



# NC Wing Education and Training Newsletter January 2024



Happy New Year! When turning the calendar page over to a new year, do you think about making a New Year's resolution? In my younger adult life, I did though I don't know why I thought I had to wait to see the first of the year to set a goal or make a plan. I guess it was growing up in an age where everyone asked about your New Year's resolutions.


Please keep in mind a resolution can be made at any time. One of the definitions for resolution is "a formal expression of opinion or intention made...". So, if we express it, are we more likely to do it? I would like to think so. Consider making a resolution to take advantage of the many training opportunities that Civil Air Patrol offers. How can we best invest in ourselves and grow? There is always something we can learn. Keep learning, studying, practicing and try to heed the words of Michelangelo at age 87, "Ancora Imparo" - I am still learning.

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


- In This Edition**
- Education and Training Awards
  - Training Transformation
  - 2024 NC Wing Conference
  - Read to Lead Book Exchange
  - CAP Acronyms
  - Professional Military Education Credit
  - Multi-Factor Authentication
  - Updating Contact Information
  - Finding Dues Paid Information
  - TLC Basic – 27 Jan In Person
  - NESA ICS-300 – February Virtual
  - Air & Space Forces Magazine
  - Air University & Air University Press

## Education and Training Program Level Completions in Dec

- Level I Member** 
- NC-019 SM Eric Miller
  - NC-057 SM Darren Pate
  - NC-070 SM Antonio Hampton
  - NC-160 SM Bobby Rudder
  - NC-162 SM Joshua McCoy
  - NC-307 SM Ian Barnes, SM Jasmine Harris
  - NC-309 SM Shawn Keller

- Level II Davis**
- NC-019 2d Lt Jean-Pierre Dubreuil
  - NC-171 Capt Hatem Smadi 
  - No Davis Award Ribbon – Leadership Ribbon for Tech rating

- Yeager Award** 
- NC-023 2d Lt Michael Byrd
  - NC-023 SM Matthew Roberto
  - NC-057 SM Darren Pate
  - NC-070 SM Jason Creighton
  - NC-300 SM Todd Smith
  - NC-307 SM Ian Barnes
  - NC-309 1st Lt Ronald Dees
  - NC-309 SM Shawn Keller

- Level IV Garber** 
- NC-055 Capt Bruce Hudson

- Level V Wilson** 
- NC-048 Lt Col David Taylor
  - NC-301 Maj Jason Witte

## Specialty Track Ratings Achieved in December

- Administration Technician Rating – Capt Hatem Smadi, NC-171
- Aerospace Education Master Rating – Maj John Martin, NC-022
- Aerospace Education Senior Rating – Capt Cynthia Randolph, NC-124
- Aerospace Education Technician Rating – 2d Lt Jean-Pierre Dubreuil, NC-019
- Cadet Programs Master Rating – Capt Bruce Hudson, NC-055
- Cadet Programs Technician Rating – Capt Randon Morgan, NC-307
- Public Affairs Technician Rating – Capt Joel Levy, NC-300



## Education and Training Program

### Training Transformation

*By Col John Salvador, Central Alabama Senior Squadron Education and Training Officer*

Gen David Allvin is the new U.S. Air Force Chief of Staff. In his Nov 6<sup>th</sup> message to all AF Airmen, he outlined a number of “we must follow through” points; three of them directly align with CAP’s priorities. For now, we’ll focus on Gen Allvin’s “training transformation” point. His message is shown below.



- **Follow through**—on *training transformation*. This requires continued focus on learner-centric training and education to optimize individual human performance. We have demonstrated new ways to leverage technology to not only improve information absorption and application for specific skill sets, but also ways to tailor training to individual Airmen and enable them to learn and apply skills more rapidly and effectively throughout their years of service.

After reading Gen Allvin’s message about “training transformation”, many of you probably noted that CAP is ahead of the Air Force in implementing what he described. CAP began our transformation journey to module-based, learner-centric E&T in Aug 2020 when Volunteer University was established, and it has been highly successful ever since. What is CAP’s takeaway from Gen Allvin’s message? It is that we must continue to implement/embrace, update, and expand CAP’s excellent E&T program. CAP’s future success as an organization is dependent to a large part on having a vibrant E&T program.

