



# NC Wing Education and Training Newsletter February 2025



This month our newsletter features an excellent article from Gen Aye. I won't steal her thunder but I do want to encourage both our senior members and our cadets to listen to the recording on Absorb if you were not able to attend the live webinar. She gives some excellent leadership advice in addition to laying out the priorities for our Year of Ownership initiative. My favorite point was Take Action. If you wait until you have all the information, you have likely waited too long to affect the outcome. It reminds me of a quote attributed to General George S Patton, "A good plan violently executed now is better than a perfect plan executed at some indefinite time in the future." While the violence part isn't applicable to Civil Air Patrol's current mission, the concept is sound. The webinar also discusses ways to respectfully give feedback to superiors, take care of our fellow members, and the importance of upholding standards. It is amazing how many of the lessons provided to help us effectively run the Civil Air Patrol are also applicable to serving our family, our work, and other organizations we belong to. Put some time into participating in the initiative this year and I guarantee you will learn something that will make you better.

*Maj Chad Hooper, NC Wing Director of Education and Training*

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## Education and Training Program Level Completions in Jan

### Level I Member

- NC-022 SM Chase Drill
- NC-024 SM Lilian Loux, SM William Navarro
- NC-048 SM Rafael De Jesus, SM Dakota Wright
- NC-050 SM Mark Higdon
- NC-079 SM Michael Hudson
- NC-124 SM Peter Skelton
- NC-160 SM Rebecca Reynolds
- NC-162 SM Michelle Shott
- NC-170 SM Lorraine Brewer, SM Stephen Pilling
- NC-307 SM Steven Harless

### Level II Davis

- NC-300 2d Lt Erika Macielinski
- No Davis Award Ribbon – Leadership
- Ribbon for Tech rating 

### Level III Loening

- NC-070 1st Lt Mara Wooters
- NC-143 TSgt Ellen Franks

### Level IV Garber

- NC-153 Capt Jenny Fitzpatrick
- NC-162 Capt Todd Milstead

### Yeager Award

- NC-022 SM Chase Drill
- NC-024 Lilian Loux
- NC-024 SM William Navarro
- NC-050 SM Mark Higdon
- NC-050 SM Chloe Patterson
- NC-052 2d Lt Bailey Blevins
- NC-170 SM Lorraine Brewer

## Specialty Track Ratings Achieved in January

- Administration Senior Rating – 1st Lt Mara Wooters, NC-070
- Aerospace Education Senior Rating – Capt Arthur Mattmiller, NC-111
- Aerospace Education Technician Rating – SMSgt Timothy Beckham, NC-055
- Cadet Programs Master Rating – Capt Jenny Fitzpatrick, NC-153
- Character Development Technician Rating – 1st Lt Stephen Beal, NC-057
- Chaplain Technician Rating – Capt Harold Benfield, NC-024





Editor's Note:

Access Absorb for the Year of Ownership Kickoff presentation. In the search box, type Year of Ownership. Select *Year of Ownership Kickoff Webinar Recording* and follow the instructions to view it. After completing the recording and subsequent seminars, you will receive points toward earning conference credit. Six points equals credit for one conference.

Click [Year of Ownership Events](#) to see upcoming seminars/workshops. Go to Absorb to sign up when these become available. Col Jeffrey Garrett presented Extreme Ownership Principles on 29 Jan. If you missed it, go to Absorb to view it and get credit.

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## Volunteer University Level I Modules Updated



The Volunteer University Curriculum Team is continuing to work on updating modules in the Education and Training program. Level I is the onboarding phase and the first of five Levels to be updated and rolled out. Significant changes have been made to the Absorb format. Most new senior members complete Level I in the Learning Management System (LMS). The new format in Absorb is more engaging and easier to navigate. As we update the other Levels, you will notice these changes.

In Absorb, the modules are grouped into clusters to help manage the learning journey better. This means members will have a more straightforward path to follow, making it easier to track their progress and know exactly what's next. There are also helpful completion messages with useful information. CAP is also introducing "motivational nudges", friendly reminders sent once Level I is started, encouraging members to continue and complete more modules.

All Level I modules' instructor guides, student guides, instructor PowerPoint slides, and other material have been updated and are posted to the NHQ Level I website page. Please note the Diversity, Equal Opportunity, and Nondiscrimination module is being reviewed to ensure compliance with CAP-USAF Guidance.

