



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 2022



An article I read quite some time ago had this quote. “Don’t judge each day by the harvest you reap, but by the seeds that you plant”, Robert Louis Stevenson. I can’t recall who wrote the article, but I remember it went on to say that our productivity and accomplishments in life are best seen from a long-term rather than a short-term perspective. We might think that we accomplish less than we expect in one year. But we usually can accomplish more than we expect in 5 years. We might get discouraged and even disillusioned by what we fail to accomplish in a year. But we often miss the potential of having a long-term perspective and plan. This is what the quote speaks to. Because in the long term, it’s the seeds we plant that will make the most profound difference. So, take that course, save small amounts of money consistently, read and study, exercise and plan. None of these things may result in a quick harvest however planting these seeds now can make a huge difference later.



*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 June**

**Level I Member** – NC-019 SM Jean-Pierre Dubreuil



- NC-022 SM Carrie Coleman, SM William Davis
- NC-024 SM Thomas Mintz
- NC-070 SM Amber Keaton
- NC-079 SM Racheal Gliniak
- NC-107 SM Alan Lockwood
- NC-143 SM Ellen Franks
- NC-160 SM Dalice Castro
- NC-162 SM Ian Nettles, SM Susan Seiler
- NC-171 SM Ryan Mattman
- NC-300 SM Ronnie Alley
- NC-307 SM Douglas Marroquin Diaz

**Level II Davis** – NC-079 Capt Matthew Blair

NC-145 Lt Col John Auten

No Davis Award Ribbon - Leadership Ribbon for Tech rating



**Level III Loening** – NC-143 Capt Bruce Hudson



**Level V Wilson** – NC-023 Maj Alberto Griffa



**Yeager Award** – NC-019 SM Nathaniel Parker



NC-022 SM William Davis

NC-048 SM Leonard Nichols Jr, Lt Col Walter Schenberger  
NC-162 2d Lt Simona Lonca  
NC-307 SM Larry Eichenbaum

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

Administration Technician Rating – 1st Lt Stephen Trull, NC-170  
Command Senior Rating – Maj Alberto Griffa, NC-002  
Communications Technician Rating – Capt Bradford Corpening, NC-019  
Emergency Services Technician Rating – Sgt Michael Staats, NC-160  
Information Technology Technician Rating – 1st Lt David Leach, NC-162  
Operations Technician Rating – Capt Matthew Blair, NC-079  
Safety Technician Rating – Maj Alberto Griffa, NC-002

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

Group Commanders Course – Maj Patrick Hallihan, NC-300  
Squadron Commander's Course – Capt Bruce Hudson, NC-143

## **Education and Training Program**

### **NC Wing Specialty Track Subject Matter Experts**

#### **SUBJECT MATTER EXPERTS:**

#### **WHY YOU SHOULD USE THEM AND HOW TO FIND THEM**

We introduced the Specialty Track Subject Matter Experts (SMEs) in last month's newsletter. These SMEs are experienced members with Specialty ratings, recommended by commanders to help you in earning your Specialty Track rating. They are familiar with your requirements - Service, Training, Activities, and Knowledge (STAK). The Subject Matter Expert acts as a guide and mentor to members. SMEs are available to assist, especially if there is no member available in the member's unit who is rated in their Specialty. SMEs are listed on the [NCWG Education and Training SME](#) webpage. It has been updated in June so please check it out again.

**PLEASE NOTE that SMEs work with members on their ratings.** They are there to guide and review the requirements and documentation that is listed for each rating. SMEs and mentors (including commanders) are the only ones that sign off on each task. They are the ones completing the checklist for and with you. Members do not sign off items on checklists.

This is to ensure you have an understanding of your specialty and are performing the requirements of the duty position. It is similar to SET qualified personnel signing you off on an SQTR for an emergency service skill. You would not want to be out in the field, in an airplane, or in mission base and not have the proper and proven skills to perform the mission. The same goes for your specialty. We want to make sure you have the resources and training to perform your duty position as it is also part of our mission. Thank you for working with an SME or mentor.

Click [Specialty Track Guides](#) to access the NHQ website pamphlets page to find your specialty track guide. The opportunity to work with an SME in your specialty provides you with a personal guide and the resources to learn your position to become more effective and proficient. We gratefully thank our SMEs for their willingness to help grow NC Wing one member at a time!

