



FEBRUARY 2021



PA Wing- Civil Air Patrol Education and Training Newsletter

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

A Mentoring Takes Off Nationally, Relationships Forged, Publication Born

When VoIU was being designed and launched, one of the most daunting tasks was to create and deploy a new mentoring program nationwide. One of the biggest complaints, if not the most, amongst leaving Senior Members, was the lack of adequate mentorship. Col Rose Hunt, the former WIWG/CC, rose up to the challenge of leading the project as the National Mentoring Steering Committee Chair and its roster of 30+ members for the last two years.

Seniors in any phase of the ET program can go to the National Mentee Application or National Mentor Application on the Volunteer University Page. Members filling out these forms will be matched using algorithms and macros. These algorithms will examine the best time of day for mentees and mentors to collaborate, the best method of communication, which specialties and qualifications, mentoring styles, and more.

Finally, the mentoring program will have its own National Mentoring Newsletter, which will highlight program changes, updates, and highlights. Capt Joshua M. Nussbaum, the Editor-in-Chief of the PAWG ET Newsletter, will team up with Lt Col Paul Hertel, ILWG/PAO, to publish that newsletter six (6) times a year for all the CC and ETO in the nation.

Mentoring Homepage: [Start Here](#)

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From the Editor

What's Your "Blue?"



I asked every Senior Member (SM) in Pennsylvania Wing to close their eyes and picture the color "blue," 831 citizens serving in Civil Air Patrol would visualize 831 different colors. Needless to say, "blue" to me isn't necessarily "blue" to you.

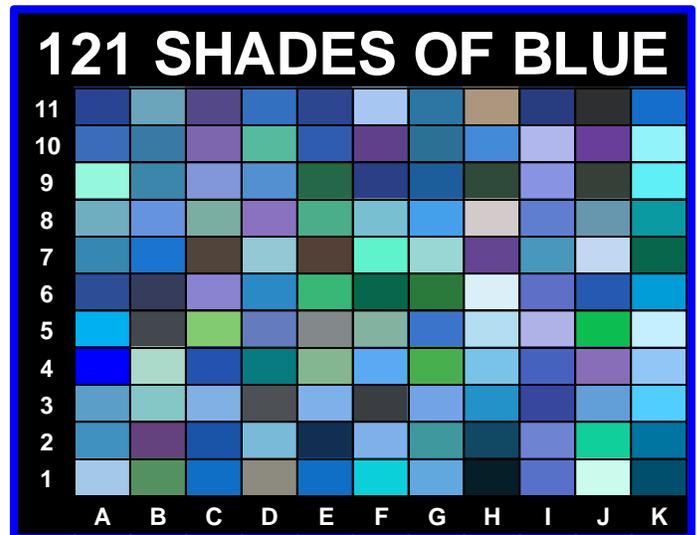
I'm just one guy. I couldn't come up with umpteen shades of blue myself, and neither could you. That would be preposterous. So, I went to Google (RIP, Jeeves) and typed in a handful of blue-themed search terms, such as:

- every blue
- shades of blue
- blue
- sky blue
- blue aesthetic
- blue tile
- ocean blue
- blue palette



I have provided a sample of 121 shades of "blue" (note the air quotes) below. I don't know about you, but they don't all look "blue" to me. If I close my eyes and think of "blue," **the cell that most closely resembles what I myself see as "blue" is cell A4.** That will be different for everyone, and that should be different for everyone. But they do not all scream "blue" to me, even though they came up as results in the searches above. Notably (and this is just in my head, feel free to disagree with me, please...):

- Cell B1 is easily olive green.
- C7, E7, and J11 all look brown but someone on Google thought they were blue.
- Crayola's tumbleweed colored D1 for all I know.
- E8 and E9 are totally green to me. Not even teal- they are green.
- E10, F7, and J2 all look like sea foam green.
- H6 could pass as light gray.
- I don't even know what word would describe H8. Any English teachers reading this thing?
- H11 screams beige.
- J1 looks like someone cut a honeydew open and took a photo.
- Most of column I screams periwinkle, which I myself associate with purple.
- We ought to call J5 "traffic light green" and stop fooling ourselves.



Why am I doing this? If I asked 831 citizens to volunteer their time, treasure, and energy- and on top of it, pursue and participate in the new SM Education and Training (ET) Program, I would be drawing out 831 different career paths- and a couple re-dos, too. I would be painting 831 shades of blue (not counting re-dos).

