



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



## NC Wing Education and Training Newsletter March 2022



I hope you enjoyed the NC Wing Conference last month. It is always a great opportunity to hear from leadership, other speakers and to get training in a variety of different areas. Please see the article below about conference credit and seminars.

Opportunities to further your knowledge are listed in the “Other Learning and Training Opportunities” section at the end of the newsletter. Review the articles for Level IV modules and the Group Commander Course offered by the Virginia Wing, NESA Mobile Training Team courses, and Safety Officer’s College. Take advantage of these opportunities and register today!

*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 February**

**Level I Member** – NC-022 SM Timothy Hawkins



NC-031 SM Hethe Allemand  
 NC-050 SM Tiffany Fulbright  
 NC-057 SM Harry Nesbit Jr  
 NC-082 SM Kevin McCray  
 NC-121 SM Naraline Coqk  
 NC-124 SM Kay Brusca  
 NC-143 SM Winteom Yohanes  
 NC-162 SM Billy Tharpe  
 NC-305 SM Jerry Cowand II  
 NC-307 SM Larry Eichenbaum

**Level IV Garber** – NC-305 Capt Kenneth King



**Yeager Award** – NC-019 SM Michael Kroft



NC-048 2d Lt Gail Johnston  
 NC-050 SM Anthony Bova, SM Tiffany Fulbright  
 NC-057 SM Harry Nesbit Jr  
 NC-145 SM Ricky Blue  
 NC-300 Lt Col Michael Krueger  
 NC-307 SM Michael Joyce

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

Aerospace Technician Rating – TSgt Eric Bash, NC-048  
 Cadet Programs Master Rating – Lt Col David Rinehart, NC-005  
 Cadet Programs Senior Rating – Capt Jason Witte, NC-301  
 Cadet Programs Senior Rating – 1st Lt Tommy Cauthen, NC-162  
 Command Senior Rating – Lt Col David Rinehart, NC-005  
 Communications Senior Rating – Lt Col David Rinehart, NC-005

Finance Senior Rating – Maj Kathleen Maxfield, NC-022  
Personnel Master Rating – Capt Kenneth King, NC-305  
Professional Development Technician Rating – 1st Lt Christopher Cozzi, NC-048

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

Squadron Commander's Course – NC-300 Maj Patrick Hallihan

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## **Education and Training Program**

### **NC Wing Annual Conference**



We hope you enjoyed the 2022 North Carolina Wing Virtual Conference. This was an outstanding opportunity for our both senior members and cadets to improve their knowledge as well as to hone their skills by attending informative seminars. Those members who need to receive attendance credit for the conference and completed the survey will be receiving the official participation letter so you can upload it to Professional Levels in Level III. Attending two National, Region, or Wing conferences are required for Level III in the CAP Education and Training Program. If you missed a seminar, NC Wing will be sending out a notice when the recorded presentations are available to view. The Education & Training: Building the Foundation seminar presented at the conference is posted to the [Education and Training Resources](#) webpage on the NC Wing website.

Need help understanding how to upload the conference participation document? Click on [Entering Items in Professional Levels](#) for instructions. If you are not working in Level III yet (only working in Levels I or II) save the document to your computer to upload to Level III Professional Levels when you have access.

### **Save the date for the 2022 National Conference – 25-27 August, Louisville KY**

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### **Apply to Be a Volunteer University Instructor**

NC Wing is looking to increase the number of approved Volunteer University Instructors. Having at least one instructor in each unit is important to assist members through the Education and Training Program. This can be any member and not just the Education and Training Officer. To apply click on [Become a Volunteer University Instructor](#) to go to the Volunteer University webpage to get started. Complete the application and after the application is approved, you will be enrolled in the VolU Instructor Course in AXIS. After completing the online portion, you will sign up to participate in a Summary Conversation session to be a fully qualified instructor or assistant instructor.



A qualified VolU instructor can instruct the Levels that they have completed. A benefit to the squadron is that members needing to complete modules (including Level I) can receive small group or one-on-one instruction. Please contact the Wing Education and Training Staff for more information and to apply!

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### **Volunteer University Lexicon**

Members that are new to Civil Air Patrol quickly see that there are acronyms and terminology that have everyday use in the organization. Those who have been a member have some familiarity with acronyms such as WMIRS, ORMS, GTM3, MO, SET, ETO, PAO... but maybe not so much with the Education and Training area acronyms and terminology, especially in Volunteer University. Click on [Volunteer University Lexicon](#) to view the CAP NHQ document that was created to help members understand the many different terms and acronyms that we use in the program. This document contains definitions of items such as automated and moderated modules, cohort, tiers, SCC, PME, in-person and online, and more.

