



HEADQUARTERS NORTH CAROLINA WING  
 CIVIL AIR PATROL  
 UNITED STATES AIR FORCE AUXILIARY  
 3520 Alamance Road  
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## NC Wing Education and Training Newsletter December 2020




Happy Anniversary Civil Air Patrol! You are serving in an organization that has a 79 year history. Whether this is your first year in CAP or over 20 years, what you are doing by serving your community, state and nation will be a part of CAP's history. Please read the other training opportunities section at the end of the newsletter to learn more about CAP's history.

We just celebrated Thanksgiving last week and I wanted to share something I recently came across. You've heard about having an "attitude of gratitude" but have you heard changing an attitude from "I've got to do" to "I get to do"? I'm in a service industry job in my career. Looking at the pile of things on my desk, I changed my attitude from "I got to get all this done" to one of seeing the opportunity of what I get to do that might have significance for someone else. I'm reminding myself to be grateful to have opportunities. Thank you all for your service and what you do for CAP, you make a difference. Your NC Wing Education and Training Staff wish you and your families a joyous holiday season!

*Maj Kathy Nicholas, NC Wing Director of Professional Development*

### Education and Training Awards

Congratulations to the following members on completing Education and Training Program Levels and earning awards in the month of November.

**Level I Member** – Senior Members Valentin Arredondo, Nicholas Boyler, Gabriel DeMuth, Michael Garrison,  
 Philip Paul-Wilson, David Williams

**Level II Davis** – Major Ronald Ascher Jr  
 Captain Anthony Armstrong  
 First Lieutenants Jonathan Bartlett, Heather Endre, Mark Endre  
 Second Lieutenants Rachel Ambrose, Annie Donahue, Robert Gilbert, Karen Robinson,  
 James Wuertz

No Davis Award Ribbon - Leadership Ribbon for Tech rating 

**Level IV Garber** – Capt David Hartman



**Yeager Award** – Senior Members Kenneth Kilby, Mara Snyder



### Education and Training Program



Announcing the new Education and Training webpage on the NC Wing website! Our Wing E&T team has been working on developing content for the webpages. Please click on the link [E&T Webpage](#) to go to the main webpage. This page lists the Education and Training staff at the Wing and Group Levels, has a direct link to Volunteer University where you can access each Level's information, monthly newsletters and more. There is a subpage [E&T Resources: Pamphlets & Regulations](#) that will give you a quick link to regulations and pamphlets plus other helpful documents.

We will be continuing to develop this site with additional resources and information. Please let us know what helpful information you would like to see here. A special thank you goes out to Maj Rodney Cushing for setting up our pages!

### Level II Part 1 – Moderated Modules

This information is important especially for our newer members. Level I in the Education and Training Program through AXIS has all the modules are “automated” which means the system auto grades your quizzes. Level II has a few “moderated” modules which require grading by an instructor for discussions and assignments. You need to complete these moderated modules by either signing up to be in a cohort group or through a face-to-face (currently virtual) session. The Wing is working on offering the moderated modules in Level II after the beginning of the year.

In the meantime, if you have completed the automated modules and need the moderated modules in Level II Part 1 now for an advanced grade appointment (former military, former cadet, professional – see CAPR 35-5) SMSgt Glenn Knight, NER-PA-010 has been instructing these courses for members virtually.


Dec 10 - L2 Choosing Your Duty Assignment (60 minutes)

Jan 7 - L2 Accountability and Responsibility (60 minutes)

From SMSgt Knight [gknight@cap.gov](mailto:gknight@cap.gov):

**To register for any of these courses I need an email listing:** The Name of the Module, The Date of the Class, Your Name, Rank and CAP ID as well as the name of your Squadron and Wing.

### Highlighting Education and Training Levels

Last month we covered Level II. We will go through Level III this month for members who are working under  the Grandfather Rules and members who are working in the New Education and Training Program. Level III earns the Grover C. Loening Award.

#### Level III – Grandfathering

If you are grandfathering Level II you must have the Corporate Learning Course completed. If this is not completed, you are in the new program. The other items for Level III under the grandfather rules is to earn the Yeager Award, attend two national, region or wing conferences, serve at least one year in a staff or duty assignment and complete a senior rating in a Specialty Track. All the Specialty Track Study Guides are listed in [Pamphlets](#) on the main CAP website. Review your Specialty Track Study Guide and have a mentor or your commander sign you off on items that you have completed and work with them on what you need to complete. **You have until 28 Feb to get your senior rating in a specialty track to finish Level III.** Do not wait until the last day to get this signed off as the person you are requesting to do this may not be available that day or the system may be down. Reach out to your Education Training Officer in your unit to assist you with getting this completed.