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### **NHQ Specialty Track Update**



In the [2022 Spring Volunteer Magazine](#) Col Joe Winter, Chief of Education and Training published an article on how a complete review of Specialty Tracks and what changes CAP is looking to do to the program. Please check out pages 12-13 for Col Joe Winter's article for information on the development and revisions to the program and Specialty Track Guides. "CAP's "vision is to provide concrete, task-based opportunities for members to understand their career field. It will be similar to the operations qualifications program, where various tasks

must be completed to accomplish the qualification.” Col John Knowles, former Mid-Atlantic Region Commander is in charge of this program.

### Reading Professional Levels Screens – Part 4

We are continuing a series on how to read the Professional Levels screens. This series will help by providing information on what you are viewing and what documents to upload. For instructions on how to access Professional Levels see Part 1 in the [March Newsletter](#). To review how to submit a completed Level for Approval see Part 2 in the [April Newsletter](#). In the [May Newsletter](#), we discussed what the letter “i” in the gold circle means and uploading documentation for required items. We took a break from this series in June due to too many other important and timely items for the newsletter.

This month we will explain the “blue down arrow” that shows on some of the task’s items. Also, how to view an uploaded file. Our thanks to 1st Lt Richard Sullivan for the use of his record in the screenshot below.

NOTE: Reading the information in the “blue down arrow” applies to all Levels.

Example for Level III:

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

Step 2 – Under Accomplishments click on Professional Levels

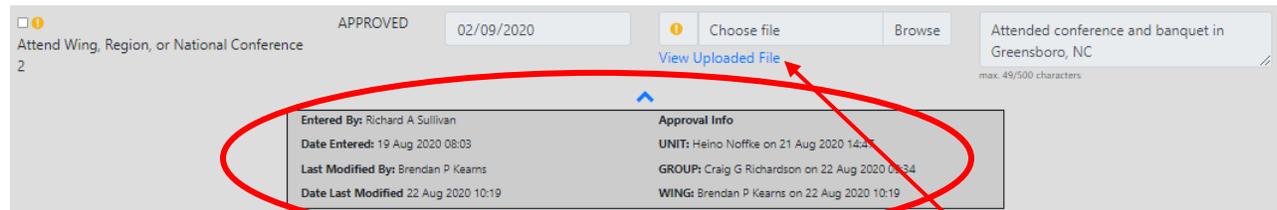
Step 3 – Under Select Level click on the Level you want to view (this example is for Level III)

Step 4 – Scroll down to Conference Attendance

Step 5 – Click the blue down arrow



This opens a box that includes the name of the member and the date the information was entered. Identification of commanders that approved the item with approval dates are listed.



To view a document that has been uploaded to Professional Levels, click on “View Uploaded File”. This will open the document on your computer.

### Female Leadership Mentoring Group - Supporting Women to Succeed as Leaders in CAP

By Col Ann Brechbuhl, VA Wing Director of Education and Training

We are pleased to announce the Civil Air Patrol Female Leadership Mentoring Group (FLMG) as a part of the CAP Mentoring Program. The mission of the Female Leadership Mentoring Group is to promote the success of female CAP members through support, mentoring, and leadership development.

Our programs will encourage and prepare female members to take leadership positions in CAP. Currently, female leadership in CAP is well below the

	<b>Female</b>	<b>Male</b>
<b>US Population</b>	<b>51%</b>	<b>49%</b>
<b>CAP Members</b>	<b>27%</b>	<b>73%</b>
<b>Squadron Commanders</b>	<b>19%</b>	<b>81%</b>
<b>Group Commanders</b>	<b>12%</b>	<b>88%</b>
<b>Wing Commanders</b>	<b>14%</b>	<b>86%</b>

