



NC Wing Education and Training Newsletter September 2025



Welcome to September! Today is Labor Day, which marks the unofficial end of summer. With the unexpectedly high temperatures for the past few months, many people stayed indoors to keep cool. Others braved the heat to work, train or simply to take in some vitamin D while sipping on a refreshing lemonade. Either way, NCWG had many events and classes for you to learn and grow within your journey in CAP. Many more future education and training opportunities can be found here exclusively in this newsletter!

Capt Glenda Engstrom, NC Wing Public Affairs Officer

Education and Training Program Level Completions in August

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Level I Member

- NC-007 SM Nil Nobles
- NC-019 2d Lt Theodore Sutton
- NC-019 SM Charles Taylor
- NC-022 SM Ruogo Xu
- NC-055 SM David Overbee
- NC-055 SM Brandon Leung
- NC-143 SM John B.D. Cook
- NC-145 SM Chris Varghese
- NC-171 SM William Alsobrook
- NC-300 SM Davy James Hallihan
- NC-300 SM Benjamin Heath Donahue
- NC-300 SM Jennifer Cobb


Level II Davis

- NC-024 2d Lt Marc Jutras
- NC-048 2d Lt Clarence Noble
- NC-052 1st Lt Bailey Blevins
- NC-145 2d Lt Gene George
- NC-162 1st Lt Ryan Reichert
- NC-171 SM William Alsobrook
- NC-171 Capt Leonie Brown
- NC-300 1st Lt John Krueger

Yeager Award

- NC-022 SM Ruogu Xu
- NC-048 2d Lt Heather Geary
- NC-052 SSgt Christina Whitaker
- NC-082 SM Lainie Erwin
- NC-121 1st Lt Kiwy Garcia
- NC-126 1st Lt Sean Campbell
- NC-160 SM Roy Whitfield
- NC-300 1st Lt John Krueger
- NC-307 Maj Christian Loftis

Level II Davis

- No Davis Award Ribbon – Leadership 
- Ribbon for Tech rating

Level IV Garber

- NC-052 Maj Sandra Smith
- NC-162 Capt David Leach

Level V Wilson

- NC-171 Maj Tom Scotton

Specialty Track Ratings Achieved in June

Administration Technician Rating – Lt Col Adam DiGuadio, NC-007
Aerospace Education Master Rating – Capt David Leach, NC-162
Aerospace Education Senior Rating – 1st Lt Reginald Weaver, NC-023
Aerospace Education Technician Rating – 1st Lt Ryan Reichart, NC-162
Cadet Programs Technician Rating – 2d Lt Marc Jutras, NC-024
Emergency Services Technician Rating – 2d Lt Marc Jutras, NCNC-024
Lt Col Anthony Biondo, Jr, NC-057
1st Lt Bailey Blevins, NC-052

Operations Technician Rating – Capt Leonie Brown, NC-171
Professional Development Technician Rating – 2d Lt Gene George, NC-145
Public Affairs Master Rating – Maj Brent Wooters, NC-004
Safety Senior Rating – 1st Lt William Mellick, NC-022
1st Lt Mark Lariviere, NC-024
Safety Technician Rating – 2d Lt Derwin Phillips, NC-111



Education and Training Program

Specialty Tracks and Subject Matter Experts

Specialty Tracks and Subject Matter Experts Congratulations to all members who have completed and are working on specialty track ratings. CAP Specialty Tracks are integral to Civil Air Patrol's Education and Training Program. They provide a standard knowledge base for all CAP members at all levels. This consistent foundation ensures the quality of training available through all CAP units nationwide. In turn, this gives members the tools to perform the CAP missions required by the US Air Force. Members enroll at the level of None and progress through knowledge and service requirements to Technician, Senior, and Master ratings in their specialty tracks. The requirements outlined for each rating in a Specialty Track Guide provide the basis for the knowledge and skills needed to perform your duties. The rating requirements also allow you to progress through CAP's Education and Training Program's five Levels (including promotion eligibility). Specialty Track Study Guides are found under the Publications Library in the [Pamphlets | Civil Air Patrol National Headquarters](#) section on the NHQ website. Work with a mentor or subject matter expert to learn your chosen duty and progress through the ratings. If you do not have a mentor with a higher rating in your specialty track, go to the [Specialty Track Subject Matter Expert Program | North Carolina Wing](#) on the NC Wing website. These members are ready and willing to assist you.



