



# NC Wing Education and Training Newsletter

## August 2022

This month I've been thinking of procrastination, momentum, and overcoming inertia. A Flemish Proverb states *He who is outside his door has the hardest part of his journey behind him*. Even though you still have 100% of the journey ahead you resolve that the journey will be taken and then make the first step. There could be different reasons why we procrastinate. I came by it naturally by emulating my father who was a perfectionist in what he did. I would put something off unless I could do it perfectly. That started to change when my husband and I started our own business. I had to walk out many doors and get over the fear of failing. If I didn't, I wouldn't have learned so many things and grown professionally and personally along the way.

Sir Isaac Newton's first law of motion states "An object at rest stays at rest and an object in **motion** stays in **motion** with the same speed and in the same direction unless acted upon by an unbalanced force". It is a great moment when we get fed up with our own inertia and deal with our excuses for inaction. I can attest that **once you get over the threshold and outside the door, the journey tends to seem less daunting**. Something to think about...

NEWTON'S 1<sup>ST</sup> LAW



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

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### Congratulations to the following members on completing Education and Training Program Levels in July

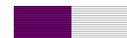
#### Level I Member



NC-019 SM Shawn Hipp  
NC-022 SM Elainea Jobes  
NC-023 SM Alyssa Givens  
NC-079 SM Vernon Butler  
NC-121 SM Thomas Massey  
NC-143 SM Russell Kozik, SM Mia Zilli  
NC-160 SM Jane Soper  
NC-301 SM Jonas Baker

#### Level II Davis

NC-048 Capt Joseph Keller  
NC-160 2d Lt Susanna Elliott  
No Davis Award Ribbon - Leadership Ribbon for Tech rating



#### Level IV Garber



NC-301 Capt Jason Witte

#### Yeager Award



NC-079 SM Racheal Gliniak  
NC-162 SM Melanie Lee, SM Susan Seiler  
NC-305 SM Bethany Norton

### Congratulations to members who earned Specialty Track Ratings in July

Aerospace Education Master Rating – Capt Jason Witte, NC-301  
Administration Senior Rating – Capt Kenneth King, NC-305  
Cadet Programs Master Rating – Capt Christopher Cozzi, NC-048  
Cadet Programs Senior Rating – Capt Jennifer O'Connor, NC-031  
Logistics Technician Rating – 2d Lt Stephen Beal, NC-057, 2d Lt Susanna Elliott, NC-160  
Professional Development Technician Rating – SM Joseph Keller, NC-048

## Congratulations on Completing Commander's Courses in July

Squadron Commander's Course – Lt Col Richard Tedesco, NC-145

### Education and Training Program

#### NC Wing Resources Reminder

All past NC Wing Newsletters are posted on the NC Wing website. Each newsletter's listing shows a summary of articles so you can quickly find what you might be looking for. To access the webpage go to:

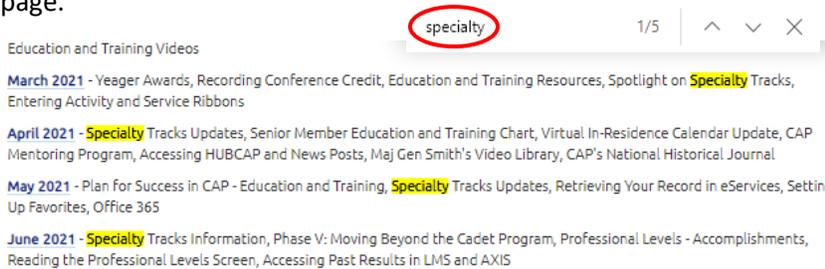
NC Wing website - <https://ncwg.cap.gov>

Click on "Members"

- In the dropdown menu click on "Education and Training"

- Then click "Education and Training Newsletters"

- There are three subpages for each year of newsletters. Click [NCWG Newsletters](#) to go directly to the web page.



Use the "Ctrl F" function to search for any item on a webpage. In the box that pops up type the name of the item you are looking for. All items with that word will be highlighted on the screen. Use this function on any webpage.

Please remember that we have a list of resources on the NC Wing website. Click [E&T Resources](#) to go to this webpage for instructions, guides, and documents. There is a separate webpage for [Subject Matter Experts](#). If you do not have a mentor in your Unit or Group, connect with these Wing members to guide you through your specialty rating.