Do not make it harder than it needs to be- in order to get to where you want to go, you need to know where you are starting! In terms of Pennsylvania's seniors, there are 831 different answers because we are 831 different people. It's easy to say, "go finish Level 4." Obviously, It can certainly be a little trickier to decipher between the legacy system and VoIU, and from there to boil down what different pieces our individual members may need.

As ET Officers and as SM, I would encourage you to use the resources available, such as each other, the VoIU user guide, the VoIU coursework, your commander(s) and chain of command, and CAPR 40-1 to help each other paint the 831 shades of blue in PAWG. One person cannot do it all. I tried. I made Excel crash trying to paint a zillion shades of blue.

Your "blue" is a picture that changes over time. When I first joined CAP in 2015, I sat down with my Commander and my ETO to get an approximate feel for how much money I needed to save in order to attend the old Corporate Learning Course (CLC). We concluded it would take two (2) nights in a hotel, roughly a tank of gas, and five (5) meals. My "blue" that day looked a certain way. Let's say my blue looked like C4 while I was at CLC.

After I came back from CLC, I was applying what I was learning. I sat at Level 2 for nearly a year after attending CLC while I worked on my senior rating. As I began getting ready to attend Region Staff College (RSC), I had a new job (a real job and a new CAP job). That looked different- saving my paid time off for that seminar, buying a new suit and new uniforms, getting on a military base for the first time, and running on two hours of sleep the entire week of RSC. My "blue" looked like does in K1. **(story continues on page 3)**

From the Editor, Cont'd.

As I continued in my CAP career, my "blue" morphed, too. Sometimes your "blue" changes daily. When I was a Squadron Commander, I made a presentation to one of my sister's ostomy groups. I was trying to get someone to join as a Health Services Officer. My "blue" that day narrowed a bit and looked like it does in D6.

I am beginning my VoIU LV5 capstone project, looking at the CAP NCO promotion structure. My "blue" has changed again and now looks like G11 because this is newer territory for me.

We're a large wing- 831 senior members. That's a LOT of shades of blue, especially when they fluctuate over time. You don't need to paint all the gradients of blue today.

Semper vigilans!

Captain Joshua M. Nussbaum
PAWG Assistant Director of Education and Training

PD Track Advancements

Congratulations to the newest promotions and enrollees on the PD Specialty Track! Thank you for all your hard work!

New Level	Grade	Name	Unit	Date
None	1st Lt	Donald R Stoudt II	PA-265	17-Jan
None	SM	Sarah M Krumbine	PA-265	17-Jan
Senior	1st Lt	Uri Shatten	PA-025	18-Jan
Senior	Capt	Dale R Williams	PA-522	24-Jan
Senior	1st Lt	Taylor B Manoli	PA-190	27-Jan
Master	Col	Gordon A Larson	PA-146	12-Feb



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 VoIU, 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 is helpful*
- Have attained the Loening Award more than one year ago*
- Comfortable with using 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 gfleming@pawg.cap.gov. The post will remain open until it is filled.

Return of the PAWG Slip

"A wing slip is a pilot maneuver," 1st Lt Dana Kerrigan, the Wing's new PAO, wrote in an email. This all-encompassing newsletter is going to be making an on-demand, rolling comeback. It used to be called "The Wing Slip" but with a new change, there may be a new name.

Stay tuned for this new product and for deadlines to contribute to the newsletter and to promote your unit's activities! Lt Kerrigan is also looking for assistance in publishing the newsletter. Questions, content, and applications may be directed to her at dkerrigan@pawg.cap.gov.

