



APRIL 2020



# PA Wing- Civil Air Patrol Professional Development Newsletter

edited by: Capt Joshua M. Nussbaum, PAWG Assistant Director of Professional Development



## FINALLY Here: 2020 PD Program Update

Way back in the June 2019 PAWG PD Newsletter, we hinted at the elements of the new PAWG PD program. We didn't have a ton of information to share, but we have much, much more now. The coming pages will explain what we have. None of the context being presented has been cast in stone. We are presenting the most current info we have. **The information presented is tentative.** It might still change! Stay abreast with Volunteer University (link on page 3) to keep on top of the changes. The info presented on the coming pages came straight from the Volunteer University.

### Inside This Issue

2	Grandfathering
2	TIG
2	Legacy Courses
3	Submissions
3	PD Links
3	New Level Overview
8	Draft of New Matrix
9	COVID-19 and S^3
10	Calendar
10	Contact Us
10	Inspiration
11	Membership Report
11	CAPP 80-4: Wellness
11	Parts of the Airplane

### PAWG PD Specialty Track

Unrated: 119  
Technician: 27  
Senior: 19  
Master: 19

as of 23 Apr 20, 2335

### PAWG SM AE Info

Yeager: 436  
Crossfield: 24

as of 24 Apr 20, 0001

### PAWG PD by Levels

LV1: 374  
LV2: 154  
LV3: 160  
LV4: 62  
LV5: 48

as of 30 Apr 20, 2059

**Special thanks to Maj  
Steve Aaron, PAWG/CV,  
for this data!**

## New Pre-Meeting Structure

The new PD program actually start SM off when they first walk through the doors to your local squadron. We still require prospective members to visit us three (3) times before they join:

- Expectations of Members
- Our Missions
- Membership Categories
- Informal membership interview conducted
- Identify next steps and provide an application
- Civil Air Patrol History
- What CAP Means to Me
- CAP as a Part of the Total Force
- Senior Roles and Duty Assignments
- Potential member meets with the unit Membership Board
- An Overview of CAP Uniforms
- The Core Values that Guide Us
- What is the Chain of Command?
- Potential member returns their application.
- Membership Oath and Ceremony

Meeting 1

Meeting 2

Meeting 3

## Overarching New Themes of the New Levels

- Each level will still have a focus, but that focus is going to change going forward
- Train members to take on increasing scopes of
- No new ribbons
- No new award names
- Still five (5) levels in the program
- Officer duty performance promotion still tied to your PD award

## Grandfathering

Each level has different grandfathering requirements, which almost entirely hinge on having completed the previous in-residence (or equivalent) leadership school. **This will help you decide to finish your level under the current model (AKA “legacy”) or the new approach.**

The **BIG DATE** to watch out for is:

**04 August 2020**

### New Members Pursuing Level 1

- There will be **no** grandfathering for Level 1.
- Members who have not completed Level 1 before 4 Aug 2020 will lose all their progress. They will need to begin the new Level 1 coursework.

### Completed Level 1, Pursuing Level 2

- If members have SLS **and** OBC **both** completed by 31 July 2020, then they have 3 months from 04 August 2020 to complete the rest of Level 2 from the legacy program (04 November 2020).
- If members do not have SLS and OBC both completed by 31 July 2020, then they will switch to the new program immediately on 04 August 2020.

### Completed Level 2, Pursuing Level 3

- If members have CLC completed by 31 July 2020, then they have 6 months from 04 August 2020 to complete the legacy program (04 February 2021).
- If members do not have CLC completed by 31 July 2020, then they switch to the new program immediately on 04 August 2020.

### Completed Level 3, Pursuing Level 4

- If members have RSC completed 31 July 2020, then they have 9 months from 04 August 2020 to complete the legacy program (04 May 2021).
- If members do not have RSC completed, then they switch to the new program immediately on 04 August 2020.

### Completed Level 4, Pursuing Level 5

- If members have NSC completed 31 July 2020, then they have 9 months from 04 August 2020 to complete the legacy program (04 May 2021).
- If members do not have NSC completed, then they switch to the new program immediately on 04 August 2020.

## Time-in-Grade

Time-in-Grade (TIG) is not affected for duty performance promotions. The current standards will still be in effect. The clock will not “start over.”

Ex: if you became Capt on 1 Jan 2011, you have met all the necessary TIG as a Capt to make Maj. That will not change.

