



JUNE 2021



# PA Wing- Civil Air Patrol Education and Training Newsletter

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



## From the Editor

**Knowing where you are NOW helps tell you how to get where you want to be.**

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I know we talked about change in the April 2021 edition of the PAWG ET Newsletter- I actually featured it as the front page. But, change is so, so prominent that it should be revisited regularly.

If I asked you to rattle off some TV shows, books, songs, action, or other popular media where change was the theme, it wouldn't take long to come up with some. I don't particularly consider myself on the "up and up" with media, excepting music, and even I could do it.out

Everything changes. People's weights fluctuate. We need to use touch-up paint on our cars. We land new jobs. We become braver. Relationships change. Song tempos change. Seasons change. Our tastes change. Our kids grow up. Our daily routines change.

Our CAP life changes, too. We weave between duty assignments. We gain experience as we attend different seminars, drills, and exercises. We meet new people, and we

gain mentors.

As you progress you education and training from Levels 1 through 5, you undergo a change within yourself and within your CAP career. In the beginning, you are getting your feet wet, learning your job, and finding your place in your unit. By the time your sights set on Levels 3 and 4, you might be thinking more about whom you can teach, whom you can mentor, and whom you can influence.

I encourage you to watch for that change in yourself and in those around you. Enroll in the [VolU Instructor Course](#). [Become a Mentor](#). Pick up a new specialty track.

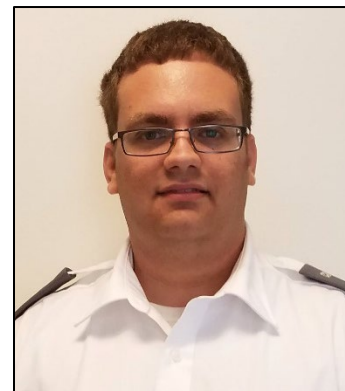
One parting thought: it is pretty cool to watch someone who you once mentored go on to mentor someone else.

Semper vigilans!

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

## Navigating Through Level 2, Parts 1 and 2

One of the most exciting pieces of the 2020 Volunteer University (VolU) update to CAP's Education and Training (ET) Program is the birth of Level 2 having two separate parts. Level 2, Part 1 is known as "The Core" and Level 2, Part 2 is called the Path. In essence, Level 2, Part 1, is required for all promotions past Senior Member. These include duty performance, initial NCO appointment, advanced officer grade from prior military service, advanced grade due to professional qualifications, and advanced grade due to prior Cadet achievement. Everybody takes the same handful of courses in the core for Level 2, Part 1.



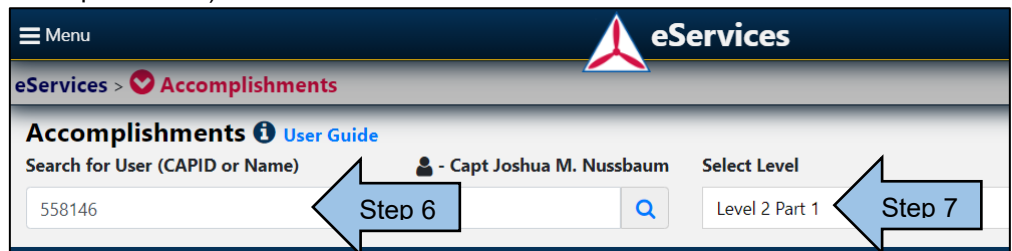
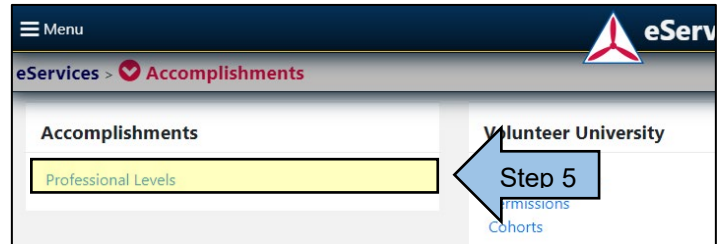
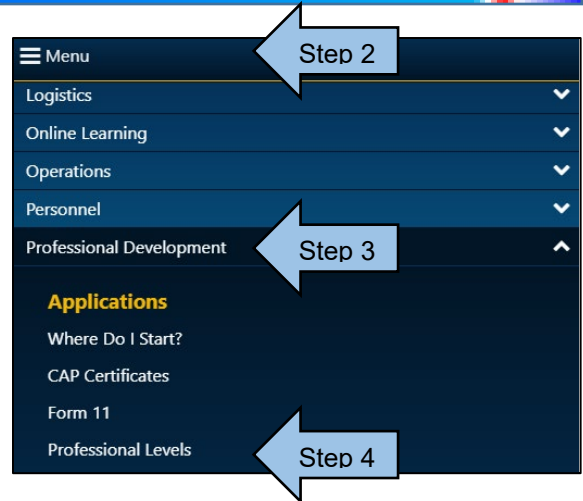
Level 2, Part 2, gets a bit hairier. It introduces the Path. All members select one of the four options: (1) former Cadet, (2) prior military, (3) new member), or (4) career professional.