Updated Volunteer University Modules

The national curriculum team has been updating Volunteer University modules. Level I was previously published. On 26 August, the publication of other modules began. Moving forward, when other modules are completed, they will be published to the module content on the Level webpages. You will need to periodically check if to see if a module you have started has been updated. On the webpage, click on “Link to the Level’s Content Module Files” to download the zip file. The following revised modules have been published.

Level II

Accountability and Responsibility of the Adult Leader
Advanced Grade and Expectations
Aerospace Education Orientation
Choosing Your Duty Assignment and Specialty Track
Civil Air Patrol Customs and Courtesies
Customs and Courtesies
Unit Organization

Level V

The Civil Air Patrol Strategic Plan



The process to update a module is a lengthy one. Not only are updates required for the student guide, instructor guide, and instructor PowerPoint slides for both onsite and virtual instruction, but the modules in Absorb also need to be updated with the revised content. Modules undergo reviews with the NHQ Office of Primary Responsibility (OPR), subject matter experts, and a review of related regulations and pamphlets, as well as curriculum writers, the VolU Provost, Chief of Education and Training, and the Senior Director of Learning.

You must visit the [NHQ webpage](#) for the relevant level before starting a new module to check if it has been updated. The month and year of the update are listed on the file folder of each module. The instructor and student guides, as well as the instructor PPTs, are also dated.

If you are interested in helping the curriculum team update a module (or more), please contact Lt Col Kathy Nicholas at knicholas@cap.gov.

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 the Templates for Business Cards and Email Signatures?



The CAP Brand Guide provides all the resources for proper use and application of brand graphics, including the logo, symbol, wordmark, command emblem, official seal, and legacy graphics. Downloadable typefaces and graphics are available along with the brand color palette and a graphic generator for subordinate entities. Click the links below to go directly to the webpage for instructions on how to set up your business card and email signature using the provided templates.

[Business Cards - Resources & Templates - Civil Air Patrol](#) - Please note that only one duty assignment may be listed. CAP requires that, other than changing the text to

be specific to your details, you do not alter the business card in any way. You can purchase Avery or other business cards sheets that you can print your cards from a computer. You can also use this template to give to a printer.

[Email Signature - Resources & Templates - Civil Air Patrol](#) – The Brand Guide guidelines state you can list multiple duty assignments; organize assignments from highest to lowest organizational level. Do not list certifications, accomplishments, etc. No disclaimer, FOUO statement, motivational quote, etc. may be appended to the signature block unless required by law or when operating under CAP Sensitive or Classified Mission Programs. Do not include professional titles such as "MD," "PhD," etc. There is also a template for a plain text email signature block and an abbreviated (mobile) signature block.

How Do I Upload My Picture to eServices?

Is your picture missing in eServices, or has it been a few years since you updated your photo? A member's picture is on the CAPF 101 Specialty Qualification Card. It is important to have a proper picture displayed on the 101 Card when you use it during a mission or mission training. Senior members' pictures are also on their CAP ID. It is preferred that you are in uniform for these documents. Instructions on requirements and how to upload your picture are found by clicking the [Membership Card Photo Guide | Civil Air Patrol National Headquarters](#) .

Civil Air Patrol Specialty Qualification Card		* Indicates Does Not Apply * Indicates Supervised Trainee Status ** Indicates NIMS Training Incomplete # Indicates Aircraft Ground Handling Incomplete () Indicates Safety Education Incomplete	
Rank and Name	ACUT	ACSR	MCUL
Unit: SVR-TX-041	FRASC	POSD	OSR
CAPID:	GTL	1/14/07M2	GTMS 4/14
Height	ICSR	ICSA	ISIP
Weight	IS20	IS70	IS90
Eyes	LO	LSC	MD 9/13
Hair	MPO 10/13	8/13/04	3/14
	MSSD	IPID	SET
	USP	4/14	
Printed on 26 Jul 2011		Printed on 26 Jul 2011	
This Certifies the CAP Member is qualified to perform duties in the area shown.			
CAPF 101(E) May01 OPR/Routing D05 Rev. E01 will not be used after 31 Oct 01.			

