



DECEMBER 2020



PA Wing- Civil Air Patrol Education and Training Newsletter

edited by: Capt Joshua M. Nussbaum, PAWG Assistant Director of Education and Training

Producing Effective Instructions

The new Education and Training (ET) Program has uncharted waters for everyone. Everybody has questions, and everybody has answers. We thought it might be a good idea to include some tips on how to write effective instructions to save time, avoid miscommunications, and communicate well.

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1. Provide an overview when necessary.

Sometimes commands are buried, tools require certain permissions, and the result may not be clear. Overviews can help the reader see the tasks in the same light as the person developing the procedure. E-Services can be intimidating to new members, particularly those who are not computer-literate or have not recently volunteered. It might be necessary and worthwhile to explain why CAP has and uses E-Services as an ET tool.

2. Be as short as possible.

Need I say more?

3. Number your steps.

This helps readers keep track of where they are, where they came from, and where they will be going! It also gives everyone a tool to help troubleshoot the process if/when things go wrong. It also serves as a "checks and balances" to ensure every disparate task was completed, like forming a checklist of sorts.

4. Define acronyms, words, and actions.

If there is any chance the reader will not understand the directions, plan to explain their meaning. Assume the reader has little to no background knowledge of the process they are undertaking. Hopefully, your instructions are the vehicle to help them understand and resonate with everything.

5. Begin each step with a verb.

Each step should be some type of fruitful action the reader takes toward accomplishing the goal.

6. Use a variety of media when possible.

This can include headings, fonts, pictures, tables, text, and more. Be sure to include any types of warnings or captions. Consider the use of space, font, word choice, and aesthetics.

7. Be familiar with the process you are describing.

It is a tough sell to tell a new senior member to pick up a copy of CAPM 39-1 (Civil Air Patrol Uniform Manual) in an effort to have them correct something if you are not in the proper form or if you yourself have never used CAPM 39-1. This principle is generally universal when making instructions. Think about it from the other end: no one wants to change the oil in their car while being told how to do it by someone who has never themselves changed their own oil!

Reference: [Penn State Writing Lab](#)

From the Editor

What Color Describes You?

Your Education and Training (ET) journey looks like a traffic light! You have four (4) options (yes, you read that correctly- four options, not three):

RED

YELLOW

GREEN

GRAY



This new ET program has been in the making for at least two years (even longer, depending on what level of CAP you serve). Traffic patterns take years of planning, as well. There's more than meets the eye. I'm not an engineer by any means, but here's what I *do* know:

- chemists test the soil underneath to make sure the road material is compatible
- weather is analyzed (roads in PA are made of different material than roads in AZ)
- statisticians run simulators to predict traffic flow
- environmentalists determine the best points to put drains
- curves are banked at certain angles
- someone decides what kinds of trees to plant, and where to put them



Our ET program has already been engineered, and the "roadway" has been paved. Obviously, the first "cars" are testing it now. You know these "cars" as your fellow instructors, fellow students, level chairs, members on social media, and more.

But what does *THAT* have to do with a traffic light? As CAP members, think of this ET program as one common road we all travel on, from the newest member walking in the door to the most tenured member who has completed the whole program with every master rating conceivable and every ribbon known. We are all on this road together, and we all have this traffic light. But the difference is we can decide for ourselves what color our own individual light is! In terms of ET, here is how I see it:

RED	You're probably not reading this newsletter if you're on an ET red light. You might be burnt out, not pursuing your next level, not helping others along their journey, and not mentoring anyone. Red isn't necessarily "bad," sometimes members set goals for themselves, attain that goal, and move on to other projects (like building units, scheduling flights, recruiting, etc).
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YELLOW	You might be holding on to the legacy system for dear life. You may or may not have logged in on AXIS to check out what ET has in store. There may be some hesitation, fear, anxiety, or confusion in cohorts, synchrony, androgyny, and other words being tossed around. You've thought about making the next move as a student or instructor but may not have taken the plunge yet.
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GREEN	"I'm all in, baby!" You think ET is the best thing since sliced bread. You signed up to be an instructor or a student just as soon as you were able. You can tell the green light people from the others in a crowd because they swing from the light poles, don't talk about anything else at parties, and constantly have their head absorbed in a module (or three!).
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GRAY	Like the red-light district, the gray light folks probably aren't reading this newsletter. I'm just going to tell you straight. The gray light people are completely tuned out of CAP ET, period. These members are on the roster but never show up, people who don't know their CAP ID, people who attained LV1 and you never heard from them again.
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As Education and Training Officers, I encourage you to glance at the members around you. You know who is active, who is not, and who was active before COVID-19 but has taken a step back. Just like in the real world, sometimes our power goes out and our light is gray. Sometimes, like Rodney Atkins sang in "Watching You," a "green traffic light turned straight to red." Our enthusiasm can fluctuate, and our traffic lights change color.

Turn those gray lights to yellow or green. Turn the red lights to yellow. Turn the yellow lights green. Keep the green lights green. Make all the lights green, as best you can.

Requesting a Cohort

Need to complete your next level online? Have no fear! Cohorts are here!

A cohort in VoU is a group of SM working at the same time on the same level nationwide in CAP. Members wishing to complete the online training for Levels 2-5 must file a cohort request in E-Services. New cohorts begin on the first Tuesday each month for each level.

For example, if you currently have Level 2, and wish to complete Level 3, and you cannot complete Level 3 under the grandfather clause, you would need to go into E-Services and request to be accepted into the next Level 3 cohort.

You may request to be in the cohort at any time, but every commander applicable between you and wing must approve you working on that level. For example, to be accepted into the cohort, send the request in E-Services, and then your squadron commander, group commander, and wing commander must approve you. If so much time goes by and the commander does not approve you, it is an "assumed approval" and it goes to the next approval.

Grandfather Clause: Reminder

I am pursuing Level 1 or Level 2

- There was no grandfathering for Level 1. All members who were working toward Level 1 were transferred immediately to the new ET program.
- The grandfather clause for Level 2 has ended. All members currently pursuing Level 2 must go through Volunteer University.
- Squadron Commanders (or immediate Commanders if assigned above a squadron) approve Levels 1 and 2.

I am pursuing Level 3

- Members who completed CLC before 04 Aug 2020 will have until **28 Feb 2021** to complete the legacy program.
- Members who did not complete CLC will transition to the new program now.
- The final approval for Level 3 is the Wing Commander.

I am pursuing Level 4

- Members who completed RSC before 04 Aug 2020 will have until **31 May 2021** to complete the legacy program.
- Members who did not complete RSC will transition to the new program now.
- The final approval for Level 4 is also the Wing Commander.

I am pursuing Level 5

- Members who completed NSC before 04 Aug 2020 will have until **31 May 2021** to complete the legacy program.
- Members who did not complete NSC will transition to the new program now.
- The final approval for Level 5 is the Region Commander.

To request a cohort:

1. Log in to E-Services.
2. Go to the menu on the left.
3. Select Professional Development.
4. Click Professional Levels.
5. Click Cohort Request.
6. Fill out the form.
7. Click Submit.

The deadline to request a cohort is the last Tuesday of the previous month.

EX: to be in March 2021's Cohort, you need to make the request before 23 Feb 2021.

Cohorts always begin on the first Tuesday of the month.

2021 Cohort Dates

(all dates below are for calendar year 2021)

Cohort Start Date	Cohort Request Deadline
5 Feb	29 Jan
2 Mar	23 Feb
6 Apr	30 Mar
4 May	27 Apr
1 Jun	25 May
6 Jul	29 Jun
3 Aug	27 Jul
7 Sep	31 Aug
5 Oct	28 Sep
2 Nov	26 Oct
7 Dec	30 Nov

Please consult your ETO for assistance.

Level 3
Loening
28 Feb 2021



Level 4
Garber
31 May 2021



Level 5
Wilson
31 May 2021



Newsletter Submissions

Any SM in PAWG with something loosely related to SM ET may submit to the newsletter. The index on the right gives some ideas if what you might submit, but don't feel limited!