In E-Services, the paths are mutually exclusive. You can only be assigned in the database to one path for Level 2, Part 2. However, you can take classes on the other paths (you just will not receive credit for your own ET Awards if you do this).

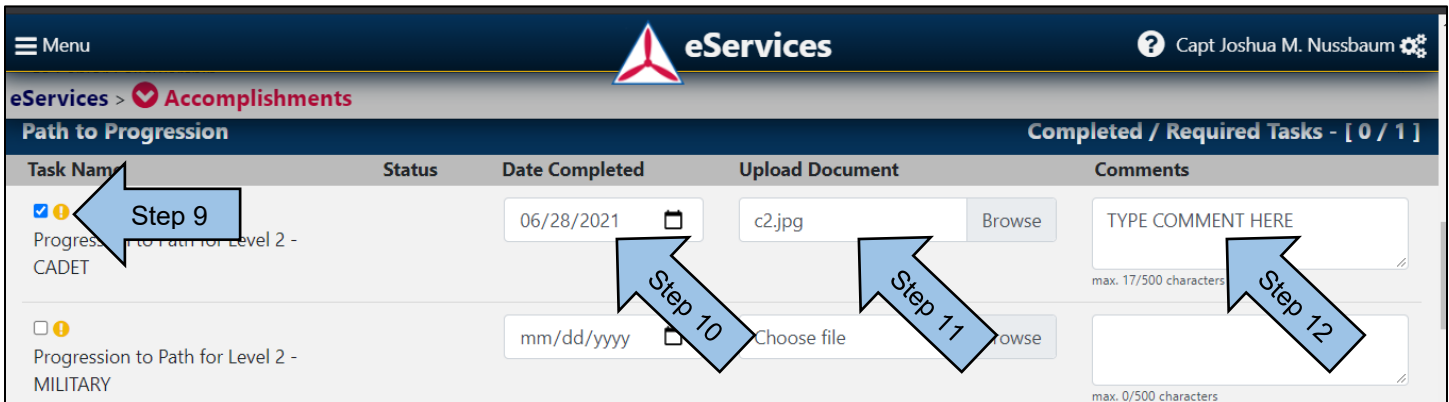
For example, a member who is a lawyer by profession, a Spaatz Cadet, and a retired Air Force Major could theoretically pick any of the four paths. They would need to work with their Education and Training Officer (ETO) and their Unit Commander (CC) to determine which path best suits them. They could still begin their CAP Career (once Level 2, Part 1 is done) as a Major (per CAPR 35-5), since former military officers can have their initial CAP grade be the one they had when the left the service.

**To select your path**, complete the following (E-Services may look different on a mobile device):

1. Go to E-Services.
2. Click Menu in the top left-hand corner.
3. Click Professional Development.
4. Click Professional Levels (under Accomplishments).
5. Click Professional Levels (under Accomplishments).
6. Select the CAP ID or the name of the person whose path you wish to select (depending on your permissions in E-Services, you may only see yourself or you may see the whole nation. You may only see certain levels. Contact Capt Nussbaum at [jnussbaum@pawg.cap.gov](mailto:jnussbaum@pawg.cap.gov) if you can't see what you need)
7. Select "Level 2, Part 1" from the dropdown on the right side.
8. Scroll down to the page to "Path to Progression."
9. Click the square for the path you are choosing.
10. Enter the date you discussed the path with your Education and Training Officer (ETO). This date needs to be after the date the member finished Level 1.
11. Upload a file (a PDF, JPG, PNG, or acceptable file type). I recommend an email printout or a screenshot of a conversation with the member.
12. Enter some sort of comment (it can be as simple as "see attachment" or "discussed with ETO" or "discussed with member" or "N/A").
13. Click Submit all the way at the bottom of the page.
14. Tell the member's commander to go through steps 1-3 themselves. They will have a separate pane for approvals to approve the incumbent's path in E-Services. These notifications do not automatically go to a commander's approvals window, so you need to tell them to check OR they need to know to manually go to this portal to approve ET validations.