Please remember to update your "personal characteristics" by clicking on your name in the top right corner of eServices to open "My Account" and then click on "Characteristics." If you fly in a CAP airplane, you will assist the pilot by having weight information in your account so they can process the weight and balance. Remember to keep your information updated!

How Do I Get Credit for the Level III Conference Requirement referenced in CAPR 40-1 8.1.5?

If you attended this year's Wing Conference 12 Apr 2025 in Greensboro, it has been posted in eServices under local activities. Upload a screenshot (see image below) to your official record:

Log on to eServices =>

From the left-hand drop-down menu, select "Administration"=>

Select "Member Search" =>

After inputting your CAPID, select "Local Activities" on the far right =>

Save a screen shot =>

Go back to the drop-down menu and select "Education and Training" =>

Select "Professional Levels" =>

Under accomplishments select "Professional Levels" again =>

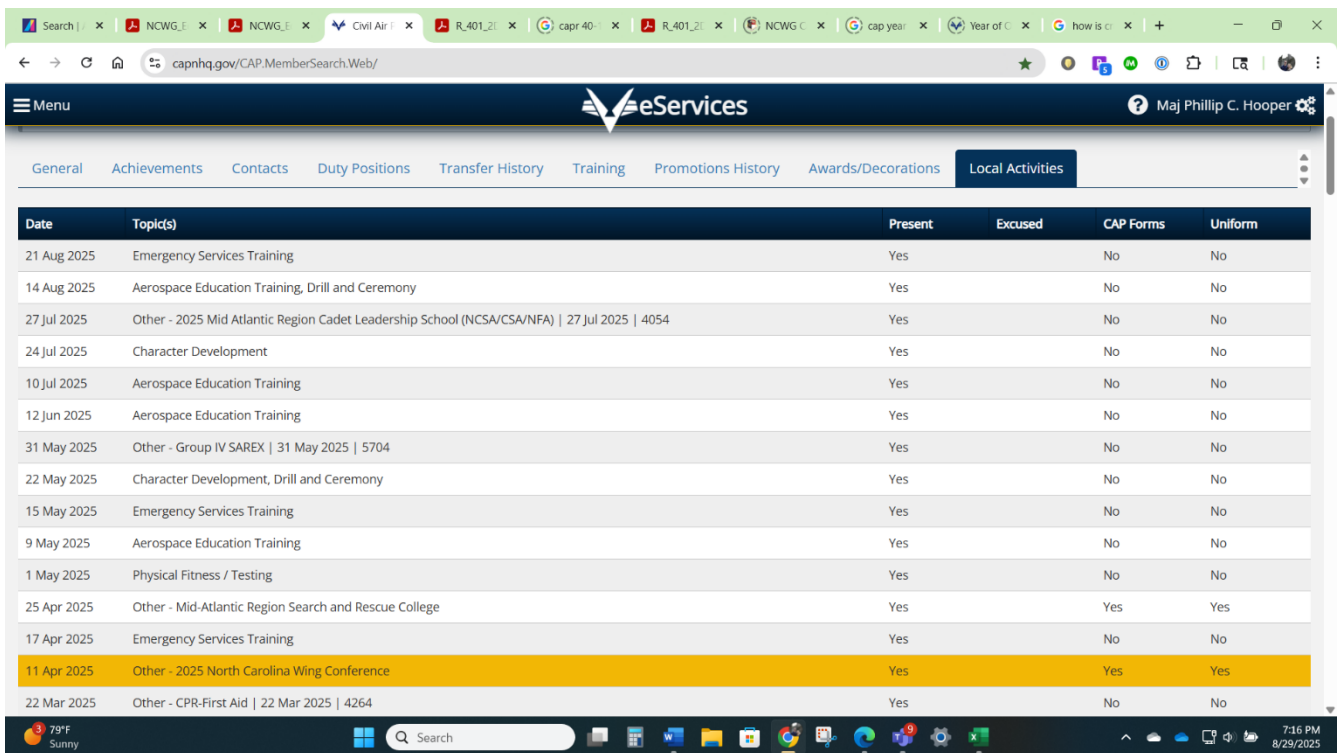
Select "Level 3" and scroll to the bottom =>