To Promote to:	TIG Requirement
2d Lt	6 months as SM
1st Lt	18 months as 2d Lt
Capt	30 months as 1st Lt
Maj	48 months as Capt
Lt Col	60 months as Maj

## Legacy PD Program Course Timelines

### Squadron Leadership School (SLS)

- SLS is currently offered onsite and online.
- The last online SLS can begin in July 2020.
- All SLS will need to end NLT 31 July 2020.

### Officer Basic Course (OBC)

- Offered online only and lasts about eight weeks.
- The last OBC can start NLT June 2020.
- All OBC need to end by 31 July 2020.

### Corporate Learning Course (CLC)

- CLC is currently offered onsite and online.
- The last online CLC can begin in June 2020.
- All CLC will need to end NLT 31 July 2020.

### Region Staff College (RSC)

- All regions have already planned their last RSC.
- RSC are all currently virtual due to COVID-19.
- All RSC will be finished NLT 31 July 2020.

### National Staff College (NSC)

- The final NSC is occurring now, and it is virtual due to COVID-19.
- If you're not already enrolled in NSC, it's too late.

Special thanks to Lt Col Tom Brown, Assistant Director of Professional Development, PAWG, for his contributions on this page.

## Newsletter Submissions

**Any SM in PAWG** with something loosely related to SM PD may submit to the newsletter. This may include (but is not limited to):

- advertisements
- advice
- articles
- biographies
- case studies
- critiques
- games
- ideas
- interviews
- jokes
- letters to the editor
- links
- obituaries
- pictures
- puzzles
- questions/FAQ
- quotes
- riddles
- sample documents
- shout-outs
- upcoming events
- videos
- war stories

The PD newsletter is published on or shortly after the **last day of every even month**. It might be delayed due to personal schedules, wing events, timing of other publications, etc.

**Submissions are due NLT the 15th of the month to be included.** Submissions may be edited for length, grammar, spelling, punctuation, etc. If we need to make any edits to your submission, we will make reasonable efforts to contact you and alert you before we publish.

Submissions Due	Publish Date
6/15/2020	6/30/2020

Submissions Due	Publish Date
8/15/2020	8/31/2020

Submissions Due	Publish Date
10/15/2020	10/31/2020

To submit content to the PAWG PD Newsletter, please send it to:

<b>Capt Joshua M. Nussbaum</b>	<a href="mailto:jnussbaum@pawg.cap.gov">jnussbaum@pawg.cap.gov</a> OR <a href="mailto:jmnussbaum@outlook.com">jmnussbaum@outlook.com</a>	(724) 816-7667 cell call or text
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## Popular PD Links

- [NHQ Upcoming PD Courses- CAP University](#)
- [NHQ Aggregate Calendar](#)
- [Northeast Region CAP](#)
- [Pennsylvania Wing](#)
- [Publications \(Forms, Indexes, Manuals, and Regulations\)](#)
- [PAO Toolkit](#)
- [CAP Smugmug \(Photos\)](#)
- [Volunteer University](#)
- [CAP Knowledgebase](#)
- [E-Services](#)
- [Capt Nussbaum's Google PD Library](#)

## New Level 1: Onboarding

### Updated Focus:

- Provide members with basic skills so they can safely participate and learn more.
- Engage the individual.
- Assign a mentor.
- Members should complete this training in under 30 days.

### What's Leaving:

- Nothing, as far as we know.

### What's New:

- Revised Mentorship Module
- Emphasis on a more concrete, individualized learning plan (builds on the current 12-18 month career map)

- Cybersecurity training (instead of just "OPSEC").
- Official instruction on where to obtain uniforms.
- More emphasis on welcoming the new member.

### Level 1 Selected Topics:

- The Cadet Protection Basic Course
- Diversity
- Equal Opportunity
- Nondiscrimination
- Intro to Safety and Risk Management
- OPSEC and Cybersecurity
- Intro to Chain of Command
- Customs and Courtesies

## New Level 2: Learning Phase

### Benjamin O. Davis Award

#### Updated Focus:

- Revisit and build on topics from Level 1.
- Help members find what interests them in CAP.
- Value what members bring to CAP.
- Prepare those who receive advanced grade.
- Inspire the member to continue to learn.

#### What's Leaving:

- Officer Basic Course (OBC) is being morphed into new self-study modules.
- Squadron Leadership School (SLS) is being retired and key concepts are incorporated into new online self-serve modules.