#### Level III – Education and Training Program

Level III has both automated and moderated modules. You can complete all the automated modules in AXIS however you must complete the moderated ones in a cohort or through in-person training. Get with your ETO about completing the modules. The other requirements for Level III are earning your senior rating in a specialty track, one year in command or staff assignment, attend two national, region or wing conferences, and mentor a member through Level I. [CAPR 40-1](#) contains information on the modules and requirements for all the Levels. Please review [CAPR 35-5](#) CAP Officer and Noncommissioned Officer Appointments and Promotions for minimum promotion eligibility requirements.

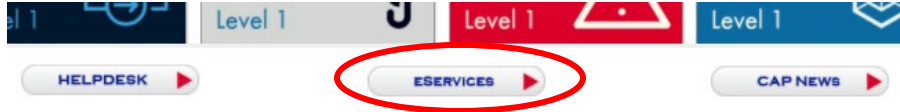
### How Do I...

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 Get back to eServices from AXIS?

[Go To AXIS](#)

This question pops up every now and then from members so we're revisiting it again. We're used to looking for a link at the top of a screen. This one is at the bottom only if you are on the Main Portal page. There you will find three links: Help Desk, eServices and CAP News. By clicking on the "eServices" button you will easily get back to the main eServices page. Remember, this only appears on the Main Portal page in AXIS, not if you are in a module or another section of AXIS. If you have been "timed out" of eServices you will need to log back in.



## How Do I See My Progress for the Level I'm Working in?

This is another item we are revisiting again this month. The Accomplishments section under Professional Levels is your "transcript" for the five Levels in the Education and Training Program. Members have the ability to enter information in their eService record for each Level (except for module completion).

Go to Menu > Professional Development > Professional Levels

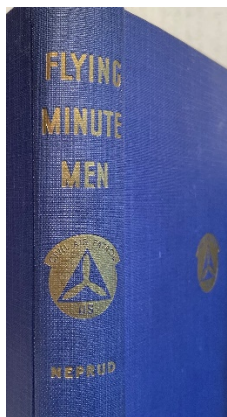
On the next screen click on Professional Level

In the dropdown box under Select Level chose the Level you wish to view

- If you have completed a Level it will show as "Approved". Do not enter any information or documentation on that page in eServices. Example: If you have completed Level III and see the green box at the top left that shows this Level is approved. Do not enter anything on this page. Even though it does not show your conference attendance, you do not need to enter it here.
- There are a few items that will now require supporting documentation. Please check with your ETO about these items.
- When you have completed all items in the Level, you will now be able to submit the request for approval. There is no waiting for the Education and Training Officer or Commander to do so. You have access to your record at all times and can track your progress.

## Other Training Opportunities

This section will be listing other training resources inside and outside of Civil Air Patrol that will increase your knowledge and enhance your skills. This month we are highlighting CAP's 79<sup>th</sup> Anniversary with resources where you can read about our organization's past.



[History of Civil Air Patrol](#) – this is posted on the national website

[Flying Minute Men](#) The Story of The Civil Air Patrol by Robert Neprud, 1948 – this is an excellent book about CAP's early days. You'll be amazed at all that CAP members did during this period. The link is to a "revised and reprinted" document by the Office of the Air Force History in 1988. I purchased on eBay a copy of the book printed in 1948 in excellent condition (pictured).

[Civil Air Patrol National History Program](#) – historical newsletters, journal, monographs, photographs, unit annual histories and more

[C-SPAN Video of Congressional Gold Medal Ceremony for Civil Air Patrol](#)

[CAP Volunteer Magazine](#) – the link is access to Volunteer magazines from 2006 to now for a more "current" history. You can download or view it online. The current issue has not been posted yet to the site. Here's the link to the [Fall 2020 Edition](#). It contains

current and plenty of historical information.

There is more information out there and these links are designed to get you started on reading About CAP's history. Thank you for being a part of Civil Air Patrol and helping to shape our future!

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