Article by Maj Kristian Bearslove, PA-021



### Calendars

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

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

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

Recurring Events			
Topic	Point of Contact	Contact Info	
Federal Holiday			
Virtual In-Residence Office Hours	SMSgt Glenn Knight	<a href="https://bit.ly/CAPVIR">https://bit.ly/CAPVIR</a>	
Virtual In-Residence Staff Meeting	SMSgt Glenn Knight	<a href="https://bit.ly/CAPVIR">https://bit.ly/CAPVIR</a>	
New Cohort Begins		Local ETO	
Level 5 Virtual In-Residence	Capt Wayne Gotlieb	<a href="mailto:wayne.gotlieb@gp3pawg.cap.gov">wayne.gotlieb@gp3pawg.cap.gov</a>	
Request for New Cohorts Due		Local ETO	

One-Off Events			
Date	Name	Point of Contact	Contact Info
12 Jul	L4- Prioritization & Time Management	Capt Wayne Gotlieb	<a href="mailto:wayne.gotlieb@gp3pawg.cap.gov">wayne.gotlieb@gp3pawg.cap.gov</a>
15 Jul	AE Tech to Senior Mentoring	Lt Col Glenn Carman	<a href="mailto:gcarman@pawg.cap.gov">gcarman@pawg.cap.gov</a>
24-25 Jul	Gp 1 Ground Skills Weekend	Capt Eric Gironda	<a href="mailto:egironda@cap602.org">egironda@cap602.org</a>
26 Jul	L5- Operations at a Strategic Level	Capt Wayne Gotlieb	<a href="mailto:wayne.gotlieb@gp3pawg.cap.gov">wayne.gotlieb@gp3pawg.cap.gov</a>
26 Jul	L3- Safety & Risk Mgmt for Squadron Level Leaders	Capt Wayne Gotlieb	<a href="mailto:wayne.gotlieb@gp3pawg.cap.gov">wayne.gotlieb@gp3pawg.cap.gov</a>
30 Jul to 1 Aug	K2300: Intermediate Emergency Operations Center Functions	Maj Debbi Ozer	<a href="#">See this link</a>
12-14 Aug	CAP National Conference		<a href="#">See this link</a>
18 Sep	PAWG Conference ( <i>tentative</i> )		
18 Sep	Rescheduled St. Patrick's Day Parade (Pittsburgh Area)	Capt Cindy Gironda	<a href="mailto:cgironda@cap602.org">cgironda@cap602.org</a>
5 Oct	PEMA: G289 Public Information Officer Awareness Training		<a href="http://train.org/pa">train.org/pa</a>
8-10 Oct	Fort Ligonier Days	Maj Earl Gardner	<a href="mailto:egardner@pawg.cap.gov">egardner@pawg.cap.gov</a>
9-10 Nov	PEMA: G290 Basic Public Information Officers Course		<a href="http://train.org/pa">train.org/pa</a>
12-14 Nov	NYWG Conference		<a href="https://nyw.cap.gov/calendar/">https://nyw.cap.gov/calendar/</a>
18 Dec	Wreaths Across America		

events in green denote virtual training

### New Virtual In-Residence Link (for Levels 2, 3, and Squadron CC Course)

If you wish to take any VoIU classes via Zoom through the Virtual In-Residence (VIR) program, please click in the yellow box. **Any previous links should be discarded.**

<https://bit.ly/CAPVIR>

Use this link to complete the following tasks:

- Register or cancel your slot in a VIR Class
- Look at the VIR Course Study Guides
- Contact VIR
- View VIR course policies
- Read select instructor biographies
- Answer some frequently asked questions