#### What's New:

- Two-piece Level 2: the "core" and the "path."
  - The core is common for everyone and required for officer duty performance promotion from SM to 2d Lt
  - See **Figure 1**, right, for info on each path.
- **Yeager Award is now part of Level 2, NOT Level 3.**

#### Level 2 Core Component Selected Topics:

- Accountability and Responsibility
- CAP's Missions
- Mentoring
- Choosing Your Duty Assignment and Specialty Track
- Unit Activities and Organization
- Leveraging Diversity and Inclusion
- eServices Operations
- The IG System
- Intro to Recruiting and Retention
- NCO Structure, History, Purpose, and Command Partnership

Former Cadet	Current or Former Military
<ul style="list-style-type: none"> <li>• Uniform Differences</li> <li>• Working with Adults</li> <li>• Best Practices for</li> <li>• Transitioning to Senior Followership</li> <li>• Communication</li> <li>• Cadet Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Customs and Courtesies</li> <li>• Uniforms</li> <li>• Serving with Volunteers</li> <li>• Drill</li> <li>• Communication</li> <li>• Advanced Grade and Expectations</li> </ul>
Professional Receiving Advanced Grade	New Member
<ul style="list-style-type: none"> <li>• Customs and Courtesies</li> <li>• Uniforms</li> <li>• Serving with Volunteers</li> <li>• Basic Drill</li> <li>• Professionalism</li> <li>• Followership</li> <li>• Communication</li> <li>• Leadership</li> <li>• Bring Your Knowledge to CAP</li> <li>• Advanced Grade and Expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Customs and Courtesies</li> <li>• Uniforms</li> <li>• Serving with Volunteers</li> <li>• Drill</li> <li>• Professionalism</li> <li>• Followership</li> <li>• Communication</li> <li>• Leadership</li> </ul>

**Figure 1** (above): Each block identifies one of the new paths for completing Level 2, the Benjamin O. Davis Award. The Award names and ribbons are all staying the same.

The paths available are (in no particular order): Former Cadet, Current or Former Military, Professional Receiving Advanced Grade, and New Member.

At this time, we do not know if the tracks have any type of precedence when someone qualifies on multiple paths (i.e. former Cadet who is also a veteran).

**(right)** Benjamin O. Davis, the first African-American four-star Air Force general, is the namesake of CAP SM PD LV2 Award

**(middle)** The Leadership Medal is awarded after a member successfully completes their first technician rating.

**(far right)** Seniors who complete the Aerospace Education Program for Senior Members are awarded the Yeager Award. It culminates in an open-book, comprehensive aerospace knowledge test in E-Services. In completing LV2, both these medals are earned.





## New Level 3: Leadership Phase

### Grover Loening Award

#### Updated Focus:

- Provide members with the skills necessary to serve CAP as a leader in the squadron.
- Provide members who do not seek command better leadership training.
- Provide members with leadership skills that are useful outside of CAP.

#### What's Leaving:

- Corporate Learning Course (CLC) is being phased out, and online leadership modules are being phased in

#### What's New:

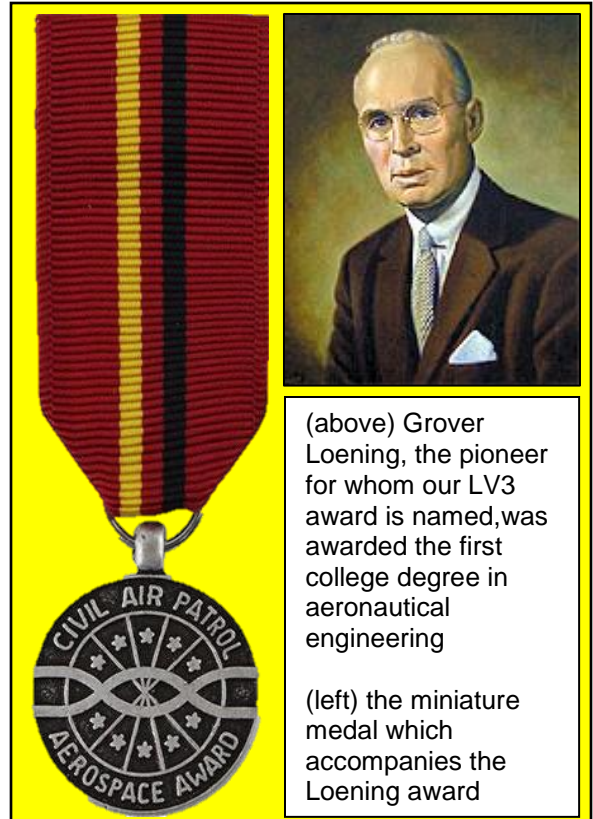
- Must mentor a new member through all of Level 1 for you to complete Level 3
- More emphasis on training squadron commanders and grooming future group/wing staff

