



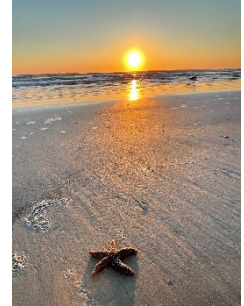
HEADQUARTERS NORTH CAROLINA WING  
 CIVIL AIR PATROL  
 UNITED STATES AIR FORCE AUXILIARY  
 3520 Alamance Road  
 Burlington NC 27215



## NC Wing Education and Training Newsletter April 2022



Do you know if you are making a difference? As I was walking along the beach at sunrise one morning, I discovered a starfish sitting on the sand and took this picture. I was reminded of the story of a man walking along the beach who noticed a young boy picking up starfish and gently throwing them back in the ocean. He told the boy that there were miles of beach, hundreds of starfish and that he really can't make a difference.



The boy bent down picked another starfish up, threw it back in the surf, smiled, and said "it made a difference for that one".

It seems like we all have been super busy lately and don't have the time we'd like to devote to serving outside of work and family. Please know that what you do makes a difference even if it is just one thing or for only one person. Serving in Civil Air Patrol gives us many different ways to serve, small and large. If you are setting up chairs for a meeting, greeting guests at the door, mentoring, answering a question, or countless other ways of assisting large and small, you are making a difference! Thank you for all you do for CAP, your community, and your fellow members.

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

### Education and Training Awards

**Congratulations to the following members on completing Education and Training Program Levels and earning awards in March**

**Level I Member** – NC-024 SM Luther Lewis



NC-031 SM Parker Priest Jr

NC-057 SM John League

NC-107 SM Lucas Hunt

NC-121 SM Kiwy Garcia

NC-145 SM Laurent Bert-Roussel, SM Ricky Blue, SM Scott Brown, SM Korey Floyd

NC-160 SM Luther Lewis, SM Matthew Perry, SM Richard Weaver

NC-307 SM Luke Brown

**Level II Davis** – NC-023 2d Lt Edward Valleau

NC-160 1st Lt Jennie Seaman

No Davis Award Ribbon - Leadership Ribbon for Tech rating



**Level III Loening** – NC-162 1st Lt Tommy Cauthen



**Yeager Award** – NC-050 SM Charles Mullis Jr



NC-057 SM John League

NC-070 SM Steven Eastwood, Capt Ralph Newcomb

NC-145 SM Laurent Bert-Roussel, SM Scott Brown

NC-153 Jenny Fitzpatrick

NC-162 SM Billy Tharpe

## **Congratulations to members who earned Specialty Track Ratings in March**

Administration Technician Rating – 2d Lt Mara Wooters, NC-070  
Cadet Programs Senior Rating – 1st Lt Deborah Cauthen, NC-162  
Cadet Programs Technician Rating – Capt Brent Wooters, NC-070  
Character Development – 1st Lt Deborah Cauthen, NC-162  
Command Technician Rating – Capt Brandon Baker, NC-301  
Communications Technician Rating – Capt Sandra Smith, NC-052  
Emergency Services Technician Rating – Lt Col Michael Garrison, NC-162  
Emergency Services Technician Rating – Capt Thomas Scotton, NC-171  
Finance Technician Rating – 1st Lt Jennie Seaman, NC-160  
Personnel Technician Rating – 2d Lt Mara Wooters, NC-070  
Professional Development Technician Rating – 2d Lt Mara Wooters, NC-070  
Public Affairs Master Rating – Capt Elizabeth Dunster, NC-057  
Recruiting and Retention Technician Rating – Capt Brent Wooters, NC-070

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

Squadron Commander's Course – 2d Lt Stephen Beal, NC-057

## **Education and Training Program**

### **Education and Training Message**

*By Col Joe Winter, Chief of Education and Training*



Whether you are brand new, or already started an education and training track, it's important to further your professional development in CAP. The Education and Training program is organized into four main objectives: Mentoring, Specialty Tracks, Continuing Education, and Volunteer University. Our Volunteer University model allows you to engage our deans, our level chairs, faculty, and fellow students alike who are committed to the development of our members. Our leadership team and instructors agreed to serve with Volunteer University because of their commitment to teaching, and the ability to share their passion for our Civil Air Patrol. Our instructors and staff are dedicated to your success, so you can reach your greatest potential both personally and professionally.

