time. Additional information about NESAs can be found on the [website](#) along with the [downloadable NESAs Course Dates](#). Please contact your Emergency Services Officer for further information about NESAs.

Cyber Training Opportunities Open to Members – Register Now

In 2020, Civil Air Patrol entered into a partnership with Cisco Networking Academy. Free, quality cyber education for all CAP members continues, with the [Introduction to Data Science Learn-A-Thon](#) starting Feb. 12 and running through Feb. 26. All CAP members are encouraged to register and participate.



This six-hour introductory course takes learners inside the world of data science. They'll learn the basics in the fields of data science, data analytics and data engineering to better understand how machine learning is shaping the future of business, health care, education and more.

Upon completion, members will earn a digital badge to share on various social media platforms. Additionally, the first Cisco Networking Academy cohort of 2024 has opened. Once CAP members complete the [Learn-A-Thon](#), they should consider enrolling in one of the 15 Cisco Networking Academy Courses, available in both English and Spanish.

Volunteer University SAVE THE DATES for Two Events



Squadron Commander Course (SCC) – 20-21 April

NC Wing will be offering the Squadron Commander Course onsite at the NCWG HQ in Burlington on 20-21 April. All squadron commanders who have not completed SCC need to attend. All deputy commanders are encouraged to attend to learn more about squadron command and be prepared to step up when the commander positions opens. More information and registration details will be forthcoming. All those interested can begin to review the materials by downloading the students guides from the CAP website. Click https://www.gocivilairpatrol.com/media/cms/SCC_E907D537FDA08.zip to download the zip file and review the modules.

Level V – 13-17 April

The Mid-Atlantic Region is planning to hold a Level V event on 13-17 April. This will be onsite with the location yet to be confirmed. Members must have completed Level IV to be eligible to register for Level V. The primary focus in Level V is on developing a strategic view of the organization and continued leadership skills. Level V focuses on developing the region or national level leader. This is the highest level of CAP career development and is for those officers performing duty as commanders or staff officers at the region or national level. As such, only the members most dedicated to advancing their education and training complete this level. Successful completion of Level V of the Education and Training Program qualifies the CAP officer for the Gill Robb Wilson Award, the highest education and training award earned by a senior member. More information and registration details will be forthcoming. Click https://www.gocivilairpatrol.com/media/cms/Level5ModuleContent_613854678abcf.zip to download the zip file and review the modules.

National TLC Virtual Course Offerings and New Coordinators

In an effort to expand the offerings for TLC, National Headquarters will begin offering regularly scheduled TLC-Basic & TLC-Intermediate courses, offered virtually. Locally offered TLC courses will remain intact as they are, national is just creating another way to expand the accessibility of TLC. Lt Col Natalie Franc and Lt Col Joshua W. Stultz joined the National Cadet Team as the new TLC Coordinators. They will be coordinating the new national TLC virtual offerings. Click [TLC Coordinators](#) to read more about them.



TLC Basic Schedule

March 23 (Saturday)

May 8, 15, and 22 (Wednesday Evenings)

TLC Intermediate Schedule

February 26-28 (Evenings)

April 8-10 (Evenings)

Click [National Offered TLC Courses](#) to go to the webpage to access registration and additional information.

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