#### Level 3 Selected Topics (for general members):

- Leading People and Managing Stuff
- eServices for Leaders
- Motivating and Mentoring
- Compliance Requirements
- The Roles of Squadron Command and Staff
- Reaching Outside the Squadron
- Effective Volunteer Teams
- Data Driven Decision Making for Leaders
- CAP Publications
- Meetings and Meeting Planning
- Delegating
- Developing Members
- Squadron Level Leadership

#### SQUADRON COMMANDER ELECTIVES (in addition to topics above):

- Commander's Intent
- eServices Commander Functions
- Complaints and the Commander
- Command Responsibility in Finance



(above) Grover Loening, the pioneer for whom our LV3 award is named, was awarded the first college degree in aeronautical engineering

(left) the miniature medal which accompanies the Loening award

- Problem Solving
- Developing Full-Range Leadership
- Generational Management and Engagement
- PA and Branding
- The Role of Boards and How to Use Them

- Stewardship and Risk Management
- Communications in Command
- The Commander/CAC Partnership
- Appointing and Utilizing a Staff

## New Level 4: Senior Leadership Phase

### Paul Garber Award

#### Updated Focus:

- Provide members with skills necessary to serve CAP as group- or wing-level staff or as commanders.
- Provide members a more holistic view of CAP.
- Inspire members to continue their development using engaging topics that can benefit career and CAP.

#### What's Leaving:

- Region Staff College will be replaced by new leadership modules.

#### Level 4 Selected Topics (for general members):

- Management Principles
- Valuing Volunteers
- Choosing the Right People for the Right Job
- Diversity and Equal Justice
- Headquarters Operations and Staffing
- Using New Media to Communicate
- The CAP-USAF Relationship
- Shaping Cultures of Trust and Innovation
- Maintaining High Performing Teams
- Leadership Challenges Today
- Emotional Intelligence
- Prioritization and Time Management
- Preparing for Boards and Board Leadership
- Recruiting and Retention

#### GROUP COMMANDER ELECTIVES (in addition to topics above):

- Awards and Promotions
- Membership Issues at the Group Level
- Using Your Staff Effectively
- Engaging and Working with Your CAC

#### WING COMMANDER ELECTIVES (in addition to topics above):

- Legal Issues and Command
- Membership Issues and
- Chief Operating Officer's Block
- CAP-USAF
- National Commander's Block
- Reading Financials
- AE and Command
- Cadet Pgms and Command
- Safety and Corrective Action
- Command Partnership with IG
- HR Policy/ Employee Issues
- Reports of Survey and Inventory
- Selecting Subordinate Commanders
- Operations



(clockwise, from bottom left) The Group Commander Insignia adds a star to the Squadron Commander insignia.

The CAP Command Council badge is worn by Wing Commanders.

Paul Garber was the first head of the National Air and Space Museum. He is the name associated with our Level 4.

The Red Service Medal, awarded after two years of satisfactory service in CAP, is earned by most Seniors before finishing Level 4.

The Paul Garber miniature medal is worn on the mess dress uniform.

- Practical Public Affairs for CAP Leaders
- Integration with National Staff
- Development in the Wing
- Legislative Day Practical Exercises

**New Level 5: Executive Leadership Phase***Gill Robb Wilson***Updated Focus:**

- Provide members with the skills necessary to serve CAP as a wing commander, region staff member, or national staff member.
- Value members who serve as commanders and as members of the staff.
- Inspire members to continue their development using engaging topics that can benefit career and CAP.