Click [Gen Allvin’s Message to Airmen](#) to read his entire message in the Air & Space Forces Magazine. It includes an embedded link to his letter.

Editor’s Note: Go to the Air & Space Forces Magazine article in the Other Learning and Training Opportunities section to read and access this resource.

---

### 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. The E&T Staff will send information and registration in January. 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/QrpauZbnjQ>

Links for Payment:

Senior Member - Commander's Reception, Lunch & Banquet: [https://swipesimple.com/links/lnk\\_5d916143](https://swipesimple.com/links/lnk_5d916143)

Senior Full Conference including Water Survival Course, Commander's Reception, Lunch & Banquet – [https://swipesimple.com/links/lnk\\_887a892c](https://swipesimple.com/links/lnk_887a892c)

Senior Day Rate including Lunch - [https://swipesimple.com/links/lnk\\_59b3b0f1](https://swipesimple.com/links/lnk_59b3b0f1)

Senior Day Rate no meals - [https://swipesimple.com/links/lnk\\_87d2d974](https://swipesimple.com/links/lnk_87d2d974)

Cadet Full Conference including Lunch & Banquet - [https://swipesimple.com/links/lnk\\_04b04eb4](https://swipesimple.com/links/lnk_04b04eb4)

Cadet Day Rate with Lunch Only - [https://swipesimple.com/links/lnk\\_bbac1a7d](https://swipesimple.com/links/lnk_bbac1a7d)

Cadet Day Rate with No Meals - [https://swipesimple.com/links/lnk\\_32eebab2](https://swipesimple.com/links/lnk_32eebab2)

Banquet Guest-Senior or Cadet - [https://swipesimple.com/links/lnk\\_aad243f7](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.

---

## Civil Air Patrol Acronyms

We are in an organization that uses many terms and acronyms. For those without a military background, some of the acronyms have us a little baffled when trying to understand what is being presented to us. At your first meeting before joining, did you think you were hearing another language? Over time we become accustomed to using these same acronyms. Years ago, I read the acronym NLT in an email and figured it out because it was used in a sentence about submitting a document *no later than*. You might know IMHO; however, I didn't the first time I read it, so I went to Google to translate it. I still use Google from time to time for translation.

## CIVIL AIR PATROL ACRONYMS

**OPR**

means

(Office/Organization) of Primary  
Responsibility

From [CAPP 1-2 The CAP Guide to Effective Communication](#) pages 16-17: Military style documents possess a language of their own, often using acronyms to shorten common phrases or when referring to office symbols. This is not unique to military agencies as many federal, state, and local government agencies have their own style. It is preferred for authors to write in the style of their intended recipient. Civil Air Patrol is no different.

Given our close association with the Air Force, we too use our own acronyms and office symbols. Office symbols are shortcuts representing the organization's structure and functional responsibility. Office symbols may be used in correspondence, e-mail, forms, etc. Major functions have two-letter symbols, for example, the director of operations (DO). Since basic functions report to major functions, basic functions have three-letter (or more) symbols. For example, the wing emergency services officer is expressed as DOS. There is one exception to the two-letter office symbol. CAP's Chief Operating Officer is identified as CAP/COO, reflecting CAP's corporate status and common across many industries.

Office symbols may be used alone (CC) or with the organization designation (CAP/CC). Some office symbols apply to specific command levels or organizations. For example, GLR/XX for Great Lakes Region, MIWG/XX for Michigan Wing, MC248/XX for Kellogg Senior Squadron, or CAP-USAF/XX for Headquarters CAP-USAF.

Click [CAP Office Symbols and Office of Primary Responsibility \(OPR\)](#) to review the list of symbols and an example of where to find the OPR on the CAP national website.