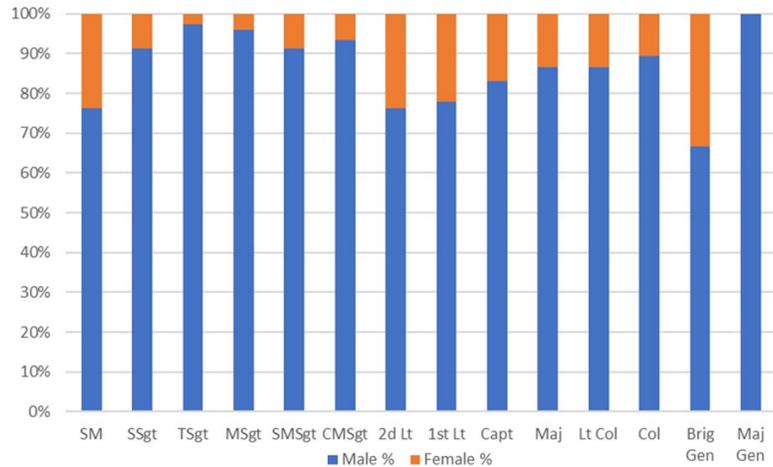
percentage of women in the country, leaving a virtually untapped reservoir of potential leaders. Given the struggle many units have finding new leaders, we need to take advantage of these potential leaders.

The Female Leadership Mentoring Group aims to alleviate this problem by:

- Recruiting female members to volunteer to be mentors, both at the local level and through the National Mentoring Program.
- Encouraging female members to be mentees.
- Providing support for female CAP members in the form of presentations and webinars, professional and leadership development, recommended reading materials, FAQ, etc.
- Providing peer support.
- Providing mentoring for leadership roles and growth opportunities (in cooperation with the National Mentoring Program).

The FLMG will sponsor inspiring speakers, provide resources, skill developments, and peer support. Our webinars and resources will be available to all CAP members.

**Hold the date! Our first speaker, on October 8<sup>th</sup>, will be Maj Gen Amy Courter, former CAP National Commander.**



Stay tuned for updated web links, social handles, email announcements, webinars showcasing our female leadership, and mentoring session opportunities as we formalize our structure and grow our program.

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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 Use Shortcut Functions on the Computer?

For those that have been working on computers for a long time, you might be used to some shortcut functions. One that we listed in last month's newsletter I was not aware of until shown and now use regularly. It is "Ctrl F" to search for an item on a webpage. Below are a few other ones that are common and may be new that will assist you as you work on the computer. Please note that this is for PCs, Mac computers may be different.

Ctrl C – copies highlighted text or image

Ctrl A – selects the content of the page

Ctrl V – pastes text or image that was copied

Ctrl X – cuts highlighted text or image

Ctrl B – bolds the highlighted text

Ctrl N – opens a new screen – Word doc, Excel spreadsheet, webpage, etc.

Ctrl P – opens the print window

Ctrl H – browse the history of webpages opened

PrtScr (Print Screen) - copies the screen (screenshot)

Atl Tab – switch between open apps

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## 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.

### CAP Safety Information System - CAPSIS



The CAP Safety Information System went live on 28 June. Please click [CAPSIS](#) to access the webpage for training tools and information. Safety is a part of every member's responsibility. The training material states: "CAP Safety's Aim is to... Uphold the public's trust through a safety minded culture, safe environment for our members, and responsible stewardship of our valuable resources". Please take time to review the new material on safety and the reporting system. Thank you for always being safety conscious!

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### Great Learning Opportunities at the 2022 National Conference 25-27 August Registration is Open!

You are invited to join your fellow CAP members from across the country (in-person) at this year's CAP National Conference in Louisville, KY. Both Friday and Saturday have keynote speakers. There are 48 learning sessions and 8 discovery sessions scheduled. Click [Learning and Discovery Sessions](#) for descriptions of each session. Come early for three pre-conference sessions - G1000 Ground School, Volunteer University Instructor Course, and Symposium for Health Service Officers.



Saturday night will be an "[Evening at the Museum](#)" featuring a VIP Kentucky Derby Museum experience. It will be a great time to Connect, Learn, and Celebrate! Click [2022 National Conference](#) to go to the registration and information webpage on the national website. Hope to see you there!

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### Level IV Moderated Modules – 19 July

There are 14 moderated modules in Level IV. Class dates are the third Tuesday of each month at 1900 hrs. beginning on 21 June and ending on 20 December.

Two modules each class night are offered which will spread out the entire course time over seven months. The class size is limited to 20 and will be conducted in the Teams environment. 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. This provides the opportunity to take modules in a variety of ways, whatever your schedule permits - cohort, Virtual In-Residence, and through this venue.