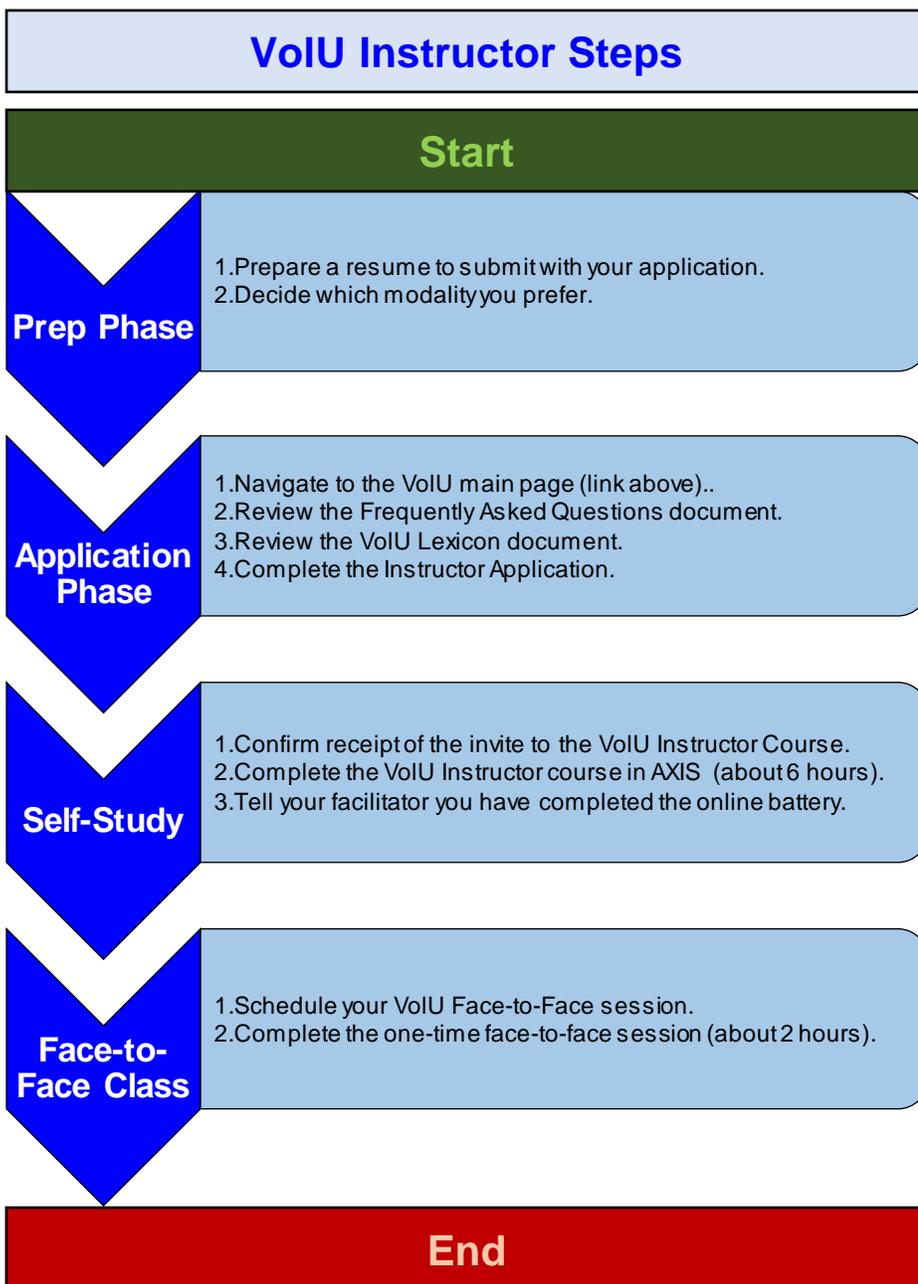
A New View on the Instructor Process

The VoIU Instructor Process is posted on a flow chart at the [Volunteer University Main Page](#), but this article will give you a little more detail and explanation on applying to become an instructor. Any CAP SM can apply to become a VoIU instructor, but that does not guarantee that you will be named as an instructor and it does not guarantee that you will be assigned any students.

It is highly recommended that all ETOs in PAWG become familiar with the VoIU Instructor process and become certified to instruct Levels 1 and 2 face-to-face.

A word to the wise: **DO NOT WAIT** until you are desperate to instruct a class for a rating or for a level. In PA, we recommend beginning this process as soon as you complete Level 2, Part 2, if not sooner. It takes time to complete the steps below, schedule the classes, and work through the logistics.

The Instructor Application Process, the way I see it, is completed in four (4) phases (see below). The four phases are different than what NHQ has on their website, but this article is much more detailed.



Finer Points

Resume: Your resume can, but does not need to, use CAP livery. You can find [CAP document and resume template\(s\)](#) here.

Modalities Defined:

Face-to-Face: Standing in front of a classroom (like SLS or CLC would have been). Leading classes on Zoom, Teams, or similar is also considered Face-to-Face.