---

## Professional Military Education Credit



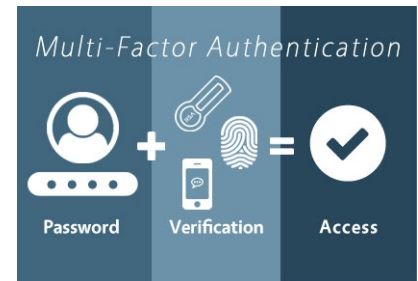
Are you current or former military? Do you have Professional Military Education (PME) that can be credited towards modules in the Education and Training Program? Please contact your Education and Training Officer to see about equivalency credit. [CAPR 40-1](#) Attachment 9 identifies the colleges, schools, and courses eligible for the equivalency credit. Your DD Form 214 will usually contain the information needed, if not, other documentation such as a certificate or diploma for other military colleges or schools will need to be submitted. Please black out your social security number on the DD Form 214 before submitting it to your ETO. They will forward it to CAP NHQ for processing. There are different Tiers based on the level of military courses or colleges. Review the course listing in the Levels in [CAPR 40-1](#) to see what modules are credited. Thank You for your service in our country's armed forces and your continued service in Civil Air Patrol!

## Multi-Factor Authentication Requirement for eServices

CAP is introducing Multi-Factor Authentication (2FA) as a mandatory security measure. As part of this update, CAPTCHA will be discontinued on this date. Make sure you have completed this important feature before the deadline date. The mandatory deadline date is **January 2, 2024**.

Multi-Factor Authentication (2FA), also known as two-factor authentication, provides an additional layer of security when logging into an online account. You might already be familiar with 2FA from other online services like banks or email providers. At Civil Air Patrol, our top priority is safeguarding our members' and staff's identity and personal information. Introducing 2FA is a proactive measure to reduce the risk of unauthorized access to eServices accounts.

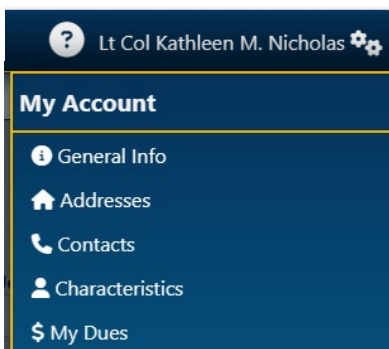
Click on [Multi-Factor Authentication](#) to open the document explaining how this works and setting up 2FA on your eServices account.



## 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 Update My Contact Information in eServices?



Members need to keep up to date their contact information. Your information is accessed by clicking on your name in the top right-hand corner of the eServices screen. This opens a menu with General Info, Addresses, Contacts, etc.

Click on *Addresses* to update your mailing address. Verify your address is correct or make the necessary changes.

Click on *Contacts* to update email, phone numbers (including an emergency phone contact), and alpha pager. You can edit, delete and add contact information.

### How Do I Find a Record of Membership Dues That I Have Paid and Set Up Auto-Renewal?

As directed in the article above, access to My Dues is by clicking on your name in the top right-hand corner of the eServices screen. In the menu select *My Dues*. This

[\\$ My Dues](#)

opens a page that displays a history of dues payments back to 2018. The screen shows the breakdown of the cost of dues for National, Region, and Wing. You can print a receipt showing the dues paid.

#### Auto Renewal

CAP offers an automatic renewal of dues payment. To select this option, once again click on your name in the top right-hand corner of the eServices screen. In the menu select *Auto Renewal*. The next screen will display a credit card you currently have on file or the option to set up a new card. If entering a new card, click the box *Use this card to auto renew my membership*. Your credit card will be charged one month prior to your renewal date.

---

## 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 Intermediate In-Person – 27 January

An in-person Intermediate Training Leaders of Cadets **class is being held at NC Wing HQ on Saturday, 27 Jan 2024, 0900 – 1635**. There is no cost. You will need to bring your own lunch and snacks. The uniform is Corporate Working Uniform (polo shirt/gray slacks).



Registration deadline is 18 Jan. Click <https://forms.office.com/r/LafTp7p0LY>

Please note that there is pre-course work to complete. Click [TLC Intermediate Course](#) for the course material. Access the 3.1 Tour of Cadet Curriculum in the eServices LMS and complete it before the class. Applicants will be accepted in the order below:

- Graduates of TLC Basic who are working towards their Senior Rating in the Cadet Programs Specialty Track
- Deputy Commanders for Cadets (CDCs) who have completed TLC Basic
- Any Senior Member who has already completed TLC Basic STUDENT PREPARATION.