## 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
<b>31 Aug</b>	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](mailto:jnussbaum@pawg.cap.gov) OR [jmnussbaum@outlook.com](mailto:jmnussbaum@outlook.com)

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

### PD Newsletter Upcoming Dates

Content Due	Publish Date
8/15/21	8/31/21
10/15/21	10/31/21
12/15/21	12/31/21

### ET Newsletter Submission Ideas

- advertisements
- advice
- articles
- biographies
- books
- case studies
- color palettes
- 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

### Links

#### Locations

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

#### Education and Training

- [Capt Nussbaum's 2021 ET Library](#)
- [COVID-19 Info Center](#)
- [E-Services](#)
- [National Mentoring Homepage](#)
- [NESAs Mobile Training](#)
- [NHQ Aggregate Calendar](#)
- [Volunteer University](#)

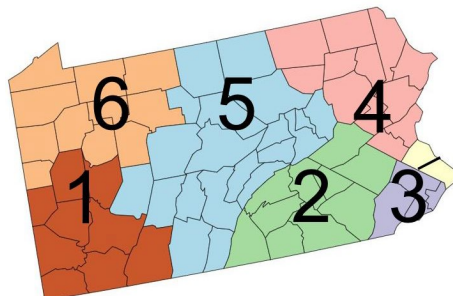
#### CAP Galore

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

#### Miscellaneous

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

### Group ETOs



Group	Name
1	1st Lt Taylor B Manoli <a href="mailto:Manolibt93@Gmail.Com">Manolibt93@Gmail.Com</a>
2	2d Lt Michael J Wimmer <a href="mailto:Mwimmer.Cap811@Gmail.Com">Mwimmer.Cap811@Gmail.Com</a>
3	Capt Wayne S Gotlieb <a href="mailto:Wayne.Gotlieb@Squadron1007.Org">Wayne.Gotlieb@Squadron1007.Org</a>
4	VACANT
5	Maj Paul M Anderson <a href="mailto:panderson1196@gmail.com">panderson1196@gmail.com</a>
6	Lt Col Thomas L Brown <a href="mailto:tlbrowncap@gmail.com">tlbrowncap@gmail.com</a>

## Encampment Waiver Extended

The **Cadet Programs Specialty Track waiver has been extended to 31 Oct 2021**. 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, [gffleming@pawg.cap.gov](mailto:gffleming@pawg.cap.gov)
- Maj Ciara Williams, PAWG/CS, [cwilliams@pawg.cap.gov](mailto:cwilliams@pawg.cap.gov)
- Maj Brandon Weber, PAWG/DCP, [bweber@pawg.cap.gov](mailto: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](mailto: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.

**If you have been using the PAWG ET Newsletters as your only reminder of this waiver, you will see this reminder today and only ONE MORE TIME before the waiver ends. Finish your rating and apply today.**

### PAWG ET by the Numbers

#### ET Track Advancements

New Level	Grade	Name	Unit	Date
None	SM	Jason A Zachariah	PA-338	2-Jun
as of 29 Jun 2021, 2133 EST				

#### ET Specialty Track Ratings

111 UNRATED	25 TECHICIAN	23 SENIOR	23 MASTER	182 TOTAL
as of 29 Jun 2021, 2133 EST				

#### PAWG ET by Level

**Total SM in PAWG: 846**

LV1	309	36.5%
LV2	145	17.3%
LV3	150	17.7%
LV4	87	10.3%
LV5	49	5.8%
as of 30 Apr 21, 0601 EST		