**What's Leaving:**

- National Staff College (NSC) is being phased out, and online leadership modules are being phased in

**What's New:**

- Must complete one (1) year of staff service at the group level or higher to complete Level 5 (this is one year out of the three, not in addition to the three)
- Wider variety of activities to count for "staff a CAP course or activity"

**Level 5 Selected Topics (for general members):**

- Strategic/Executive Leadership
- Emerging Leadership Trends and Self-Development
- Ethics and Leadership
- CAP from the Local to the Global
- The COO and CAP-USAF Perspectives
- Logistics and Property Management
- CAP Governance
- CAP National Commander's Perspective
- Federal and State Agency Relationships

**REGION COMMANDER ELECTIVES (in addition to topics above):**

- Fleet Management
- Region Level Logistics
- Region's Link to the Strategic Plan
- Selecting Members of the Board of Governors
- Adverse Actions
- Strategic Engagement with the CAC















Gill Robb Wilson, born in Clarion County, PA, is the name of the fifth and final CAP SM PD Award. He is the founder of the Civil Air Patrol.



- Legislative Affairs
- Preparing to Serve on National Staff
- Adverse Member Actions
- Leading Change
- Marketing and Strategic Communications
- Developing Staff and Succession Planning
- The CAP Strategic Plan
- Operations at a Strategic Level
- Boards at the Wing, Region, and National Level
- CAPSTONE Seminar

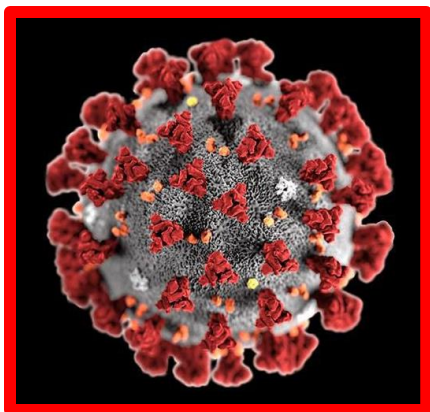
## Draft Updated PD Matrix

Achievement	Level	Pre-Reqs	Command or Staff Assignment Tenure	PD "Course" (AKA the "new stuff")	Specialty Track	Leadership	Activities	Award	Officer Duty Performance Promotion Status
Onboarding	1	CAP SM in Good Standing	N/A	Level 1 Modules	N/A	N/A	N/A	 Membership Award	N/A
Learning Phase	2	Complete Level 1	N/A	Level 2 Modules	 Leadership Ribbon  Select your first specialty track and duty position Meet your first CAP SM PD mentor Complete your first Technician rating	N/A	  Earn the Yeager Award	Benjamin O. Davis Award (no ribbon)	 OR   Completion of Part 1 plus TIG equals eligible for 2d Lt or any other special promotion  Completion of entire LV2 plus TIG equals eligible for 1st Lt
Leadership Phase	3	Complete Level 2	1 year	Level 3 Modules	Complete one or more Senior Ratings	Attend two (2) wing, region, or national conferences	Mentor a new SM through the Level 1 Orientation	  Grover Loening	  Completion plus TIG equals eligible for Captain
Senior Leadership Phase	4	Complete Level 3	 Red Service Ribbon  2 Years	Level 4 Modules	Complete one or more Master ratings	Serve on staff in Education and Training or at a national, region, or wing conference	Complete one of the following: 1- Internal AE Presentation 2- External AE Presentation 3- External CAP Presentation	  Paul Garber	  Completion plus TIG equals eligible for Major
Executive Leadership Phase	5	Complete Level 4	3 Years (with 1 of those 3 being at Group or Higher)	Level 5 Modules	Mentor a member from Unrated through to a Technician Rating on a Specialty Track	Serve on staff in Education and Training or at a national, region, or wing conference	N/A	  Gill Robb Wilson	  Completion plus TIG equals eligible for Lt Col



## COVID-19 Doesn't Change S^3

The power of ONE.



- ONE Civil Air Patrol
- ONE CAP
- ONE Pennsylvania
- ONE Wing
- **ONE PERSON.** That's the ticket.

Whether you're working or not, have children or not, support Wal-Mart or not, or believe in hand sanitizer or not, I think COVID-19 had affected us all in one way or another. For the first time in over a century, people are actively being told to "stay home" in contradiction to supporting the US economy. Masks and hand sanitizer abound. While this has been met with opposition, fear, confusion, and anxiety, we must honor it.

Because of that...

Major General Mark Smith, National Commander, CAP (two-star general) and his command team have asked units to pause meeting physically unless necessary until the middle of May, with the possibility of an extension. As of this writing, there is not an extension to that 12 May deadline.

