



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



## NC Wing Education and Training Newsletter January 2022



Welcome to 2022! Do you still make New Year's resolutions when the calendar turns over? I recently read a quote by Roy T Bennett – "You never **change** your life until you step out of your comfort zone; **change** begins at the end of your comfort zone". As we begin this new year, consider stepping out of your comfort zone. What would you like to learn or become more proficient in? Civil Air Patrol has many opportunities for us to try a new role and develop hidden talents we never knew we had. Thank you for joining together with your fellow members in service to our communities and one another. Happy New Year!

*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 December**

**Level I Member** – NC-019 SM Patrick Hanley, SM Michael Kroft



NC-023 SM Maurice Kinoshita

NC-048 SM Michael McKeon

NC-050 SM Anthony Bova, SM Charles Mullis Jr

NC-121 SM Randall Hunt, SM Michael Napier

NC-160 SM Jacob Brown, SM Charles Burdulis, SM Nelson Guadalupe,  
 SM David Leutzinger

NC-162 SM Simona Lonca

NC-305 SM Alma Thompson, SM Kevin Thompson

**Level II Davis** – NC-007 Capt John Aber, Capt Michael Duffy

NC-160 1st Lt Eric Seaman, SM Luke Elliott

No Davis Award Ribbon - Leadership Ribbon for Tech rating

**Yeager Award** – NC-019 SM Patrick Hanley



NC-050 SM Jason Beaulieu

NC-121 SM Michael Napier

NC-160 SM Luke Elliott, 1st Lt Jennie Seaman

NC-307 SM Charles Manley

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

Character Development Technician Rating – 1st Lt Eric Seaman, NC-160

Command Technician Rating – Capt Kenneth King, NC-305

Communications Technician Rating – 2d Lt Stephen Beal, NC 057

Finance Senior Rating – Lt Col Stephen Schick, NC-048

Health Services Master Rating – SM Luke Elliott, NC-160

Historian Senior Rating – Ch Maj Steven Matthews, NC-001

Inspector General Technician Rating – Maj Jordan Crawford, NC-022

Logistics Technician Rating – Capt John Aber, NC-007

Safety Senior Rating – Lt Col Brendan Kearns, NC-001

Standards and Evaluation Technician Rating – Maj Chad Hutchins, NC-171

---

## Education and Training Program

### Specialty Track Study Guides

Are you working on your next specialty track rating? If you are new to CAP, Specialty Track Study Guides are available to download from the main [CAP Website](#) under Members → Publications → [Pamphlets](#). Many study guides are in the revision process. Check out the site to see if your specialty has a newer study guide. The guides were originally in a 200 series numbering system. When guides are revised, they are being renumbered to the 40 series except for AE which is in the 50 series, and Cadet Programs in the 60 series.



The Specialty Track Study Guides contain the Service, Training, Activity, and Knowledge (STAK) components that are needed to achieve each rating. The regulations and pamphlets that are involved in your specialty are identified. The checklists identify items to accomplish that assist you with learning your specialty. CAP NHQ is working with the IT department to get the checklists online. This will be similar to how tasks are recorded in SQTRs however have the same type of look as Professional Levels. Until specialty tracks get online, please use the paper format. Save your signed checklist on your computer as a record of completion.

---

### NC Wing Annual Conference – Feb 12, 2022

The 2022 North Carolina Wing Virtual Conference Registration is now OPEN!



North Carolina Wing will again offer a virtual wing conference on February 12, 2022 in the Teams environment. This will be an outstanding opportunity for our members to improve their knowledge as well as to hone their skills by attending some of the more than 20 informative seminars. All facets of the CAP program will be covered by subject matter experts from the Squadron, Group, Wing, and Region levels. Seminar tracks for Cadets and Senior Members will be available. Please register by using the link below:

[https://forms.office.com/Pages/ResponsePage.aspx?id=WVLqN3zUxUuFnjQPxdYXrr\\_xlJQZIMpHiVUtWwgHoftUNVMymjRaUFE3TVNSVUQ3SEVNSTYzQQ040UC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=WVLqN3zUxUuFnjQPxdYXrr_xlJQZIMpHiVUtWwgHoftUNVMymjRaUFE3TVNSVUQ3SEVNSTYzQQ040UC4u)

---

### Drill and Ceremonies



For all our members that have served in the armed forces, Thank You! For all of those who have not, drill and ceremonies may be a little foreign to you. It is important to know at least the basics for when you are called to present to the commander when receiving an award or a promotion. It's also very helpful to know when instructing and guiding cadets. The [Cadet Drill Guide](#) is a pocket-size guide that you can download or purchase from Vanguard. [CAPP 60-33 Civil Air Patrol Drill and Ceremonies](#) is a very detailed document that helps senior members understand some of the basics like when and how to render a salute.

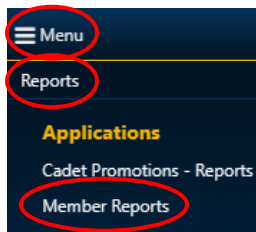
CAP based its Drill and Ceremonies pamphlet on the [Air Force Manual 36-2203 Drill and Ceremonies](#). It appears that everything you wanted to know about this subject you will find in both publications. Enjoy reading and learning more about drill and ceremonies!