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## NC Wing Education and Training Webpages – Updated

**MEMBERS**

Frequently Asked Questions

Member Benefits

Admin

Aerospace Education

Cadet Programs

Chaplain Corps

**Education and Training**

Education and Training Resources

**Education and Training Newsletters**

2020 NC Wing Education & Training Newsletters

**2021 Education & Training Newsletters**

**2021 EDUCATION & TRAINING NEWSLETTERS**

**2021 Education and Training Newsletters**

Click on the date below to open that month's newsletter

**December 2021** - AXIS Courses, CAPP 30-1 Sample Position Description, Email Signature Template, Activity and Service Ribbons, Setting Up Favorites, National Safety Officers College, 80th Special Anniversary Issue of Volunteer Magazine

**November 2021** - Education and Training Modules, Virtual In-Residence Program, Other Education and Training Requirements, Education and Training Videos, CAP Constitution and By Laws, NC Wing 2020 Report, SKYWARN Basic Spotter Training, Wreaths Across America

**October 2021** - National Conference Certificates, Virtual In-Residence Program, Updated Modules By Levels Summaries, National Mentoring Program, CAP Fact Sheet, Cadet Programs Update, NC Wing Facebook Page, Aviation Education

**September 2021** - Mentoring a Member Through Level I, New Uniform Change Information, Obtaining the Monthly Vanguard Discount Code, Submitting Awards, Civil Air Patrol YouTube Channel

**August 2021** - Accessing CAP's National History Program Website, Creating CAP Letters, Memorandums and Reports, Cisco Networking Academy, Maintaining Balance by Lt Col Valerie Brown

**July 2021** - Volunteer University Virtual In-Residence Update, Brig Gen Chales "Chuck" Yeager Award, Accessing Aerospace Education, HUBCAP Updates, Aircrew Tool - WingX

**June 2021** - Specialty Tracks Information, Phase V: Moving Beyond the Cadet Program, Professional Levels - Accomplishments, Reading the Professional Levels Screen, Accessing Past Results in LMS and AXIS

The NC Wing Education and Training webpages have been updated. Click on [Education and Training](#) to view the first of the three pages. This page lists the Wing and Group staff with email links. It also gives quick link references to the CAP NHQ webpages for Education and Training, Mentoring, Volunteer University, ViR, and the five different Levels.

The Education and Resources pages contain links for pamphlets and regulations, and many other resources and instruction guides such as the Senior Member Education & Training and Promotion Chart, Accessing Professional Levels, Specialty Track Brief Descriptions, Cohort Information, and more. The Education and Training Newsletters have a new home on its own page as shown in the image here. There are subpages for each year. Next to each month is a list of highlights in the newsletter. This should make it easier to locate a past article or when you are perusing the over 20 newsletter offerings.

We are constantly updating the web pages and welcome input on what you would find helpful to see posted there. Please contact [Lt Col Kathy Nicholas](#) with your recommendations.

### Reading Professional Levels Screens – Part 1

We are beginning a series for the next few months on how to read the Professional Levels screens. Have you been wondering why modules are in listed different groups? Not sure what the letter "i" in the gold circle means? What about seeing that there are two or three modules in a group but you only are required to complete one? This series will help by providing information on what you are viewing.

Today we'll begin with accessing Professional Levels.

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

**Accomplishments**

[Professional Levels](#)

Step 2 – On the next screen under Accomplishments click on Professional Levels

Select Level

--Select One--

Group Commander Training

Level 1

[Level 2 Part 1](#)

Step 3 – On the next screen under Select Level click on the down arrow and select the Level you wish to review (Level 2 Part 1 is selected in this example)

This will open up the screen that lists all the requirements for that Level. Note that Level II has two parts - 1 and 2. Why two parts? Members bring with them a varied amount of education and experience to Civil Air Patrol that the organization recognizes. Former military, professionals, and former cadets that achieved the Mitchell Award or higher that are eligible for an advanced grade have nine modules in Level II Part 1 that must be completed prior to receiving an advanced grade.

The screen below is from a member's Level II Part 1 Professional Levels

Menu

**Professional Development**

**Applications**

Where Do I Start?

CAP Certificates

Form 11

[Professional Levels](#)

Level 2 Part 1 Accountability				Completed / Required Tasks - [ 0 / 1 ]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Accountability and Responsibility of the Adult Leader		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>	
Level 2 Part 1 Customs and Courtesies				Completed / Required Tasks - [ 1 / 1 ]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Civil Air Patrol Customs and Courtesies		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>	
<input type="checkbox"/> Customs and Courtesies	APPROVED	02/19/2022	Choose file <input type="button" value="Browse"/>	

The “Completed / Required Task” item might be slightly confusing in Level II module requirements. In the above example, the Level 2 Part 1 “Customs and Courtesies” section shows Completed / Required Tasks - [1/1] however there are two modules listed in this section.