***Despite that, Civil Air Patrol soldiers on.***

Units have turned to every conceivable method to "meet without meeting"- conference call lines, videos, snail mail, phone calls, radio nets, you name it. Why? It's all in the name of sharpening our skills! ***Civil Air Patrol will not survive without sharpening our skills!!***

Plastered on social media, and in (nearly) daily emails from NHQ, members can see CAP using media to show their activities, meetings, preparations, studies, and more. Hop on board, and put that smartphone to good use! Phone a friend, watch a YouTube tutorial, read a snippet of a regulation. You can clean your gear, take a test online, review one of your specialty tracks, or map out the plan for your next 12 months in CAP. ***Sharpening your skills only takes a few minutes a day!***

If your unit or your affinity is not meeting virtually, you are sorely missing out! NHQ still wants the CAP missions to be delivered, and our PAWG PD initiatives (listed at left) still stand. ***It only takes ONE person to sharpen your mission skills.***

Special thanks to  
Col Kevin Berry,  
PAWG/CC for his  
contributions on this  
article.

You cannot serve in CAP if you are not in good shape! A good philosophy is that everybody wants the "100% you"- your family wants your 100% best, work wants you to be performing at 100%, and your volunteering engagements want you to be at 100%, and more. If you are a student, your coursework wants you to be functioning at 100%. CAP is no different. It's easier to stay at 100% than to get to 100%.

It's simple. Sharpen your skills.

### R^3

Refresh  
Recruit  
Retain

### S^3

Skills  
Sharpening  
Strategies

### SABRE

Strengthen  
And  
Build  
Relationships  
Everywhere

### MAP

Mentor  
Action  
Plan

## 2020 Calendar

**All dates are tentative.** Keep your eyes peeled for info for the events that interest you.

Jun 12-14 Bantam Jeep Festival

Jul 2-11 Big Butler Fair  
 Jul 11-19 Hawk Mountain Ranger School  
 Jul 24-26 PD Central Weekend- **Info TBA**

Aug 3-7 AFRCC Inland SAR Planner Course  
 Aug 4 PD Grandfather Clause  
 Aug 7-9 PAWG Conference  
 Aug 13-15 CAP Nat'l Conference (KY)

Sep 10-13 NER SER Eval  
 Sep 23-27 PAWG Compliance Inspection

Oct 1-4 Bantam Jeep Festival Rain Date  
 Oct 8-11 Fort Ligonier Days  
 Oct 23-25 Joint NER/CTWG and AEO/AEM Conf  
 Oct 23-25 PD East Weekend- **Info TBA**

## Contact the PAWG PD Team

Col Gary Fleming, Director  
 (724) 456-0151  
[gffleming@pawg.cap.gov](mailto:gffleming@pawg.cap.gov)

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1st Lt Uri Shatten  
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[ushatten@pawg.cap.gov](mailto:ushatten@pawg.cap.gov)

Capt Naor Wallach  
 (412) 639-2386  
[nwallach@pawg.cap.gov](mailto:nwallach@pawg.cap.gov)



## Inspiration

"The worst of times so often brings out the best in people." – Anonymous

"You can measure someone's grades. Someone's IQ test score. How fast they run. How fast they read. Their body fat percentage. But, you can't measure somebody's fight. It takes years to find out someone's heart. Their courage. The intangibles is what matters." -Patrick Bet-David

"We cannot solve life's problems, except by solving them." - M. Scott Peck

"Every smart person wants to be corrected, not admired." - Marvin Minsky

May 2020						
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31						

June 2020						
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September 2020						
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October 2020						
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November 2020						
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January 2021						
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31						