---

### 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 Member Reports in Different Formats?

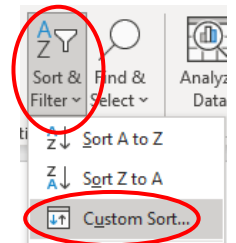


Did you know that you can select different formats to display data from Member Reports? The default report is in PDF format. There is also a selection of PDF, Word, Excel, and CSV formats. If you are looking for a way to sort the data to make it more useful, try the CSV format. It looks like a typical Excel spreadsheet and allows you to delete or add columns and move information around. The Excel selection permits changes however it is a different look from a typical Excel spreadsheet. Try out the different formats to see which one works best for your needs.

To get started select Menu → Reports → Member Reports. On the next page you will need to click on **Member Reports** then under Modules select Member Reports again.

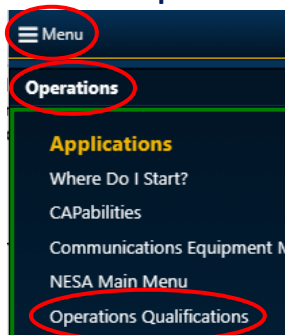
Using the drop-down menu select a report. For example, if you select Membership in the CSV format it gives you a list of members in your unit with their rank, join date, phone number, and address. Looking for someone with a specialty track rating? Then try the Specialty Track Report in the CSV format to get a sortable report.

Select the Sort & Filter function in Excel function (see left). Choose Custom Sort. In the next box, choose any column header and the data you

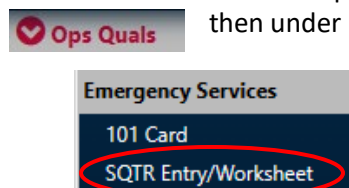


want the information to appear. Make sure the cursor is on the top left box on the spreadsheet before you begin Sort & Filter.

## How Do I Upload Documents to eServices?



To upload documents to eServices select Menu → Operations → Operations Qualifications. On the next page you will need to click on **Ops Quals** then under Emergency Services select SQTR Entry/Worksheet.



Your next step is to enter your CAPID.

On the next page under your name click on View/Upload Documents

**Example** of uploading the FEMA IS100 Certificate:  
Click on the dropdown menu to select IS100

Click on Choose File to select the document from your computer

\*What would you like to upload?  
IS100 - IS-100

\*Select File (Size < 3MB; Format - .jpg, .jpeg, .gif, .png, .doc, .pdf, .docx)  
\*You can upload up to 5 documents for each qualification/task.

Choose File No file chosen

Select the document, then click Open

File Name	Modified	Size	File Type
FEMA IS-100 Certificate	10/10/2010 7:58 PM	226 KB	Adobe Acrobat D...
FEMA IS-242	4/19/2020 7:36 AM	731 KB	Adobe Acrobat D...
FEMA IS-700 Certificate	12/8/2010 4:46 PM	181 KB	Adobe Acrobat D...

File name: FEMA IS-100 Certificate

All files

Open

The document will appear in the box next to Choose File. Click on the blue box Upload ES Files to upload the document to eServices

\*Select File (Size < 3MB; Format - .jpg, .jpeg, .gif, .png, .doc, .pdf, .docx)  
\*You can upload up to 5 documents for each qualification/task.

Choose File FEMA IS-10...ertificate.pdf

*In the OPS-Quals - ES - section, it is necessary for you to fill in the dates and check appropriate boxes for your approval/validation to be completed. After loading dates, data and checking boxes, hit the "Submit" button at the lower left of the page. Uploading documents, in itself, does not submit the data for approval/validation. Uploads are used as supporting evidence during the approval/validation process.*

Upload ES Files

Note that there are four tabs where you upload documents. Pilots use the tab Pilot to upload their pilot license, medical, and other items. For a CAP Driver's License use that tab to upload your license and record. Your ICUT certificate is for the Communications tab.

Emergency Services Pilot Driver's License Communications

## 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.

### ICS-300 Course – 21-23 January

## ICS-300: Intermediate Incident Command System

North Carolina Wing, in conjunction with the NESA Mobile Training Team, will host an ICS-300 class. The class will be an in-person training program to be held at North Carolina Wing HQ building.

Dates and times:

Friday 21 January 2022, 1900-2200

Saturday 22 January 2022, 0800-1700

Sunday 23 January 2022, 0800 – 1700

“The ICS 300 Intermediate Incident Command System for Expanding Incidents is to provide training on and resources for overall incident management skills for personnel who require the intermediate application of the Incident Command System (ICS)”.

The prerequisites to attend this class are completion of IS100, IS200, IS700, & IS800.

Seating will be limited so register asap. The deadline for applying was 31 December 2021. Please contact [dozer@ner.cap.gov](mailto:dozer@ner.cap.gov) to see if space is still available.

While there is no charge for the class, \$25 will be collected for 3 meals, drinks & snacks. (Breakfast 2, Lunch 1). To Register please email your Name, Unit, and CAP ID to: [dozer@ner.cap.gov](mailto:dozer@ner.cap.gov)

---

### **Group Command Seminars – 22 and 29 January**

Have you ever considered being a Group Commander one day? Ever wonder what a Group Commander's role and responsibilities are? Wish you had an opportunity to learn more? If the answer to any of these questions is "yes," then you should consider attending a virtual seminar hosted by CAP's Mentoring Program.



The purpose of the seminar is to provide information to members interested in being a Group Commander. The seminar will be presented on two Saturdays, Jan. 22 and Jan. 29. Each day will consist of a variety of topics important to the success of being a Group Commander, including Group and Wing department interactions. Several topics will be eligible for Volunteer University level module credit.

Registration will be taking place through mid-January. For more information or to register, check out the [Mentoring Program website](#).

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)