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## Useful Documents in the Education and Training Program

The NC Wing and NHQ have education and training documents to assist you in CAP. We have published many of these on the [NC Wing Education and Training Resources](#) webpage. We are looking to expand our library of forms and documents. Do you have something that you have been using successfully? Please send it to Maj Chad Hooper, NC Wing Director of Education and Training, at [chooper@ncwgcap.org](mailto:chooper@ncwgcap.org).



Here are a few highlights of items on the Resources webpage for your use:

- CAP Regulations and Pamphlets for the Education and Training Program (links)
- Volunteer University: Education and Training Modules Summary Sheets and Level Module Trackers, Navigating Virtual In-Residence Program Enrollment Instructions, Professional Level Flowchart, a Guide for How to Read Professional Levels in eServices
- Absorb User Guide
- New Member Plan of Action
- Specialty Tracks Descriptions and Quick Look Table
- Other resources and information guides

Don't forget all the monthly [Education and Training Newsletters](#) from July 2020 are archived in the newsletter section under Education and Training. These are great resources as well. We look forward to adding more helpful guides and documents to our resource library!

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## Professional Military Education Credit



Are you a current or former military member? Do you have Professional Military Education (PME) that can be credited towards the Education and Training Program modules? Please contact your Education and Training Officer to see about equivalency credit. [CAPR 40-1 Senior Member Education and Training Program](#)

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 from 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 CAPR 40-1 Levels to see what modules are credited.

Modules for which you receive PME credit will show as completed in Professional Levels in eServices. They will show incomplete in Absorb. Ignore those modules in Absorb. Absorb is just one of the modalities to complete Volunteer University modules. Professional Levels in eServices is your official member record. Use the Volunteer University Module Trackers to keep an at-a-glance look at modules. Print or download the trackers for each module. You can find them on the [NC Wing Education and Training Resources](#) webpage.

Thank You for your service in our country's armed forces and your continued service in Civil Air Patrol. We appreciate the expertise and experience you bring to our organization!

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

NCWG is offering the moderated modules for Levels II and III before the Wing Conference. We will be onsite at the Guilford Technical Community College (GTCC) Ceasar Cone III Aviation Building, 1053 Old Stage Coach Trail (off Ballinger Road) in Greensboro.

## Levels II & III Moderated Modules

For both sessions, the preferred uniform is the Class B uniform (Air Force blues) or corporate equivalent, but you may wear the corporate polo uniform if you don't have the Class B yet.

Registration will be open until 30 March or until 24 students sign up. Please contact Maj Chad Hooper at [chooper@ncwgcap.org](mailto:chooper@ncwgcap.org) if you have any questions.

**Level II** will be in person on 11 April from 0830-1730. You must have completed Level I to enroll. Students must agree to read all the student guides and complete all assignments prior to 4 April. Level II will be held at the GTCC Ceasar Cone III Aviation Building, 1053 Old Stage Coach Trail (off Ballinger Road) in Greensboro, NC, on Friday, 11 April, from 08:30-17:30. This is an in-person training event. You must have completed Level I to enroll. Students must agree to read all the student guides (see link below) prior to 30 March. The course will consist of a discussion of the relevant material, not a lecture. There are also several pre-course assignments.

Level II sign-up <https://www.capnhq.gov/CAP.Experiences.Web/Registration/RegistrationDetails?EventID=4658>

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

**Level III** is split into two sessions. Day 1 is on Saturday, 5 April. It will be a virtual session through Teams from 08:30-16:00. Day 2 is on 11 April in person at the GTCC Ceasar Cone Aviation Building, 1053 Old Stage Coach Trail (off Ballinger Road) Greensboro from 09:00-16:30. You must have completed Level II to enroll. Students must agree to read all the student guides (see link below) and complete the assignments for the virtual course prior to 30 March and the assignments for the in-person modules by 4 April. 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://www.capnhq.gov/CAP.Experiences.Web/Registration/RegistrationDetails?EventID=4659>

## Registration Zone



Registration Zone is CAP's centralized hub, offering members a comprehensive platform for all CAP events, simplifying event management and reducing the burden on members. Registration Zone consolidates event management capabilities into a unified enterprise solution across Civil Air Patrol. You can find Registration Zone on the Main screen in eServices.