**Note: If you are registered for the currently full virtual MAR TLC-I on 20 Jan and can attend this NCWG-only in-person event, please unregister from the virtual one to allow attendees from other wings to attend.**

If you have any questions, please contact Capt Bruce Hudson at [Bruce.Hudson@ncwgcap.org](mailto:Bruce.Hudson@ncwgcap.org).

---

### NESA Virtual ICS-300 Class in February

The NESA Mobile Training Team will host a virtual ICS-300 class on the following dates and times:

Friday 9 Feb - 1800-2200, Saturday 10 Feb - 0800-1700, Sunday 11 Feb - 0800-1700

The ICS 300 Intermediate Incident Command System for Expanding Incidents provides training on and resources for overall incident management skills for personnel who require the intermediate application of the Incident Command System (ICS). The prerequisites to attend this class are the completion of IS100, IS200, IS700, & IS800. In addition, students must have completed CAP Level 1 and CAPT 116 General Emergency Services.



Attendance at all classes is required. All students must have a computer with audio and video capability. Cadets 16 years old and older may apply if they are in a training program that requires this course. To register send the linked application to Lt Col Deborah Ozer at [dozer@ner.cap.gov](mailto:dozer@ner.cap.gov)

Click [Course Application](#) to print the application. Click [Course Instructions](#) for instructions on how to complete the form. The deadline for applying is 19 Jan 2024. Students will be notified no later than 23 January if their application has been approved.

---



## Air & Space Forces Magazine

### AIR & SPACE FORCES MAGAZINE

Air & Space Forces Magazine is the monthly journal of the Air & Space Forces Association and among the world's foremost publications on defense, aerospace, and airpower. They cover Air and Space operations, programs, technology, as well as its people and history. Air & Space Forces Magazine is an authoritative source for insight and analysis about airpower, spacepower, and U.S. and allied defense strategy. Click [The Air & Space Forces Magazine](#) link to access the website. Note: you do not need to subscribe to access this resource.

The [Daily Report](#) email is a daily must-read for air and space professionals - in uniform and out. Comprising staff-written news and a curated selection of newsworthy, relevant, and reliable content from other reputable sources, the Daily Report is the ideal way to start each day for anyone interested in keeping up to date with the Air Force, Space Force, and international air and space power.

---

## Air University and Air University Press

[Air University](#) (AU), headquartered at Maxwell AFB, Alabama, is a major component of the Air Education and Training Command (AETC) and is the lead agent for Air Force education. AU provides the full spectrum of Air Force education, encompassing pre-commissioning programs for new officers; graduate programs in specialized military disciplines; progressive, career-long professional military development for officer, enlisted, and civilian Airmen; and specialized programs for US cabinet appointees, senior executive service (SES) civilians, and general officers.



The Wright brothers established the first US civilian flying school in Montgomery, Alabama, in 1910. By the 1920s, Montgomery was an essential link in the growing system of aerial mail service. In the early 1930s, the Army Air Corps Tactical School (ACTS) moved to Montgomery, establishing Maxwell Field as the country's intellectual center for airpower education. Air University, established in 1946, continues the proud tradition of educating tomorrow's planners and leaders in air and space power for the Air Force, other branches of the US armed forces, federal government civilians, and many international organizations. AU's current worldwide reach enriches the careers of every Air Force member.



Established in 1953, [Air University Press](#) has edited, published, and distributed over 1.1 million student papers, curriculum texts, faculty research pieces, journals, and scholarly

books to further airpower thought critical to the intellectual growth of the Air Force. Air University General Order No. 54, 28 September 1953, brought AU Press into being to support the mission of AU. The press was chartered to publish significant contributions of research and scholarship in the Air University, the USAF, and other sources... [and] to enhance the academic prestige and support the accreditation of the Air University.

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)