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.

28 Feb	30 Apr	30 Jun
31 Aug	31 Oct	31 Dec

Submissions are due NLT the 15th of that month to be included. Submissions may be edited for length, grammar, spelling, punctuation, flow, layout, 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
- I will confirm receipt of **every** request to publish. If you don't hear back in 24-48 hours, send it again. I don't mind.
- You can submit your work in any format you wish (drop box, link, attachment, Word document, Excel spreadsheet, PDF, JPG image, etc.). If I need it in a different format, I will let you know
- If you miss the due date and still wish to publish, **email me anyway**. I will do my best to fit your contribution into the Newsletter.

There are **NO** qualifications needed to publish content in the PD newsletter.

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

Capt Joshua M. Nussbaum

jnussbaum@pawg.cap.gov OR jmussbaum@outlook.com

(724) 816-7667- Verizon cell- call or text

Inspiration

"Only the wisest and stupidest of men never change."-Confucius

"You can never leave footprints that last if you are always walking on tiptoe." -Leymah Gbowee

"Normal is not in something in life to aspire to; it's something to get away from." -Jodie Foster

"Work is love made visible." -Kahlil Gibran

"I'm not smart. I try to observe. Millions saw the apple fall, but Newton was the one who asked why." -Bernard Baruch

"Sometimes my dreams are so deep that I dream that I'm dreaming." -Ray Charles

"Don't be a frog that doesn't remember being a tadpole." -Chinese proverb

"We tend to view leadership as an external event, as something we do. Rather, leadership is an intimate expression of who we are; it is our being in action." -Kevin Cashman

"When you embrace your difference, your DNA, your look, your heritage, or religion or unusual name, that's when you start to shine."-Bethenny Frankel

ET Links

Locations

- [CAP Public Site](#)
- [Northeast Region CAP](#)
- [Pennsylvania Wing](#)

Education and Training

- [E-Services](#)
- [NESA Mobile Training](#)
- [NHQ Aggregate Calendar](#)
- [Volunteer University](#)

Documents

- [CAP Publications](#)
- [Capt Nussbaum's ET Library](#)

Branding and Content

- [CAP Knowledgebase](#)
- [CAP Smugmug \(Photos\)](#)
- [FEMA](#)
- [PAO Toolkit](#)

Miscellaneous

- [Ribbon Rack Builder](#)
- [Vanguard](#)

PD Newsletter Upcoming Dates

Content Due	Publish Date
2/15/21	2/28/21
4/15/21	4/30/21
6/15/21	6/30/21

ET Newsletter Submission Ideas

- advertisements
- advice
- articles
- biographies
- books
- case studies
- critiques
- E-Services tips
- feedback
- flowcharts
- games
- history
- how-to guides
- ideas
- interviews
- interoperability tactics
- inspiration
- jokes
- letters to the editor
- links
- memes
- metaphors
- motivational bits
- news
- obituaries
- pictures
- puzzles
- questions/FAQ
- quotes
- podcasts
- recruiting ideas
- retention tactics
- reviews
- riddles
- rubrics
- sample documents
- short cuts
- shout-outs
- software ideas
- statistics
- success stories
- templates
- upcoming events
- videos
- VoIU syllabi
- war stories

Cadet Programs Waiver

As a reminder, Cadet Programs Officers pursuing their Cadet Programs senior and master ratings may pursue a COVID-19 exemption. This exemption is exclusively for the encampment-related element only of their next rating on the track. The details themselves are spelled out specifically [here](#) in this article from NHQ.

The spreadsheet referenced in the linked article is [here](#) and needs to be submitted.

- Look under the Training & Tools heading.
- Select the link for the CP Specialty Track Checklists.

As stated in the article, it is important to note that all waiver requests must be made *before* (not on, but *before*) **15 March 2021**. Saying that the request must be made *before* 15 March 2021 means that NHQ must have your request in their hands before 15 March 2021, NOT that you have filled out the spreadsheet and are still waiting for local commander approval.