Online: Running a Cohort

Not Sure? If you do not know which mode(s) you wish to instruct, please reach out to one of the PAWG/ET staff for guidance. Most of us are already instructors for the higher levels and can assist you.

Miscellaneous:

Be extremely cautious and check everything twice.

Send your resume as a PDF to preserve the formatting and ensure it will open on any device (phone, tablet, laptop, etc).

You should receive an automated email within 24 hours saying your application(s) was received.

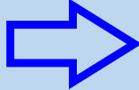
You should receive an additional automated email within 24 hours saying your resume was received.

Failure to follow the instructions completely and correctly may delay or hurt your chances of instructing.

10 VoIU Tricks We Learned the Hard Way

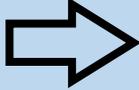
1. Regarding Level 2, Parts 1 and 2- and the Specialty Track- it's a ****class** **act****

Part 1: "Choosing Your Specialty Track and Duty Assignment"



is a ****class**** that **TEACHES** how to select the proper specialty track

Part 2: "Choose Your Specialty Track and Duty Assignment"



is the actual ****act**** of using the buttons in E-Services to **ASSIGN** someone as unrated onto one or more specialty tracks and into one or more of CAP's many duty positions.

2. Course Credit Via Instructor

If you are in a cohort and you complete a moderated class (meaning you pass the discussion, the assignment, and the quiz when applicable), the student will not be "credited" until both the student AND the instructor sign out of AND back into E-Services (special thanks to Maj Doug Moody for submitting)

3. Quizzes

If you pass a module quiz and you subsequently (accidentally) click into the quiz again later, you'll have to retake the quiz and pass again. AXIS erases your first score.

4. Exports of ET Instructor Rosters

Short version: there is no way to export the lists of Instructors and Assistant Instructors in VoIU.

Long version: You will have to copy and paste the rosters from Professional Development > Professional Levels > Permissions (one page at a time), and then cross-correlate the instructor spreadsheet to a membership roster You'll have to scrub the data to match the nomenclature exactly as it appears in the Name column.

5. Level Permissions

If you want to instruct at multiple levels, you need to request permission specifically to teach at the lower levels.

EX: If you are approved to teach LV5 Face-to-Face, you need to reach out to the Face-to-Face Level Chair of Level 1, Face-to-Face Level Chair for Level 2, etc.

Likewise, if you want to teach online, you also need to reach out to the Online Level Chairs. If you want to teach the Command Electives, you need to reach out to those respective Chairs as well. (special thanks to Capt Naor Wallach for sharing)

6. Moderated vs. Automated

Moderated modules have discussion forums and/or assignments requiring uploads. Instructors must grade the discussions and assignments. Automated modules can be completed entirely without an instructor's input.

7. Open AXIS in a New Window

If you intend to return to E-Services at any point after working in AXIS, you should open AXIS in a new window. AXIS does not like the Back Button. (special thanks to 1st Lt Dave Harrison for submitting)

8. Transcript

You CAN see all your grades for a class together in a snapshot. This "snapshot" is called a transcript in the world of VoIU. But the transcript is not viewable on phones unless you run your browser in Desktop mode.

9. It Does Not Hurt...

To request a cohort for Levels 2-5, even if you do not know if you will finish your level that way.

10. Commander/ETO Approval

When selecting a path in Level 2, a Commander or ETO must approve of their path in Part 1 before the member can start on Part 2.

Newsletter Submissions

Any SM in PAWG with something loosely related to ET may submit to the newsletter. The index on the right gives some ideas, but do not feel limited to what is listed there.

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.

28/29 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.
- Capt Nussbaum will confirm receipt of **every** request to publish. If you do not hear from him, **reach out again**.
- You can submit your work in any format you wish (drop box, link, attachment, Word document, Excel spreadsheet, PDF, image, etc.). If it needs to be in a different format, we will let you know.
- If you miss the due date and still wish to publish, **send it anyway**. I will do my best to fit your contribution into the PD Newsletter.
- **There are NO qualifications needed to publish content in the PD newsletter.**

ET Links

Locations

- [CAP Public Site](#)
- [Regions, Wings, and Locations](#)
- [Northeast Region](#)
- [Pennsylvania Wing](#)