Select "Browse" to upload your screenshot (see image below) =>

Make sure the box beside the yellow circle with the exclamation point is checked =>

Click "Submit" at the bottom of the page =>

Refresh your screen and ensure that the task now shows pending



Date	Topic(s)	Present	Excused	CAP Forms	Uniform
21 Aug 2025	Emergency Services Training	Yes		No	No
14 Aug 2025	Aerospace Education Training, Drill and Ceremony	Yes		No	No
27 Jul 2025	Other - 2025 Mid Atlantic Region Cadet Leadership School (NCSA/CSA/NFA) 27 Jul 2025 4054	Yes		No	No
24 Jul 2025	Character Development	Yes		No	No
10 Jul 2025	Aerospace Education Training	Yes		No	No
12 Jun 2025	Aerospace Education Training	Yes		No	No
31 May 2025	Other - Group IV SAREX 31 May 2025 5704	Yes		No	No
22 May 2025	Character Development, Drill and Ceremony	Yes		No	No
15 May 2025	Emergency Services Training	Yes		No	No
9 May 2025	Aerospace Education Training	Yes		No	No
1 May 2025	Physical Fitness / Testing	Yes		No	No
25 Apr 2025	Other - Mid-Atlantic Region Search and Rescue College	Yes		Yes	Yes
17 Apr 2025	Emergency Services Training	Yes		No	No
11 Apr 2025	Other - 2025 North Carolina Wing Conference	Yes		Yes	Yes
22 Mar 2025	Other - CPR-First Aid 22 Mar 2025 4264	Yes		No	No

The screenshot shows the eServices web portal interface. The user is logged in as Maj Phillip C. Hooper. The main content area displays two task sections:

- Duty Assignment for One Year**: Completed / Required Tasks - [1 / 1]

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Serve in a Duty Assignment for One Year	APPROVED	11/20/2012	Choose file <input type="button" value="Browse"/>	Task equivalency credit
- Conference Attendance**: Completed / Required Tasks - [0 / 2]

Task Name	Status	Date Completed	Upload Document	Comments
<input checked="" type="checkbox"/> Attend Wing, Region, or National Conference 1		04/12/2025	wing conference.docx <input type="button" value="Browse"/>	2025 NCWG Conference <small>max. 20/500 characters</small>
<input type="checkbox"/> Attend Wing, Region, or National Conference 2		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>	<small>max. 0/500 characters</small>

The bottom navigation bar includes links for Civil Air Patrol Sites, Downloads, Contact Us, and Follow CAP. The Windows taskbar at the bottom shows the date as 8/29/2025 and the time as 7:18 PM.

An excellent way to get credit for your second conference requirement is to participate in the “Year of Ownership” in order to receive credit for this year’s National Conference. You can sign up to attend the live webinars here or you can access webinar recordings through Absorb by searching for “Year of Ownership.” You need 6 credits to receive conference credit. The Kickoff Webinar Recording awards 2 points and each additional webinar is worth 1 point. The credit is entered manually throughout the year so it will not appear immediately after you receive your 6th point. If it has been a couple of weeks since you should have received credit and you do not see anything, email chooper@ncwgcap.org.

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.

Squadron Commanders Course Announcement

A red square with a white-to-red gradient background. The text "Squadron Commanders Course" is written in a bold, black, sans-serif font, centered within the square.

Squadron Commanders Course

The Squadron Commanders Course is designed to equip squadron commanders with the tools needed to effectively manage a local squadron. It is also an excellent tool for those considering command in the future as well as those senior staff members that want to learn how to effectively support the commander.