Members in PAWG should copy the following additional individuals:

- Col Gary Fleming, PAWG/PD, gffleming@pawg.cap.gov
- Maj Ciara Williams, PAWG/CS, cwilliams@pawg.cap.gov
- Maj Brandon Weber, PAWG/DCP, bweber@pawg.cap.gov

Members with questions or additional concerns should work through their chain of command to resolve.

Per CAPP 60-11:

1.6 WAIVERS In extenuating circumstances, requests for waivers may be considered. Only the basic performance requirements for a given rating and the duty assignment are eligible to be waived. The ancillary courses listed in the performance requirements and the minimum duration for service requirements will not be waived.

Process. Individuals request waivers through their unit commander to their wing commander, with a copy to the wing DCP. Wings forward endorsed requests to CAP/CP at cadets@capnhq.gov. When requesting a waiver, individuals should explain what portion(s) of the rating they believe deserve being waived and why, briefly explaining their extenuating circumstances.

This waiver is of interest because of the grandfather clause! Pay attention if you need:

- a senior rating before February to complete LV3
- a master rating before May to complete LV4

PAWG SM AE Info

Total SM in PAWG: 869

Yeager	442	50.7%
Crossfield	22	2.5%

as of 28 Dec 20, 1759L

PAWG ET by Level

Total SM in PAWG: 869

LV1	302	34.7%
LV2	149	17.1%
LV3	156	18.0%
LV4	78	9.0%
LV5	50	5.8%

as of 31 Dec 20, 2221L

PAWG PD Specialty Track

Total SM in PAWG: 869

Unrated	109
Technician	30
Senior	19
Master	20

as of 28 Dec 20, 1805L

PAWG alone could file for hundreds of COVID-19 exemptions. **Do not wait until 14 Mar to apply for the waiver.** We live in PA, and we all know what that means:

- snow falls
- car batteries die
- we lose track of time
- people go on vacation
- emails are not opened
- voicemails are lost
- people get sick
- alarm clocks don't ring

NHQ is going to be processing hundreds, if not thousands of these requests. They have also graciously changed how they are working due to COVID-19 to accommodate us. Please be patient, follow the system, and consider the timeliness of your request.

Including all documentation on time the first time every time saves time!

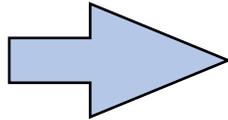
Calling All PAWG Mentors!

Part of attaining many senior ratings, master ratings, and Level 5 is to mentor a junior officer in a specialty track. The wing ET team wants to help facilitate that to make your life easier. We are looking to begin this project late in the first quarter of 2021. The plan is to hold an orientation per specialty track for each rating (people interested in joining the track, unrated working toward technician, technician working toward senior, and senior working toward master, plus ad-hoc question/answer sessions).

Special thanks to Maj Ciara Williams, PAWG/CS, for contributing to this article and for building the survey!

For questions, please contact: Col Gary Fleming, PAWG/ET at gffleming@pawg.cap.gov
 1st Lt Uri Shatten, PAWG/Asst ET at ushatten@pawg.cap.gov

To join the PAWG Mentor Team



[Click Here!](#)

WHEN

Unrated to Tech: 1 Jan to 31 Mar

Tech to Senior: 1 Apr to 30 Jun

Senior to Master: 1 Jul to 30 Sep

General Q+A: 1 Oct to 31 Dec

Specific dates and times will be chosen by the orientation instructor and people attending the seminars.

WHERE

Orientation sessions will be hosted in an online platform such as zoom, iTeams, or Google Meets and with the orientation instructor choosing that platform

HOW

Each track will have a specialty track training coordinator.

The specialty track coordinator will select the orientation session instructors.

The specialty track coordinator will assist the session instructors with course logistics

WHY

Orientation sessions designed to introduce SMs to the requirements necessary to achieve the given level rating for their specialty track (tech, senior, master)

WHAT

Members who register for this orientation session will be given an overview of the requirements necessary to obtain the desired rating in that specialty

Members attending will receive tips on how to accomplish tasks.

After the material has covered, there will be a Q+A with senior- and master-rated officers in that track regarding level positions, knowledge, advancement.