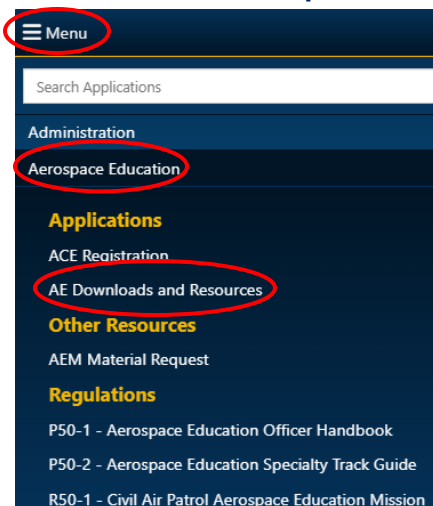
- To access courses, training, and events, in the Registration Zone widget, select *Click here to go to Registration Zone*
- To access the User Guide for instructions on how to use Registration Zone, click on the home icon at the top left,  then click on *User Guide*

If you are searching for an event or class, review the information starting on Page six of the guide for instructions.

## How Do I...

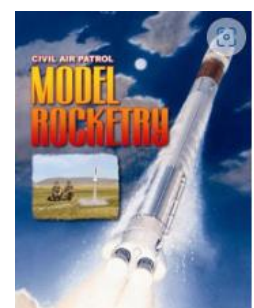
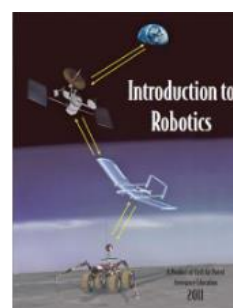
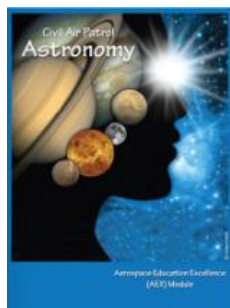
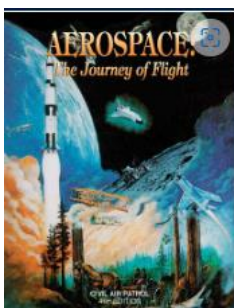
The "How Do I" section contains items and tips to help members navigate eServices, find information, and provide "I didn't know that" items.

### How Do I Find Aerospace Education Downloads and Resources



Aerospace Education (AE) is one of our three main missions. [CAPR 50-1 Civil Air Patrol Aerospace Education Mission](#) is the regulation defining the internal and external aspects of the AE program. There are two pamphlets about AE, [CAPP 50-1 Aerospace Education Officer Handbook](#) and [CAPP 50-2 Aerospace Education Specialty Track Guide](#). All members, not just Aerospace Education Officers, are involved in AE. Senior members' AE education is expanded through reading *Aerospace: Journey of Flight* and participating in AE activities in the squadron and wing. Earning the Brig Gen Charles E Yeager Award is required for the Volunteer University Level II senior member education and training program. The Yeager test is based on the material in *Aerospace: Journey of Flight*.

Aerospace Education Resources are easily accessible in eServices by selecting Menu → Aerospace Education → AE Downloads and Resources. Here you will find *Aerospace: Journey of Flight* and booklets on the Aerospace Education Excellence program, astronomy, robotics, computing/programming, model rocketry, cybersecurity, UAVs, STEM, and more.



## How Do I Zoom In and Out on My Computer?

Sometimes, a document or internet page is difficult to read. To see things easier on your computer, try these helpful tips.



On a PC, try these methods to zoom in or out:

Hold down one of the Control keys (Ctrl) on the keyboard, then press plus or minus to enlarge or reduce the screen of the application you have open. To return to your normal screen view quickly, press Ctrl, then 0 (zero).

- Hold down one of the Control keys (Ctrl), then scroll up or down on the mouse wheel to enlarge or reduce the screen of the application you have open. To return to your normal screen view quickly, press Ctrl, then 0 (zero).
- Hold down the Windows button on the keyboard, then press the plus key. This will enlarge everything on the screen. Move your cursor around the edges of the screen, allowing you to navigate around the screen.
- Hold down the Windows button, then press the plus key to open the Magnifier box to use its zoom functions.

On a MAC, try these methods to zoom in and out:

- Hold down the Command Key, then press plus or minus to enlarge or reduce the screen on the application you have open. To quickly return to your normal screen view, press Command, then 0 (zero).
- On your trackpad, pinch two fingers outward to zoom in. This is similar to using this function on an iPhone or iPad. Pinch in to zoom back out. To quickly return to your normal screen view, press Command, then 0 (zero).

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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.