Education and Training

- [Capt Nussbaum's 2021 Google ET Library](#)
- [E-Services](#)
- [NESA Mobile Training](#)
- [NHQ Aggregate Calendar](#)
- [Volunteer University](#)

Documents

- [CAP Publications](#)
- [PAO Toolkit](#)

Branding and Content

- [CAP Knowledgebase](#)
- [CAP Smugmug \(Photos\)](#)

Miscellaneous

- [FEMA](#)
- [PEMA](#)
- [Ribbon Rack Checker](#)
- [Ultrathin Ribbons](#)
- [Vanguard](#)

PD Newsletter Submission Ideas

- | | |
|----------------------------|------------------------|
| • advertisements | • news |
| • advice | • obituaries |
| • articles | • pictures |
| • biographies | • puzzles |
| • books | • questions/FAQ |
| • case studies | • quotes |
| • critiques | • podcasts |
| • definitions | • recruiting ideas |
| • E-Services tips | • regulations |
| • feedback | • retention tactics |
| • flowcharts | • riddles |
| • forms | • rubrics |
| • games | • sample documents |
| • how-to guides | • short cuts |
| • ideas | • shout-outs |
| • interviews | • software ideas |
| • interoperability tactics | • specialty track help |
| • inspiration | • statistics |
| • jokes | • success stories |
| • lessons learned | • templates |
| • letters to the editor | • tutorials |
| • links | • upcoming events |
| • memes | • videos |
| • metaphors | • VoIU material |
| • motivation | • war stories |

...or anything else not listed here!

PAWG ET Newsletter Upcoming Dates

Content Due	Publish Date
4/15/21	4/30/21
6/15/21	6/30/21
8/15/21	8/31/21

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

Capt Joshua M. Nussbaum
Editor-in-Chief

jnussbaum@pawg.cap.gov

OR

jmnussbaum@outlook.com

(724) 816-7667, call or text

PAWG AE by the Numbers

Count of Yeager	439/831	52.449%
Count of Crossfield	25/831	3.008%

New Academic Integrity Policy

Lt Col Brenda Reed, the Dean for Online Learning, informed members of a new Academic Integrity Policy in January. The policy took effect immediately. The message she penned is as follows: "All - VOLU has adopted an Academic Integrity Policy. Hoping you all can help us disseminate and ensure all VOLU students/instructors (online, onsite, VIR) are aware of the high standards we hold ourselves to. [The [Academic Integrity Policy](#)] is also posted on the VOLU website."

To summarize the key points of the policy very simply:

1. Do not plagiarize your VoIU work.
2. If you see or know of someone else plagiarizing, report it.
3. Do not bribe, trade, or exchange anything for assignments or grades (or better grades).'
4. Anyone caught with these issues will be subject to a review and sanctions may be imposed.

Members with questions regarding this policy should go through their VoIU Chain of Command, as outlined in the policy itself. Members who are not currently involved in VoIU who have questions should work through their usual chain of command up to wing to Capt Nussbaum or to Lt Col Brown.

New VoIU Office Hours

MAP
Mentor
Action
Plan

R^3
Refresh
Recruit
Retain

S^3
Skills
Sharpening
Strategies

SABRE
Strengthen
And
Build
Relationships
Everywhere

DO YOU...

- Have questions about Volunteer University?
- Want to know more about Virtual In-Residence (VIR) education?
- Have a specific educational need that is not being addressed?
- Want to start teaching in VoIU?

Join the VIR Team for their monthly Office Hours on the First day of each month at 2000 (8:00 p.m) EASTERN time (1 Mar, Apr 1, etc). To join us, go to either of the calendars and see the listing on the 1st of every month.

- [Level 2 VIR Calendar](#)
- [Level 3 VIR Calendar](#)

Each session will begin with a comprehensive PowerPoint presentation on Volunteer University. Next, it will be followed by a period of answers to questions that have been posed by people who pre-register. The evening will conclude with a Q&A session.

We look forward to working with you.

For more information, please email the VoIU VIR Team at vir@cap.gov.

To register for the seminar, [follow this link](#).

Seminars will informally follow this schedule (all times in EASTERN time zone):

- 1950: Doors Open/Sign In
- 2000: Session begins
- 2005: PowerPoint presentation begins
- 2030: Pre-stated Questions
- 2040: Open Questions and Answers
- 2130: Planned closing

SMSgt Glenn Knight, Coordinator
Virtual In-Residence Programs
Volunteer University and your VIR Team.