Our specialty track program, which is undergoing a complete re-write, focuses on providing the tools that will prepare members to be more successful in their local responsibilities. Additionally, our enhanced program will allow us to identify emerging needs of our organization while equipping our members with the best possible education to be successful. Our mentoring program allows our members to create a network of support and development across all roles within CAP. We have already witnessed much success with the mentor/mentee relationship.

Our newest objective is our continuing education program. This focus area allows us to create an on-going educational experience. This program will focus on various lecture series, reading clubs, certificate programs, and senior leadership development. Many professional development organizations and institutions of education speak of excellence. Excellence is woven into our CAP core values, and I'm confident that our mutual acceptance of that core value allows us to engage each other in more meaningful ways.

We recognize that our new model of education and training is transformational. However, the best learning experiences are when students are transformed by what they experience both in and outside of a formal classroom setting. We are confident that the more we can open our minds, the more likely intentional learning will occur. This experience is your chance to be transformed by the people you meet and the lessons you learn. We are confident our program will prepare you to be the senior leader that our cadets will role model and our community will be inspired by.

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## NC Wing Annual Conference – Attendance Credit and Recorded Seminars

Members who attended the required session for conference credit and completed the survey have received the official participation letter. Attending two National, Region, or Wing conferences are required for Level III in the CAP Education and Training Program. Uploading conference participation can be completed in just a few easy steps.



Step 1 – Access Professional Levels. In eServices click on Menu → Professional Development → Professional Levels

Step 2 – Under Accomplishments click on Professional Levels

Step 3 – Under Select Level click on Level 3. If you are not working in Level 3 yet (only working in Levels I or II) save the document to your computer to upload to Level 3 Professional Levels when you have access.

Members who have completed Level 3 do not record this “extra credit”.

Step 4 – Scroll down to Conference Attendance. Click the box next to the Gold circle, enter the conference date in Date Completed, and in the Comments box enter the name of the conference attended.

Step 5 – Upload the document from your computer

Step 6 – Click on the Submit button at the bottom of the page

Example:

Conference Attendance		Completed / Required Tasks - [ 0 / 2 ]		
Task Name	Status	Date Completed	Upload Document	Comments
Attend Wing, Region, or National Conference 1		02/09/2019	2019 NCWG Conf Attend <input type="button" value="Browse"/>	NC Wing 2019 Conference - Greensboro <small>max. 36/500 characters</small>
<input type="button" value="Submit"/> <input type="button" value="Delete"/>				

### 2022 NC Wing Conference Recordings:

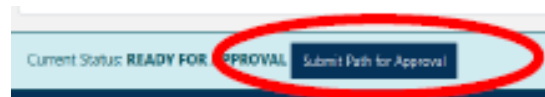
NC Wing has posted recorded presentations to the [NC Wing 2022 Conference Recordings](#) webpage. Both General Assembly sessions (morning and afternoon/evening) plus twelve recorded seminars are posted.

### Reading Professional Levels Screens – Part 2

We are continuing a series on how to read the Professional Levels screens. Have you been wondering why modules are in listed different groups? Not sure what the letter “i” in the gold circle means? What about seeing that there are two or three modules in a group but you only are required to complete one? This series will help by providing information on what you are viewing. For instructions on how to access Professional Levels see Part 1 in the [March Newsletter](#).

This month we’ll continue with submitting a Level for approval and an explanation of the Pending and Approval boxes. In Professional Levels select a Level to view take a look at the top area of the screen. If a member has completed a Level a blue or green box will appear.

#### Blue Box – Current Status: READY FOR APPROVAL - Submit Path for Approval



When all requirements are completed for a Level, the blue box contains a button that permits the member who completed the Level to submit their own Level for approval.

The Approval Authorities are: Levels I & II - Unit Commander, Levels III & IV - Wing Commander, Level V - Region Commander

#### Blue Box – Current Status: PENDING



After the Level is submitted the blue box shows it is pending approval.