### 2025 NC Wing Conference – 11 to 13 April



The 2025 North Carolina Wing Annual Conference is from 11 to 13 April at the Greensboro Airport Embassy Suites. In addition to the general session, there will be seminars for our seniors and cadets that will allow everyone to improve their knowledge and skills. Click [Conference Seminars](#) to view the list to be presented by subject matter experts from the Squadron, Group, Wing, and Region.

In addition to the conference seminars planned for Saturday, Water Survival Training will be held on Friday, April 11. 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, 11 April, 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 information. Plan to stay for the banquet Saturday evening with guest speaker retired United States Air Force Major General Brett T. Williams who served as Director of Operations for the US Cyber Command. 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](#)

Payment Links (after completing registration):

[Senior Member - Commander's Reception, Lunch & Banquet](#)

[Senior Full Conference including Water Survival Course, Commander's Reception, Lunch & Banquet](#)

[Senior Day Rate Including Lunch](#)  
[Senior Day Rate No Meals](#)  
[Cadet Full Conference Including Lunch & Banquet](#)  
[Cadet Day Rate with Lunch Only](#)  
[Cadet Day Rate with No Meals](#)  
[Banquet Guest-Senior or Cadet](#)  
[Water Survival Course Only](#)

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### Spring 2025 Ranger Training Weekend – 28 to 30 March

Registration for the 2025 Spring Ranger Training Weekend is now open! This event will be held at Camp Tuscarora in Four Oaks, NC, from March 28 to 30, 2025.



Lt Col Kearns's email announcing the event was sent on 10 Jan. The email lists requirements and includes documentation to be completed to reserve your slot. The event is offering a pre-ranger course, basic, intermediate, and advanced ground team courses, as well as the Wilderness First Aid Course (limited to 24 students), Mission Radio Operator Course (limited to 10 students), and the sUAS Technician course (limited to 10 students). Click <https://forms.office.com/r/tdiSXfAC4N> for the registration form.

Once you have completed the online registration form and the staff receives all fully completed and signed forms, the payment link will be sent to the participant to pay the registration fee. The fee is \$75.00 for the basic event, \$115 for the Wilderness First Aid Course if you are already CPR qualified, and \$150 if you require WFA + CPR training at the event. Registration closes on 15 March. All forms and payments are required to be in by that date. For questions, please email Lt Col Brendan Kearns at [bkearns@ncwgcap.org](mailto:bkearns@ncwgcap.org).

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### 2025 Mid-Atlantic Search and Rescue College – 25 to 27 April



Registration for the 2025 Mid-Atlantic Search and Rescue College is now open. Lt Col Brendan Kearns, MARSAR Director, emailed all the details and forms on 19 Jan. The location is Fort Barefoot Military Reservation and Blackstone Army Airfield in Blackstone, VA. Training Opportunities include Mission Aircrew School (MP, AP, MO, MS), Ground Search and Rescue (GT1-3, GTL, GBD, MRO), sUAS Training, ICS 400 course (minimum of 10 students required to schedule class), MRO Course, and Incident Command Staff (LSC, OSC, AOBD, FASC, PSC, HSO, SO, IC). Support Staff

Support Staff (PAOs, HSOs, Transportation, Logistics, Supply, Flight Line, MSA's, etc.) and Kitchen Team positions are also available.

Click [MARSAR College](#) for details, forms, requirements, and registration link to attend. The deadline to register is 15 April.

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### Air University

[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. AU's professional military education (PME) programs educate Airmen to leverage air, space, and cyberspace power to achieve national security objectives. Specialized professional continuing educational programs provide scientific, technological, managerial, and other professional expertise to meet the needs of the Air Force. AU also conducts research on the evolving security environment, emerging threats, future uses for air, space, and cyberspace power, working in joint and coalition teams and multicultural environments, education, military leadership, management, and other topics that inform senior Air Force leaders and contribute to curriculum development.



There are many places to discover on the website. Check out the news section and podcasts, leadership and professional development resources, the Air University Library with its many publications, and other available educational resources. Take advantage of these educational opportunities!

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### **CAP Silvered Wing Series**

If you missed seeing the twenty-second installment of CAP Silvered Wings, click on the link to check out the [Alexander Eaglerock A-15](#). The Alexander Eaglerock was a versatile three-place, open-cockpit biplane that could be fitted with a variety of engines from 90 to 260 horsepower. Civil Air Patrol flew NC638W during World War II out of the Michigan Wing, making it the only Alexander Eaglerock model on the CAP wartime service roster.



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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)