Location: NCWG Headquarters, 3520 Alamance Rd, Burlington NC

Time: 08:30 - 16:15 Saturday 18-OCT 2025

08:00 - 11:45 Sunday 19-OCT 2025

Uniform: Class B [CAPPR 39-1](#) Figure 4.9 (Males) Figure 4.10 (Females) or corporate equivalent Figure 4.16 (Males) Figure 4.17 (Females). If you do not have either, it is acceptable to wear the blue polo shirt uniform Figure 5.5.

Cost: \$15 will cover coffee on Saturday and Sunday and a sub sandwich, chips, cookie, and a beverage for lunch on Saturday.

Registration

link: <https://www.capnhq.gov/CAP.Experiences.Web/Registration/RegistrationDetails?EventID=7373>

Registration will be open until 11-OCT 2025 or until 24 members have registered

Point of Contact is Maj Chad Hooper at chooper@ncwgcap.org.

Ranger Training Weekend



PLEASE READ THIS SECTION IN ITS ENTIRETY BEFORE APPLYING FOR RTW!

The 2025 Fall Ranger Training Weekend will be held on November 7-9 at Camp Raven Knob in Surry County, just outside of Mt. Airy, NC.

Registration for the 2025 Fall Ranger Training Weekend is now open! **If you wish to apply for Senior or Cadet Staff, please see the instructions at the bottom of this message.**

Registration will be through CAP Registration Zone. Here is the link:

<https://www.capnhq.gov/CAP.Experiences.Web/Registration/RegistrationDetails?EventID=6319&RegGUID=f18b6>

We will be offering the 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). We may also offer a GTL course depending upon student registration/instructor availability.

Steps to Complete Registration:

1. **Register for RTW in CAP Registration Zone (see link above) and pick the training track you would like.**
2. **Complete the RTW Registration Form linked below the subevent selections.**
3. **Complete and upload all required CAP forms.** All documents are to be completed and signed where applicable.

Once you have completed registration, your commander has approved your application, and you are slotted, you will be able to pay for RTW using the [Manage Payments button](#). or by clicking the \$ button on your Registration Zone home screen.

The registration fee for this year's event will be \$75.00 for the basic event, \$150 for the basic event +the Wilderness First Aid Course if you are already CPR qualified, and \$160 if you are registering for the basic event + WFA + CPR training.

Registration will close on **September 22** and all documentation and payments must be received at that time or you will be removed from the registration and put on the waitlist. **No one** will be allowed to show up the date of the event and participate if they have not completed all steps of the registration. There will be no leeway with this requirement.

Camp Raven Knob Website - [Camp Raven Knob](#)

Staff Application Process Cadet and Seniors

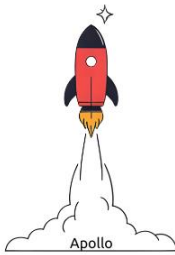
- **All staff applicants should apply for the Staff or Kitchen Staff event.**
- **All cadet staff except kitchen staff should have a minimum of GTM3 Trainee status.**
- **All Cadet Staff applicants are required to submit their CAP resumes in Registration Zone.**

CPR and AED Class



If you are interested in helping someone during a medical emergency, there is a class for you! There will be a CPR and Automated External Defibrillator (AED) class on September 2, 2025, held at the NCWG Headquarters Auditorium in Burlington. The point of contact for the class is 1st Lt Cooper Morton.

Virtual Aerospace Education Conference



The Rocky Mountain Region is hosting a virtual Aerospace Education Conference on Saturday, September 6, 2025, from 1200 to 1630. Captain Fred Haise, an Apollo astronaut, will be sharing his experiences highlighting everything from engineering to new groundbreaking advancements in space travel! He also was a test pilot and Space Shuttle orbiter. Also included in the conference will be a StellarXplorer Team sharing their experiences competing at the national level, NASA researchers and a CAP member that assisted working on Artemis!

Register at: [Microsoft Virtual Events Powered by Teams](#)

Please forward any questions you have about this newsletter and Education and Training to Major Chad Hooper at chooper@ncwgcap.org.