## Green Box – Current Status: APPROVED

Current Status: **APPROVED**  
Completed on: 17 Nov 2014  
Approved in Membership System

This indicates the member has completed this Level. The example shows completed in 2014 in the Professional Development Program. When the Education and Training Program became active in Aug 2020, all members that have completed Levels prior to this date will show this type of box.

If the member has completed the Level in the E&T program (After Aug 2020) the green box will have more information. The example below shows the approval for Level V which requires approval at each level all the way up through Region.

Current Status: **APPROVED**  
Created by: Kathleen M Nicholas on 11 Jan 2021 09:55  
Last modified by: Bruce B Heinlein on 14 Jan 2021 09:44

UNIT Approval: APPROVED by Heino Noffke on 11 Jan 2021 14:35  
GROUP Approval: APPROVED by Craig G Richardson on 11 Jan 2021 16:17  
WING Approval: APPROVED by Brendan P Kearns on 11 Jan 2021 17:41  
REGION Approval: APPROVED by Bruce B Heinlein on 14 Jan 2021 09:44

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## The Public Affairs Challenge!

By Capt Liz Dunster, NC Wing PAO Officer



What are we doing? We began with a survey sent out to the appointed senior member PAO's across the Wing, to identify what they felt their needs were to complete their PAO specialty tracks. Using the results of the survey, we devised an incentive program. The program is aimed at encouraging the PAO's to complete identified tasks. On completion of a task, they e-mail the Wing PAO to confirm completion, and receive a small, fun incentive in the mail. A weekly e-mail goes out to the PAO's which recognizes the those who have completed tasks within the previous week – this hopefully inspires others to follow suit. PAO's are also recognized for mentoring other PAO's through tasks.

Goals:

- 1) Increase the number of qualified PAO's in our wing who are appointed as unit PAO's, and working through their specialty tracks.
- 2) Encourage the appointed PAO's to produce more articles for publication on the NC Wing page, and for external media.
- 3) See more activity on squadron Facebook pages

We kicked this off with appointed PAO's on 7 March and are already seeing positive results!

Editor's Note: This is great way for members to learn more about their specialty track working with a subject matter expert and actively completing requirements for each rating. Bravo PAOs and Capt Dunster. We look forward to seeing this catch fire in all specialties!

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## 2022 Maj Gen Mark Smith JanEX Prize to Honor CAP Spirit of Innovation



To honor Maj Gen Smith's legacy, Civil Air Patrol has commissioned the JanEX Prize to honor the most forward-thinking innovations through its "100 Ideas in 100 Days" initiative. CAP will bestow gold, silver, and bronze medals to the best ideas of the annual competition. The new award is part of the JanEX project. The Smith JanEX Prize recipients will be honored at the National Conference in August.



Do you have an idea that you would like to share to solve a problem? All that is required is the description of the problem, a possible solution to be explored, constraints to implementation of the idea, and the value the solution would bring to CAP. All members have the opportunity to propose an innovation. Think "outside the box", identify a frustration or stumbling block, come up with something that would benefit CAP, fellow members, or the community. An NC Wing ETO has already proposed an improvement to the Professional Levels section in eServices. Click on [JanEX Prize for Innovation](#) to go to the webpage for links to the submission form and FAQs. Best wishes on your submission!

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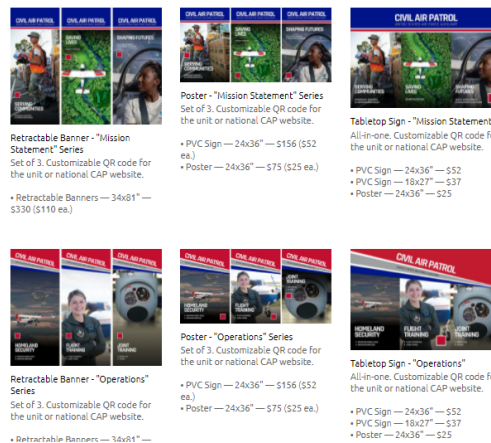
## How Do I...

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 Find CAP’s Standard Graphics Templates and Brand Guide?