WHO

The technician-level orientation session will be open to any SM eligible to enter the track.

The senior-level session will be open to technician-rated SM who wish to pursue the senior rating and are active in the track.

The master-level session will be open to senior-rated SM who wish to pursue the master rating and are active in the track.

The orientation instructor will possess a senior or master rating in that specialty track area and be active in that specialty track area.

VoIU Looking to Recruit 500+ Mentors

Based on the principles of servant leadership and volunteerism in Goal 4 of the CAP Strategic Plan, the new Mentoring Program is preparing for launch. January is **National Mentoring Month**, and our goal is to launch the program and recruit 500+ mentors from around the country to serve as the initial cadre of mentors. This program is an Education and Training initiative. Our goal is for the program to be easy to access, easy to participate in, and high quality. This program will not replace local mentoring efforts but supplement and support them. The key goals for the program include:

- increasing retention by strengthening connections, growing abilities, and making contributions that lead to member satisfaction.
- engaging members in continuous learning opportunities, exposing them to expertise in various areas, and supporting individual growth.
- enabling a smooth transition from cadet membership to senior membership through peer-to-peer mentoring (CAPP 50-10 is under revision with an expected delivery date of 1 February 2021).
- providing multiple levels of mentoring opportunities in the many aspects of our programs.



Starting with the new CAPP 40-7, *Mentoring: Building Our Members*, and supported by materials the program staff has created that will be located on the program webpage, we are poised for launch in January 2021. The process will start with a call for mentors. The next steps will entail:

- sorting the applicants and obtaining wing/region commander approval for the member to be in the mentor database
- offering specific mentoring training for members (different than instructor training)
- building a national mentor pool, which will be available for requests at any level in CAP
- pairing mentors with mentees based on different survey criteria

The “end goal” is to enable cross-wing and “cross-region” relationships to be fostered and enhance our “One CAP” philosophy.

Keep your eyes on your email for more information in the coming weeks on becoming a VoIU mentor.

Calendar

February 2021

1	CAPP 50-10 is released
11-13	Hawk Mountain Weekend
28	Level 3 Grandfathering Ends

March 2021

14	Cadet Programs Track Waivers due to NHQ
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May 2021

31	Level 4 and 5 Grandfathering Ends
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June 2021

11-13	Bantam Jeep Festival
20-27	PAWG Cadet Training School
27-3	Cyber Academy

July 2021

10-18	Hawk Mountain Ranger School
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Contact the Wing ET Staff

Col Gary Fleming, Director

(724) 456-0151
gfleming@pawg.cap.gov

Lt Col Tom Brown

(814) 730-1278
tlbrowncap@gmail.com

Capt Joshua M. Nussbaum

(724) 816-7667
jnussbaum@pawg.cap.gov

1st Lt Uri Shatten

(412) 427-5584
ushatten@pawg.cap.gov

Capt Naor Wallach

(412) 639-2386
nwallach@pawg.cap.gov

NOTICE: Due to the variable and unprecedented nature of COVID-19, all events are tentative. Consult your chain of command or Point of Contact for any additional upcoming information or changes.