#### Level II Moderated Modules Hosted by Raleigh-Wake Squadron – 13 August



Members working on their Level II modules are invited by the Raleigh-Wake Squadron to complete the moderated modules at an in-person training session. The event is being held on 13 August at 3711 Exchange Glenwood Place, Raleigh, NC 27612 from 0900 - 1700.

Click [Registration Form](#) to sign up for Level II moderated modules. Members must have completed Level I. Download the Student Guides for the modules you intend to complete.

You must complete any pre-course work in the module that is required to support the discussions in class. Click [Course Content Link](#) to download the Zip file of Level II modules. Contact Capt Christopher Cozzi at [Christopher.Cozzi@ncwgcap.org](mailto:Christopher.Cozzi@ncwgcap.org) for further information and questions.

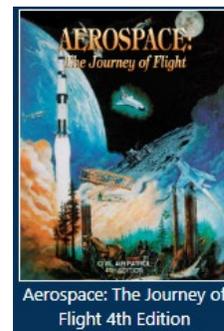
#### Aerospace Education and the Brigadier General Charles E. "Chuck" Yeager Award

*by Lt Col Jeremy Browner, NC Wing Director of Aerospace Education*

As we all know, Civil Air Patrol has three missions. The one I want to concentrate on now is Aerospace Education. For senior members, having a base level of understanding of CAP's Aerospace Education program is important for various reasons. One of the important milestones of senior training is obtaining the Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award.

The award is awarded for completing the Yeager test. The test is a self-paced study based on the CAP text, *Aerospace: The Journey of Flight*. All senior members are encouraged to read and become knowledgeable

about the content of this text. The text covers such topics as: introduction to the history of airpower, principles of flight, the aerospace community, weather, rockets, and space. Once members are ready to take the Yeager test online, they have the option of open book or closed book. Members must score 70% to pass the test. After successful completion of the Yeager test, members can print a copy of the Certificate of Completion on their computer. Completion of the Yeager award is automatically placed in the member's record at NHQ. After successful completion of the test, members will receive the Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award and are authorized to wear the Yeager Award ribbon.



A Note from Education and Training:

The Yeager Award is a requirement of Level II in the Education and Training Program.

[AE Download and Resources](#) is the place in eServices to download *Aerospace: Journey of Flight 4th Edition*. The Yeager test can be found in AXIS through the Learning Management System in eServices. Please see your squadron's Aerospace Education Officer for further information and assistance in completing the Yeager Award.

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### Personnel Specialty Track Guide - Updated



The Personnel Specialty Track Study Guide has been updated. If you are working in this duty position, please click on [CAPP 200](#) for the updated guide. As a reminder, if you do not have a member in your Unit or Group that has a rating in Personnel to mentor and guide you, please go to the [Specialty Track Subject Matter Expert](#) page on the NC Wing website to locate a member to assist you.

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### Awards and Ribbons



We congratulate all our members who earn awards and ribbons. You have worked hard to earn these achievements and CAP wants you to wear them correctly. Most of us have been using the [McCord Ribbon Rack Builder](#) to set up our ribbon rack to wear on our uniform. Vanguard also has an [EZ Rack Builder](#). You can build and purchase standard ribbons, thin ribbons, sticky racks (sticker version), and mini medals through Vanguard. Don't forget to always get the Vanguard 10% discount code from their Facebook page before you order anything (good once per month). Enjoy building and wearing your official ribbon rack.



### 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 Access the Brand Guide to Download the New Civil Air Patrol Logo?



Information about the new Civil Air Patrol logo has been sent out. Below are links to web pages for details about the change and a link to the Brand Guide. Be sure to change your email signature using the template.

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, instructions for proper use, new business card templates, website graphics, presentation templates, virtual backgrounds, and much more.

Click [Email Signature and Business Cards](#) to go directly to this webpage.

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## How Do I Find Out What an Acronym Represents in CAP?

You are not alone if you are wondering what an acronym stands for. Many members do not come from a military background and are unfamiliar with acronyms used by Civil Air Patrol. Below is an excerpt from [CAPP 1-2](#) The CAP Guide to Effective Communications about acronyms.

“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. CAP 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 on correspondence, e-mail, forms, etc. Major functions have two-letter symbols, for example, director of operations (DO)”.

This example is from the Regulations Publications page on the CAP website. Under the OPR (Office of Primary Responsibility) column on the Publications page are acronyms such as DA (Director of Administration), GC (General Council), etc. To review office function acronyms, go to page 18 in [CAPP 1-2](#).