Civil Air Patrol created numerous graphics templates to ensure we all are using standardized marketing materials. These templates can be customized for specific units, missions, directorates, events and are available in a wide variety of sizes and formats, allowing you to pick and choose what works best for your needs and budget. Click [Brand Guide Graphics and Templates](#) to access the webpage with all the details.

The tutorial will guide you through accessing the templates through Canva. You will need to sign up for a free account. This will allow you to customize items with text, links, your unit patch, and photos. This will enhance your displays, open houses, missions, etc. Check it out today and start using it.



### How Do I Find CAP Virtual Meeting Backgrounds?



When you are meeting in Teams do you notice the CAP backgrounds other members are using? Click [Virtual Meeting Backgrounds](#) to open the page in the Branding Guide for the CAP backgrounds. To download a background place your cursor over the background. A small download symbol (see image at right) will appear at the top of the background. Click on it and save the background to your computer to use in Teams.



## 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.

### Save the date for the 2022 National Conference – 25-27 August, Louisville KY

This year’s CAP National Conference will be in-person. Plans are being finalized and include an in-person pre-conference Instructor’s Course, a panel discussion with the “4 pillars” of Education and Training represented, sessions on Volunteer University, Mentoring, Specialty Tracks, and Continuing Education as well. Keep an eye on your email and in PROPS for a registration announcement. It will be a great time to Connect, Learn, and Celebrate!



### 2022 CAP National Aerospace Education Officer School – 27 June to 1 July



The 19th Annual CAP National Aerospace Education Officers School is an in-person event this year. It is open to Aerospace Education Officers only. The school will be held on Patrick Space Force Base, Florida. Presentations, hands-on activities, field trips (NASA), and networking opportunities highlight the week. Click [2022 AEO School](#) for additional information and registration details. Space is limited so do not delay in registering.

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## 2022 National Emergency Services Academy (NESA) – 19 June to July 2



The [National Emergency Services Academy](#) is being held at Camp Atterbury, Indiana 19 June to 2 July. CAP Sent out an email on 14 March that applications are still being accepted for all CAP senior members and cadets that will be at least 13 years of age by 26 June. Courses are being held during two-session weeks from 19 June through 2 July 2022. There are courses for all members interested in emergency services. This is a great opportunity for both new and old members to come train with hundreds of other personnel from across the country that have already signed up to attend.

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 1 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 is hosted in [e-services](#), and you will need to log in to apply online. Applications are not complete and cannot be submitted until release forms available [online](#) are properly signed and witnessed (if necessary) and uploaded.

First time attending? Contact your Emergency Services Officer to find out about all the great training for ground and aircrews offered during the two weeks. Click [Participant Info and Costs](#) for further details.

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## 2022 Joint Region Chaplain Corps Staff College – 9, 10 & 12 May

The 2022 Joint Region Chaplain Corps Staff College is being held virtually. Hours are 0900-1800 each day. Registration is mandatory for this event. The deadline for registration is 30 April. For questions, registration, and further information contact Lt Col Van Don Williams, College Registrar at 347-528-0060, [vwilliams@hc.cap.gov](mailto:vwilliams@hc.cap.gov).



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## Mid-Atlantic Search and Rescue College – 13-15 May



Registration for the Mid-Atlantic Search and Rescue College is open for attendees, staff, and instructors. The location is Stanley County ANG Base/KVUY FBO located on the KVUJ Airport, 43222 Lowder Aviation Pkwy, New London, NC 28127 and the Camp Bernhardt Boy Scout Camp. Registration Cost: \$125 a separate payment link will be sent after registration is accepted

To register click [MARSAR REGISTRATION](#). Applications will be accepted until 18 April. The school will close registration when full. Completion of all the required

CAP forms for overnight events, signed both by the parents and chain of command for cadets and the chain of command for seniors. Forms are required to be completed and signed. Refer to the email sent by Lt Col Dennis Bissell, MARSAR Director for a list of the forms and procedures, billeting, training opportunities, staff positions, and what is included. Please be aware that GES qualification is a minimum to participate. GTM 3 Trainee status or above is preferred.

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