Wing Staff Roster

Aerospace Education			
Director of Aerospace Education	Lt Col	Glenn F Carman	Gcarman@Pawg.Cap.Gov
External Aerospace Education Officer	Capt	Barbara L Pope	Bpope@Pawg.Cap.Gov
Internal Aerospace Education Officer	Capt	Jerome M Weiss	Jerome.Weiss@Gp3pawg.Org
Cadet Programs			
Cadet Programs Development Officer	Maj	Heather L Weaver	Hlweaver035@Gmail.Com
Director of Cadet Programs	Maj	Brandon M Weber	Bweber@Pawg.Cap.Gov
Drug Demand Reduction Administrator	1st Lt	David M Farah	Davefarah@Yahoo.Com
Chaplain			
Chaplain	Capt	Mark R Shulman	Mshulman@Pawg.Cap.Gov
Command Section			
Advisor to the Commander	Maj	Joel H Mutschler	Jmutschler@Pawg.Cap.Gov
Chief of Staff	Maj	Ciara E Williams	Cwilliams@Pawg.Cap.Gov
Command NCO	SMSgt	Patrick J O'Brien	Pobrienatcun@Gmail.Com
Commander	Col	Kevin James Berry	Kberry@Pawg.Cap.Gov
Diversity Officer	Maj	Derrick Jones	Derrick.Jones067@Gmail.Com
Government Relations Advisor	Col	Gary L Fleming	Gfleming@Pawg.Cap.Gov
Health Services Officer	Capt	Nicole Marie Hrycko	Nhrycko@Pawg.Cap.Gov
	Maj	Ruthane F Reginella	Drreg@Zoominternet.Net
Historian	1st Lt	Galen P Hall	Ghall@Pawg.Cap.Gov
Vice Commander	Maj	Steven E Aaron	Saaron@Pawg.Cap.Gov
	Lt Col	William A Schlosser	Wschlosser@Pawg.Cap.Gov
Communications			
Communications Engineering Officer	Lt Col	John W Sumrada	Yashick1@Gmail.Com
Communications Training Officer	Maj	Aaron J LaMantia	Alamantia@Pawg.Cap.Gov
Director of Communications	1st Lt	Galen P Hall	Ghall@Pawg.Cap.Gov
Counter Drug			
Counterdrug Officer	Lt Col	Paul E Falavolito	Ltcfav@Comcast.Net
Emergency Services			
Director of Emergency Services	Lt Col	Brian J Cuce	Bcuce@Cap.Gov
Disaster Relief Officer	Lt Col	James J Weller	Jweller@Pawg.Cap.Gov
Financial Management			
Director of Finance	Lt Col	DeEtte K Riley	Driley@Pawg.Cap.Gov
General Counsel			
Legal Officer	Lt Col	William Martin Sloane	Sloane@Lawyer.Com
Information Technology			
Director of IT	Lt Col	Leslie G Herr	Lherr@Pawg.Cap.Gov
Web Security Administrator	Lt Col	Leslie G Herr	Lherr@Pawg.Cap.Gov
Inspector General			
Inspector General	Lt Col	Wayne M Toughill	Wayne@Toughill.Com
Logistics			
Director of Logistics	Lt Col	Suzanne M McBride	Smcbride@Pawg.Cap.Gov
Maintenance Officer	Lt Col	Robert Joseph Gardner	Rgardner@Pawg.Cap.Gov
Transportation Officer	Maj	Rodrick H Thomas	Rthomas@Pawg.Cap.Gov
Marketing and Public Affairs			
Director of Recruiting & Retention	Capt	Naor Wallach	Nwallach@Pawg.Cap.Gov
Public Affairs Officer	Capt	Matthew J Chirik	Mchirik@Cap.Gov
Operations			
Alerting Officer	Lt Col	Dane V Carroll	Dcarroll@Pawg.Cap.Gov
Director of Operations	Maj	Christopher M Porter	Cporter@Pawg.Cap.Gov
Homeland Security Officer	Maj	Christopher M Porter	Cporter@Pawg.Cap.Gov
Standardization/Evaluation Officer	Lt Col	Carl L Kelley	Carl.L.Kelley@Verizon.Net
Personnel			
Director of Administration	Capt	Margaret Matson	Pmatsoncap@Gmail.Com
Personnel Officer	Maj	Ruth T Bordner	Ruthbordner761@Gmail.Com
Plans and Requirements			
Plans and Programs Officer	Maj	Sandra M Fleming	Sfleming@Pawg.Cap.Gov
Professional Development			
Director of Professional Development	Col	Gary L Fleming	Gfleming@Pawg.Cap.Gov
Testing Officer	Col	Fredric K Weiss	Drfkweiss@Msn.Com
Safety			
Director of Safety	Maj	Peter Shuntich	Pshuntich@Verizon.Net

Group ETO Contact Info

Group	Grade	Name	Email
1	1st Lt	Taylor B Manoli	Manolitb93@Gmail.Com
2	2d Lt	Michael J Wimmer	Mwimmer.Cap811@Gmail.Com
3	Capt	Wayne S Gotlieb	Wayne.Gotlieb@Squadron1007.Org
4	VACANT		
5	Maj	Leonard P LaMantia	Pencap1026@Gmail.Com
6	Lt Col	Thomas L Brown	tlbrowncap@gmail.com



Join the Wing ET Team!