The reason for multiple modules is the four different “paths” based upon the categories of former military, former cadet, professional, and new member. Our former military members are very familiar with customs and courtesies so they will take the Civil Air Patrol Customs and Courtesies module while those in the professional or new member path take the Customs and Courtesies module. Former cadets do not take a module for Custom and Courtesies as they are very familiar with CAP’s customs and courtesies.

Can’t wait for more information about reading Professional Levels and have a question now? Please contact your Education and Training Officer for assistance.

## 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 Stay Up to Date on eServices Changes and Scheduled Maintenance?

News
** 18 Feb 2022 ** <a href="#">eServices Release Notes</a>
** 16 Feb 2022 ** <a href="#">***eServices SCHEDULED MAINTENANCE ON...</a>
** 14 Feb 2022 ** <a href="#">National Headquarters will be closed Monday...</a>
** 10 Feb 2022 ** <a href="#">Three Development National Staff Vacancies</a>
** 08 Feb 2022 ** <a href="#">eServices Release Notes</a>
** 08 Feb 2022 ** <a href="#">The Investment Advisory Committee is accept...</a>
04 Feb 2022 <a href="#">eServices Release Notes</a>
03 Feb 2022 <a href="#">eServices Release Notes</a>
02 Feb 2022 <a href="#">eServices Release Notes</a>
02 Feb 2022 <a href="#">Spanish-language Parent Website Launched</a>

If you are not familiar with reviewing information in the News section on the eServices main screen, take a moment and see what it contains. Among updates and “fixes” in administrative items in different areas such as WMIRS, RIMS, ORMS, Logistics, LMS, etc. there are important notices of when NHQ offices are closed for holidays and position openings. The “eServices Release Notes” document has all the notifications from 30 April 2019. This is quite handy if you missed reviewing the notes for a week or two. You can get caught up by just clicking on the latest date.

Did you miss the very important message sent out on 16 Feb about the scheduled maintenance for eServices that the system would be unavailable on 23 Feb? You won’t get caught unaware next time if you periodically review the News section in eServices.

## 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.

### Virginia Wing Spring 2022 Group Commanders Course and Level IV Modules

Nine Level IV modules are being offered by the Virginia Wing at an all-day event on 26 March. This is a great opportunity for those members who are working in Level IV to complete these moderated modules. You must have completed Level III to take Level IV modules.

The Virginia Wing is also hosting a Group Commander's Course (GCC) on 3 April. All modules in GCC will be covered plus a session on Safety for Wing and Group Commanders. GCC modules are best completed with Level IV modules however any member can take this course.



For course information and to register for either event or both dates click on <https://forms.office.com/r/brr5CQpBTw>. When seats are full, registration will close. The deadline to register is 20 March. Please contact [Lt Col Kathy Nicholas](#) with any questions.

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### Civil Air Patrol's National Emergency Services Academy Mobile Training Team



The [National Emergency Services Academy – Mobile Training Team \(NESA-MTT\)](#) is an extension of the annual NESA program, providing nationwide Emergency Services (ES) certification and other curriculums. It is intended to extend the academic reach and excellence in training demonstrated through NESA, a proven record of rigor and quality education programs. It is not a replacement for any Federally delivered or State Training Officer (STO)/Authority Having Jurisdiction (AHJ) provided Emergency Management training programs. In addition, the NESA-MTT has been chosen by both FEMA and the

Air Force to support their training needs. This includes the training of Air Force Total Force members from the Active, Reserve, and Guard components.

The mission of the NESA-MTT program is to institute an out-reach capability to all regions (including overseas units); while still providing a high level of professional instruction and fidelity in course delivery excellence; at a much lower cost to all CAP members and the overall organizational enterprise. Again, it is not a replacement for locally provided or STO AHJ programs. Those should be the “first-stop” for regional training opportunities. Click [NESA - MTT Courses](#) for a list of available courses. Click [NESA - MTT FY 2022 Schedule](#) for a calendar list of when courses are offered.

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### Safety in Civil Air Patrol & Safety Officers College – 5 April

Have you been in a meeting where a presenter asks who is a safety officer? Then you know all hands should go up as we all are safety officers. We are fortunate to have members to step up and take on the Safety Officer duty position to help guide and teach us however we all have a responsibility to be safety conscious and follow CAP's guidelines and regulations. Click [CAP Safety](#) to go to Civil Air Patrol's safety page on the main CAP website.



Safety Risk Management Day is between the months of January and March to set aside a meeting day to conduct an annual risk management refresher for all members. Members are valued and CAP is making sure every mission and activity is as safe as reasonably possible. Click on [Safety Tips](#) to review a library of posted articles. Click on [National Safety Officers College 2022](#) to review information about this important learning opportunity that starts on 5 April in a virtual format.

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)