Publication	Date	Title	OPR
<a href="#">P1-2</a>	1 Oct 21	The CAP Guide to Effective Communications	DA
<a href="#">P1-10</a>	1 Sep 17	Suggested Best Practices for Including Individuals with Special Needs	CP
<a href="#">P2</a>	15 Oct 91	CAP ELT/EPIRB Search	DO
<a href="#">P3</a>	6 Feb 14	Guide to CAP Protocol	COP
<a href="#">P4</a>	26 Jun 20	Event Planner Guide	PD
<a href="#">P10-3</a>	18 Nov 19	Legal Resources for Command	GC
<a href="#">P30-1</a>	8 Nov 21	CAP Sample Position Descriptions	DP
<a href="#">P35-3</a>	22 Nov 19	The CAP Guide To Membership Termination Appeal Hearings	DP

Other acronyms we use more frequently are emergency services specialty qualifications. A list of these can be found when you access your CAPF 101 card in eServices.

Check out the [CAPipedia Acronym](#) webpage for a list of acronyms used in Civil Air Patrol.

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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.

### 2023 NC Wing Conference – 8-11 March 2023 “SAVE THE DATE”



Save the date to attend the in-person 2023 NC Wing Conference! After conducting two virtual Wing conferences we will be meeting together at the Embassy Suites in Greensboro. There will be pre-conference sessions leading up to the main general assembly and seminars on Saturday. Lt Col Brendan Kearns, [bkearns@ncwgcap.org](mailto:bkearns@ncwgcap.org) invites you to contact him to discuss your interests and specialty that you can bring to the planning team.

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### Great Learning Opportunities at the 2022 National Conference 25-27 August

Last chance to register 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 Heath 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 – 16 August

## LEVEL IV

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.

August Modules: “Developing Your Personal Leadership Philosophy” and “Planning and Leading a Major Event”

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 on 26 July 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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### Training Leaders of Cadets Basic Hosted by Group 3 on 13 August

Group 3 is hosting a Training Leaders of Cadets Basic course. This in-person course is being held on Saturday, 13 August from 0900 to 1700 at the Pitt-Greenville Composite Squadron, National Guard Armory, 1401 North Memorial Drive, Greenville, NC 27834. Click on [Group 3 TLC Basic Registration Form](#) for further details and to register. Please note that there is pre-course work to complete. Click [TLC Basic](#) for the student and instructor guides. Contact Maj Kimberly Morton [kmorton@ncwgcap.org](mailto:kmorton@ncwgcap.org), 910-265-9386 with any questions you may have.



### Aircrew Tool - WingX

Last July the E&T Newsletter presented the Hilton Software WingX app. This is a reminder that the company offers a free subscription to all CAP members to their leading-edge mobile aviation app for Apple and Android – WingX.

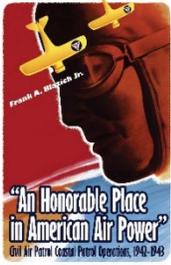
Our qualified CAP pilots have a free subscription to ForeFlight, an integrated flight tool they use on their devices for flight planning and in the airplane. Aircrew members that are not Form 5 pilots do not have access to a free subscription to ForeFlight.

Wing X gives Mission Observers, Mission Scanners, and Airborne Photographers the ability to learn and use flight planning, weather conditions, terrain, speed, headings, follow the map along while you are flying, and more. The app has VFR sectionals, IFR charts, weather, and many more features. The airplane travels on the moving map and you can zoom in on the screen to help compare what you are viewing out the window. It helps you to know where you are.

To get your free subscription you will need to provide a copy or photo of your current CAP membership card to Hilton Software. You can send the photo to: [support@hiltonsoftware.com](mailto:support@hiltonsoftware.com) requesting a subscription as a CAP member. Their main website is <https://www.hiltonsoftware2.com>.



## Air University Press – Summer Reading



Are you looking for summertime reading? Air University Press offers publications free to download. Air University Press is the academic publisher of the US Air Force, Maxwell AFB. Click [Air University Press](#) to view all the books, papers, and journals that are available.

A book of interest to Civil Air Patrol is [“An Honorable Place in American Air Power”: Civil Air Patrol Coastal Patrol Operations, 1942-1943](#), by Dr. Frank Blazich.

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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)