We are looking for an additional Assistant Wing ETO to cover the central and eastern portions of the state (preferably in Groups 2, 3, 4, or the Eastern part of 5).

Preferred qualifications:

- Senior-rated on the Professional Development track*
- Working knowledge of VolU, the face-to-face instructor process, and credentialed as an Instructor or Assistant Instructor for Level 3, Face-to-Face
- Basic working knowledge of several other CAP specialty tracks*
- Have attained the Loening Award more than one year ago*
- Comfortable with Zoom, Microsoft Excel, and Google Forms
- Willing and able to proofread documents
- Able to help coordinate 1-2 face-to-face training weekends in the central and/or eastern sections of the state. This may include but is not limited to:
 - making classroom reservations
 - booking hotel blocks
 - ordering food

*denotes **may** be waived for the right candidate at the discretion of the PAWG/ET

If you are interested, please send a CAP resume and professional resume to Col Gary Fleming at gffleming@pawg.cap.gov. The post will remain open until it is filled.

Public Affairs Specialty Track Update

On 23 Dec 20, a memorandum was sent to all Unit Commanders and Public Affairs Officers regarding the Crisis Communications Plans Requirement. Effective immediately, per paragraphs 1, 5, and 6, members training in the Public Affairs specialty are no longer required to produce a Crisis Communications Plan to advance. **It would be a good idea to print a copy of the memorandum to keep with your checklist if you advance in the track.**

MEMORANDUM FOR CAP UNIT COMMANDERS
PUBLIC AFFAIRS OFFICERS
FROM: CAP/MAC

SUBJECT: Public Affairs and Crisis Communications Plans Requirement

1. CAP is eliminating requirements for Public Affairs Officers (PAOs) at region and below-wing-level units to produce Public Affairs and Crisis Communications plans.