February 2021						
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28						

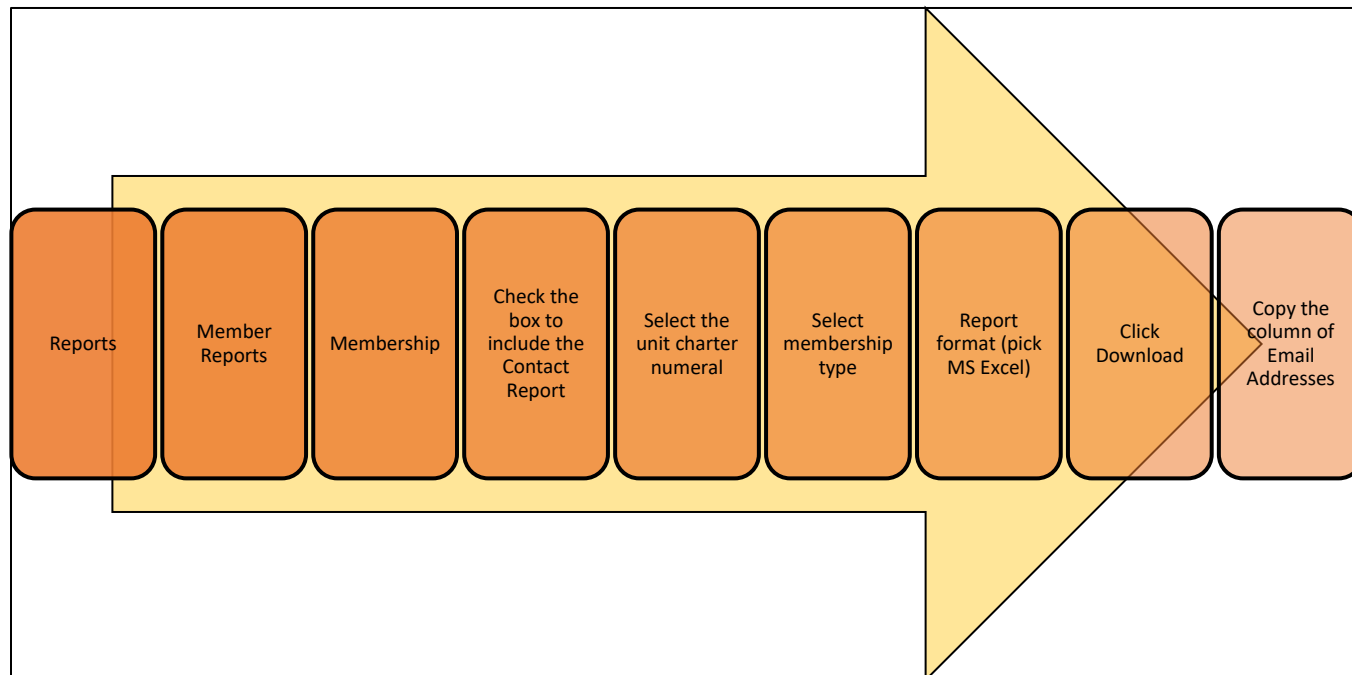
March 2021						
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April 2021						
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25	26	27	28	29	30	

## Featured E-Services Report: Membership Report

A common question we get is how to pull all the emails for a sampling of people in CAP, beyond squadron level. This can include how to pull all the email addresses for a Group (Group 1, Group 2, etc) or a membership type (all Cadets, for example).

Here is how to do that:

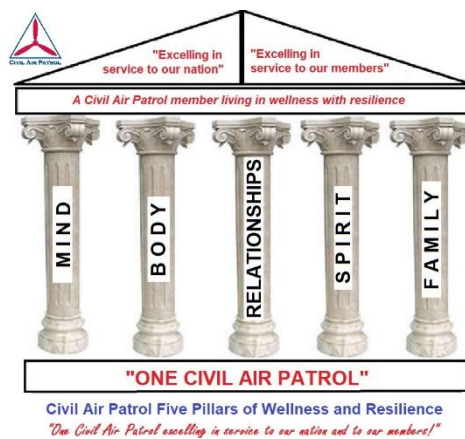


## Featured Pamphlet: CAPP 80-4

"On 1 September 2018, as part of its support of National Suicide Prevention Awareness Month, the Civil Air Patrol adopted the 'Five-Pillars of Wellness and Resilience' to promote living in "wellness in response to several events that came from personal crises." These ideals are explained fully and formally in [CAPP 80-4: WELLNESS AND RESILIENCE: Handbook for the Five Pillars of Wellness and Resilience](#).

Character Development Instructors (CDI) should keep this pamphlet readily accessible (virtually or physically) since they should be referring to the five pillars in every monthly lecture. CDI, Commanders, Chaplains, and PDOs should be ready to discuss this model should the needs arise.

Questions should be addressed to Chaplain Lt Col Timothy H. Miner, at 571-212-0804 (cell) or <mailto:administrator@hc.cap.gov>.



## Parts of the Airplane

If you're still struggling with the parts of an airplane, short of flying one, the best way to learn the parts, what they do, and how they work, is to take a guided tour. Special thanks to Lt Col Bill Geyer, Group 1/DO and 1st Lt Dave Harrison, Sq 712/CDC for sharing this awesome [video on how airplane controls work](#). (7 minutes; screenshot taken at 1:47)