PAWG PD Specialty Track	110 UNRATED	25 TECH	23 SENIOR	21 MASTER	179 TOTAL
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Encampment Waiver Extended

The **Cadet Programs Specialty Track waiver has been extended to 31 Oct 2021**. It no longer expires on 15 Mar. This info can be found specifically on Waiver Memo 21-01, dated for 1 Feb 2021 on the [Cadet COVID-19 Info Page](#). In short:

Overview. This waiver is in place so as not to unfairly stall member progression due to circumstances related to the COVID-19 emergency, while upholding the integrity of the specialty track program.

13. Senior Rating Eligibility. The task of serving on encampment staff (page 63, item #47) is removed for those members who:

- a. Obtained the Cadet Programs Officer Technician Rating after 1 January 2018
- b. Have fulfilled all other Senior Rating requirements
- c. Submit their request for the Senior Rating (see section 4 below) by 31 Oct 2021

14. Master Rating Eligibility. The task of staff service at RCLS, a second encampment, or NCSA / CSA (page 65, #29) is removed for those members who:

- a. Obtained the Cadet Programs Officer Senior Rating after 1 January 2018
- b. Have fulfilled all other Master Rating requirements
- c. Submit their request for the Master Rating (see section 4 below) by 31 Oct 2021

15. Wavier Procedure. Members who qualify for one of the exemptions above will need to request their rating via email. The standard eServices process is not available. Therefore, members will please:

- a. Complete the Senior or Master Rating tracking sheet (Excel file) available in the Cadet Library.
- b. Show their unit commander that they meet the eligibility criteria of §1 or §2 above.
- c. For Senior Rating applicants only: Promise to make a good faith effort to provide at least 20 hours' encampment service in 2021. Members who receive this exemption will need to fulfill the encampment requirement prior to their earning the Master Rating. It is unlikely that CAP will be able to track that exemption via eServices, so some degree of an honor system will be in effect for the small number of people affected.
- d. Obtain the unit commander's endorsement of the items above (email is acceptable).
- e. Submit the items above to the Registrars@capnhq.gov by the above deadlines, with a courtesy copy to the Wing Director of Cadet Programs. Please use "CP Officer – Senior (or Master) Rating Encampment Exemption" as the email's subject.

PAWG members applying for this waiver should copy the following individuals when sending their request:

Members in PAWG should copy the following additional individuals:

- Col Gary Fleming, PAWG/PD, gflaming@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 master rating before May to complete LV4.

Cadet Programs Survey

An email went out on 25 Feb from the Northeast Region [Cadet Advisory Council](#) asking for certain members to take a survey on the Cadet Programs Physical Fitness program standards. The surveys are linked below. These people being targeted are:

- [Seniors currently serving CAP who were CAP Cadets](#)
- [Seniors who administer the CAP Physical Fitness Program](#) at any echelon

Aerospace Education Survey

An AE survey was emailed on 23 Feb regarding involving Cadets to deliver STEM kits to teachers. Feedback is due on 5 Mar. Please look in the email address tied to your E-Services account and complete the survey.

Calendar

MARCH 2021							APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31			
													30	31													

1 Mar	VIR Office Hours
20 Mar	Virtual Group 1 Conference
27-28 Mar	Virtual Winter CTS
1 Apr	VIR Office Hours
7-9 May	Hawk Mountain Staff Training
31 May	Level 4/5 Grandfathering Ends
20-27 Jun	PAWG CTS

Inspiration

"If you try desperately to hang on to something that used to be a success for you, it's going to go away. You have to change." - George Clooney	"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	"We live life forward, but we understand it backward." -Soren Kierkegaard
"I fear 'what if' more than I fear failure." -Jamie Kern Lima	"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	If you want to lead an extraordinary life, find out what the ordinary do -- and don't do it. Tommy Newberry
"If you want a happy ending, that depends, of course, on where you stop your story." - Orson Welles	"If you have to ask what jazz is, you'll never know." -Louis Armstrong	If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception; it is a prevailing attitude.
"A player who makes a team great is more valuable than a great player." -John Wooden	"Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible." -Francis of Assisi	If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception; it is a prevailing attitude. -Colin Powell