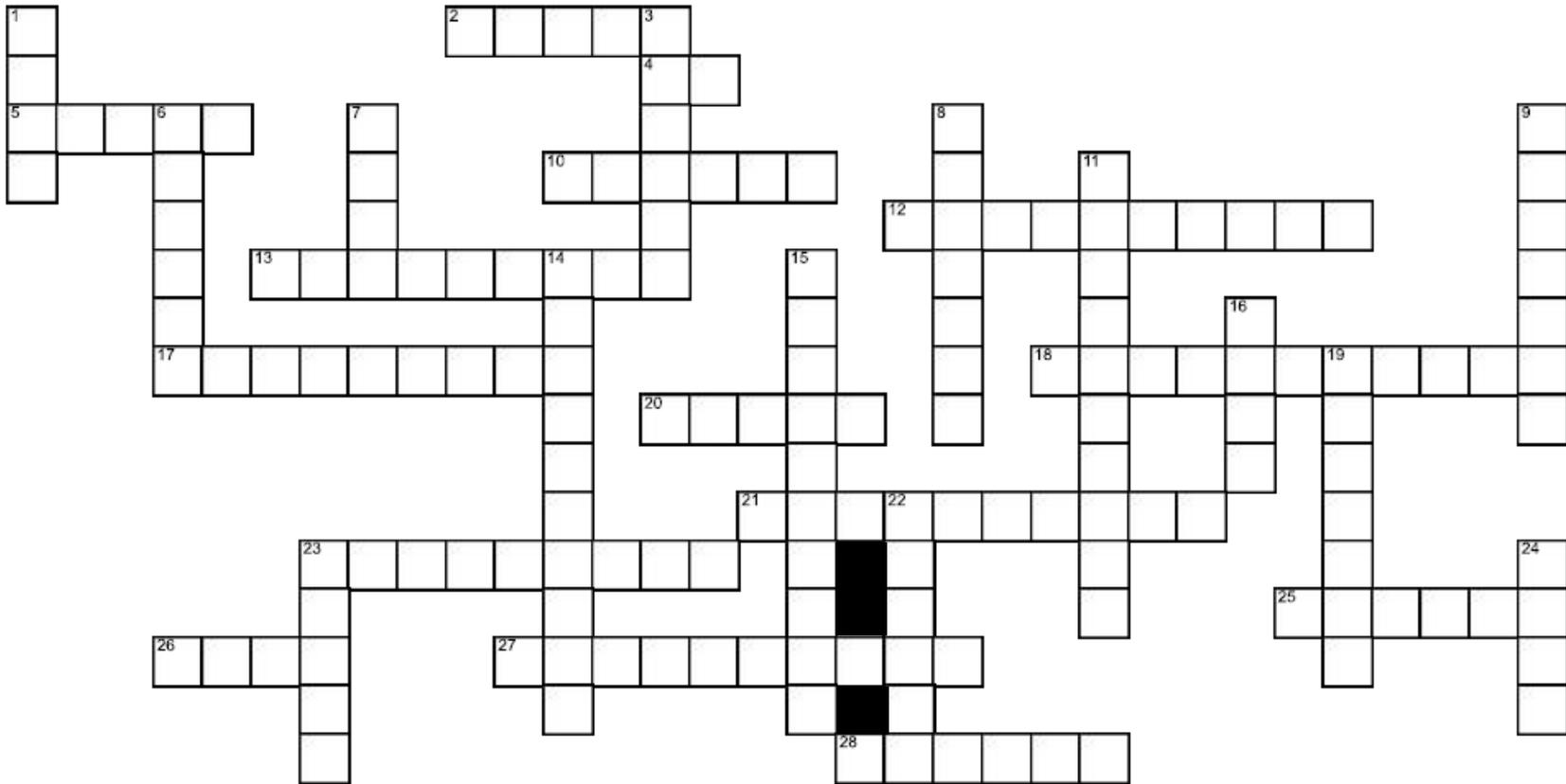
5. Until such time as revised templates are provided on the National Public Affairs website, PAOs will not be expected to create an annual Public Affairs Plan or an annual Crisis Communications Plan as per CAPR 190-1 to satisfy the requirement to earn the Technician, Senior, or Master level rating as per the CAPP 201 Public Affairs Officer Specialty Track Study Guide.

6. This letter serves as interim notice until the regulation is revised.

7. For comments or questions regarding this action, contact the National Public Affairs Manager, Lt Col Steven Solomon, at ssolomon@cap.gov.

RANDY BOLINGER
Chief, Marketing and Strategic Communication





DOWN

- 1 Not online but rather on-__
- 3 The old system AKA the __ system
- 6 Become a __
- 7 ET still lets members study and promote at their own __
- 8 Earned the first degree in aeronautical engineering
- 9 None of the award namesakes have __
- 11 Volunteer __
- 14 One silver bar represents a First __
- 15 Level 5 requires one year of staff __ at group or higher
- 16 Level 2 has the __ and the path.
- 19 To teach level 3 your own level 3 needs to have __ a year
- 22 To request an online __
- 23 Trying to lower __ for students
- 24 Another word for voice communication

ACROSS

- 2 Most E-Services reports can be downloaded in PDFs or Word or
- 4 We no longer call it PD. The new abbreviation is __
- 5 Not Zoom or Slack or Discord or Hangouts- but Microsoft __
- 10 The Path __ Report lets members check off what they need for their next level
- 12 __ then before senior and senior before master
- 13 A __ track in CAP
- 17 The Chief of ET is __ (both her first and last name- all one word- no grade)
- 18 Most seniors promote via duty __
- 20 The term of address for a Chief Master Sergeant
- 21 Online __ forums
- 23 The final approval authority for the Garber Award is the Wing __
- 25 Comprehensive AE exam for seniors
- 26 Our online ET portal is called __.
- 27 Apply to become an __
- 28 CAP NCOs with one __ up are Master Sergeants