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 in order to receive credit. Registration opened 28 June and was quickly filled. Please contact Lt Col Kathy Nicholas at [knicholas@ncwgcap.org](mailto:knicholas@ncwgcap.org) to be placed on a waitlist or if you have any questions.

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# LEVEL 4

### Training Leaders of Cadets Basic – CAP Chaplain Corps – 16 July

The CAP Chaplain Corps is holding a Training Leaders of Cadets Basic Course on 16 July. Please click [Registration for TLC Basic](#) to register for this course. The contact person is Ch Lt Col Jeff Williams, 720-234-9980, [jwilliams@hc.cap.gov](mailto:jwilliams@hc.cap.gov). Please note that there is pre-course work to complete. Click [TLC Basic](#) for the student and instructor guides.



The Basic Course is offered quarterly by the RMR/NCR Chaplain Corps Normally scheduled on the 3rd Saturday of the first month of each quarter. The next one scheduled is 15 October.

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## Points of Distribution - NC Wing Group Level Training – 6 August



Points of Distribution (PODs) are centralized locations where the public picks up life-sustaining commodities following a disaster or emergency. This is one of the areas that NC Wing members work alongside NC Emergency Management in assisting the state in times of need.

Group 5 conducted their POD training in May. Groups 2, 3, 4, and 6 conducted training in June. There is one more opportunity to obtain this training and be prepared to serve our communities!

### Group 1

Saturday, 0800 hrs., 6 August 2022, HOST - NC-124 Hickory Comp Squadron

Location: Hickory Regional Airport, 3101 9th Ave Drive NW, Hickory, NC 28601

POC: Lt Col McKay, 828-324-0584

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## ICS 400 Course – 13-14 August at NCWG HQ

NC Wing, in conjunction with the NESM Mobil Training Team, is hosting an in-person ICS-400 class at NC Wing HQ building.

Dates and time: Saturday 13 Aug and Sunday 24 Aug from 0800 to 1700

The ICS 400 Advanced Incident Command System for Complex Incidents course is designed for emergency response personnel who would function as part of an Area Command, Emergency Operations Center, or Multiagency Coordination System during a large, complex incident or event or personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multiagency or Unified Command. While there is no charge for the class, a fee of \$25.00 will be collected by NCWG to cover lunch and snacks.

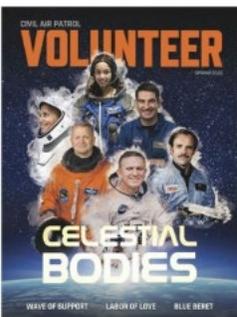
The prerequisites to attend this class are the completion of IS100, IS200, ICS 300, IS700, & IS800. The deadline for having all prerequisites completed is 27 July 2022. The deadline for applying is 13 July 2022

To register send an email to Lt Col Dennis Bissell at [Dbissell@ncwgcap.org](mailto:Dbissell@ncwgcap.org) with a copy to Lt Col Deborah Ozer at [Dozer@ner.cap.gov](mailto:Dozer@ner.cap.gov).



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## Volunteer Magazine – 2022 Spring Edition



The [2022 Spring Volunteer Magazine](#) is published. If you do not receive a copy of the magazine in the mail or missed the announcement of the digital version please click the above link to check out the 65 page magazine.

There are great articles about CAP members that have pursued their dream of spaceflight, Specialty Tracks, the Tsunami warning system in Hawaii and CAP's response, Operation Pulse Lift, the Chaplain Corps, National Blue Beret, what is happening in other Wins, and more! Be sure to read the Final Salute for two of our own distinguished NC Wing members and historians on page 50, Lt Col Paul Saleet and Lt Col Joseph Myers.

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## Civil Air Patrol New Logo – Hot Off the Press

As I was preparing the final touches to get the July newsletter ready to be sent out, I received Maj. Gen. Edward Phelka's email about Civil Air Patrol's new logo.



Please read Maj. Gen. Phelka's email for information about the change. Below are links to webpages for details about the change and a link to the Brand Guide.

Click [Press Release](#) to view the press release from 30 June.

Click [Brand Modernization PowerPoint](#) to view the logo modernization presentation.

CAP's [Brand Portal](#) provides high-resolution versions of the logo, instruction for proper use, new business card templates, website graphics, presentation templates, virtual backgrounds, and much more.

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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)