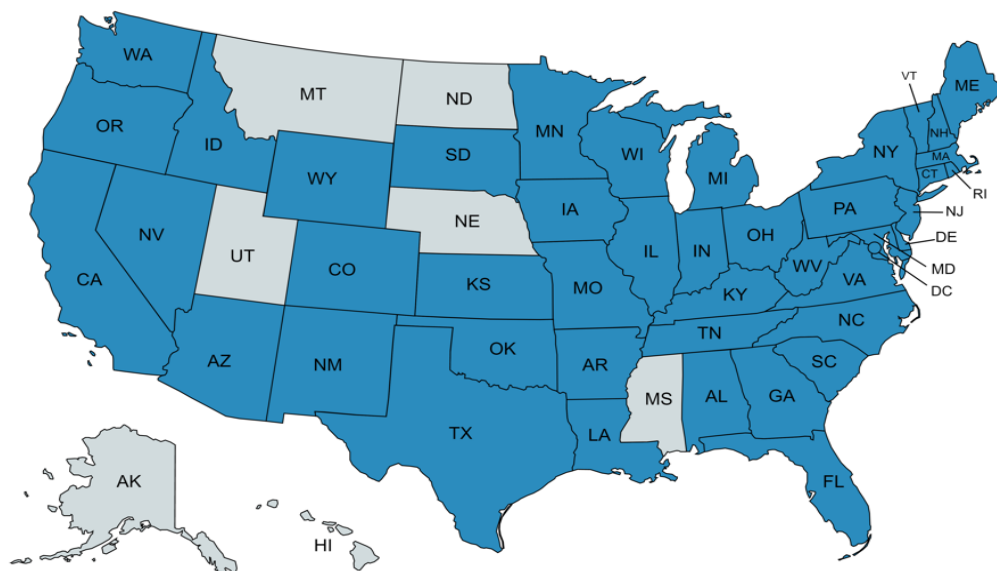
#### PAWG SM AE Info

**Total SM in PAWG: 854**

Yeager	450	52.7%
Crossfield	26	3.0%

as of 29 Jun 21, 2129 EST

#### Confirmed Readership Map



**BLUE** represents Confirmed Readership  
 44 Wings out of the 52  
 84.6% of Wings  
 Every Region

#### Contact the Wing ET Team

**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

#### Specialty Track Guide Updates

Every specialty track study guide is due to be updated in 2021. NHQ isn't really giving much of a heads-up when the new pamphlets come out, but they are being made available on the National website on the [Pamphlets page](#). The goal is to (eventually) have sign-offs in E-Services and have them cross-correlate between the tracks, just like the ES SQTR system does. As of writing this article, the following tracks have been updated:

- 2020: Cadet Programs
- 2021: Historian, Education and Training, Safety

## Wing Staff Roster

Aerospace Education			
Director of Aerospace Education	Glenn F Carman	Lt Col	Gcarman@Pawg.Cap.Gov
External Aerospace Education Officer	Barbara L Pope	Capt	Bpope@Pawg.Cap.Gov
Internal Aerospace Education Officer	Jerome M Weiss	Capt	Jerome.Weiss@Gp3pawg.Org
Cadet Programs			
Cadet Programs Development Officer	Heather L Weaver	Maj	Hlweaver035@Gmail.Com
Director of Cadet Programs	Brandon M Weber	Maj	Bweber@Pawg.Cap.Gov
Drug Demand Reduction Administrator	David M Farah	Capt	Davefarah@Yahoo.Com
Chaplain			
Chaplain	Mark R Shulman	Capt	Mshulman@Pawg.Cap.Gov
Command Section			
Advisor to the Commander	Joel H Mutschler	MSgt	Jmutschler@Pawg.Cap.Gov
Chief of Staff	Ciara E Williams	Maj	Cwilliams@Pawg.Cap.Gov
Command NCO	Joel H Mutschler	MSgt	Jmutschler@Pawg.Cap.Gov
Commander	Kevin James Berry	Col	Kberry@Pawg.Cap.Gov
Diversity Officer	Eric W Carr	Capt	Eric.Carr@Squadron1007.Org
Government Relations Advisor	Kimberly S Galford	Maj	Kgalford@Pawg.Cap.Gov
Health Services Officer	Nicole Marie Hrycko	Capt	Nhrycko@Pawg.Cap.Gov
	Ruthane F Reginella	Maj	Drreg@Zoominternet.Net
Historian	Dale R Williams	Capt	Cc006@Pawg.Cap.Gov
Vice Commander	Steven E Aaron	Maj	Saaron@Pawg.Cap.Gov
	William A Schlosser	Lt Col	Wschlosser@Pawg.Cap.Gov
Communications			
Communications Engineering Officer	John W Sumrada	Lt Col	Yashick1@Gmail.Com
Communications Training Officer	Aaron J LaMantia	Maj	Alamantia@Pawg.Cap.Gov
Director of Communications	Galen P Hall	1st Lt	Ghall@Pawg.Cap.Gov
Counter Drug			
Counterdrug Officer	Paul E Falavolito	Lt Col	Ltcfav@Comcast.Net
Emergency Services			
Director of Emergency Services	Christopher B Folster	Maj	Gfd202@Outlook.Com
Disaster Relief Officer	James J Weller	Lt Col	Jweller@Pawg.Cap.Gov
Financial Management			
Director of Finance	DeEtte K Riley	Lt Col	Driley@Pawg.Cap.Gov
General Counsel			
Legal Officer	William Martin Sloane	Lt Col	Sloane@Lawyer.Com
Information Technology			
Director of IT	Leslie G Herr	Lt Col	Lherr@Pawg.Cap.Gov
Web Security Administrator	Leslie G Herr	Lt Col	Lherr@Pawg.Cap.Gov
Inspector General			
Inspector General	Wayne M Toughill	Lt Col	Wayne@Toughill.Com
Logistics			
Director of Logistics	Suzanne M McBride	Lt Col	Smcbride@Pawg.Cap.Gov
Maintenance Officer	Robert Joseph Gardner	Lt Col	Rgardner@Pawg.Cap.Gov
Transportation Officer	Rodrick H Thomas	Maj	Rthomas@Pawg.Cap.Gov
Marketing and Public Affairs			
Director of Recruiting & Retention	Naor Wallach	Maj	Nwallach@Pawg.Cap.Gov
Public Affairs Officer	Dana Jean Kerrigan	1st Lt	Dkerrigan@Squadron812.Org
Operations			
Alerting Officer	Dane V Carroll	Lt Col	Dcarroll@Pawg.Cap.Gov
Director of Operations	Christopher M Porter	Maj	Cporter@Pawg.Cap.Gov
	Brian J Cuce	Lt Col	Bcuce@Cap.Gov
Homeland Security Officer	Christopher M Porter	Maj	Cporter@Pawg.Cap.Gov
Standardization/Evaluation Officer	Carl L Kelley	Lt Col	Carl.L.Kelley@Verizon.Net
Personnel			
Director of Administration	Margaret Matson	Capt	Pmatsoncap@Gmail.Com
Personnel Officer	Ruth T Bordner	Maj	Ruthbordner761@Gmail.Com
Plans and Requirements			
Plans and Programs Officer	Sandra M Fleming	Maj	Sfleming@Pawg.Cap.Gov
Professional Development			
Director of Professional Development	Gary L Fleming	Col	Gfleming@Pawg.Cap.Gov
Testing Officer	Fredric K Weiss	Col	Drfkweiss@Msn.Com
Safety			
Director of Safety	Peter Shuntich	Maj	Pshuntich@Verizon.Net

### Notes:

- Members should use their local chain of command before reaching out to the wing staff.
- Due to space constraints in the newsletter, only current primary wing staff (PA-001) are listed.
- Vacancies are not listed on this roster.
- To correct your email address or your position, please contact someone from the Personnel Section.

**Roster current as of 30 Jun 2021, 2033 EST**

## 2021 National Conference

(taken from the 22 Jun 21 PROPS Email Blast)

### **Early Bird Registration Begins for National Conference**

**Register for the 2021 National Conference**

It's time once again for the most exciting event of the year, Civil Air Patrol's 2021 Virtual National Conference. Last year's event saw more than 10,000 members come together online to connect, learn and celebrate. This year, in celebration of our 80th anniversary, CAP is looking back on its Proud Past, and forward to Envisioning the Future.

Early Bird Registration opened June 22 and CAP is pleased to announce that if you register by July 12, your registration is free (\$50 ticket value). Many thanks to our sponsors and command team for making this possible. In addition to free registration, members who sign up during Early Bird Registration will receive a specialized background for use during the conference, as well as a special discount code for a book written by one of our keynote speakers.

Just click the blue button to the right to register. **1941history2021** is the access code you'll use to sign up.

## Unmanned Aerial Systems and Part 107 Certified Pilots

(by Lt Col Glenn Carman, PAWG/AE)

This is a "heads up" for all of you who fly or intend to fly drones either associated with our CAP STEM kits or privately for fun. The FAA (Federal Aviation Administration) now requires that you take the Recreational UAS Safety Test (TRUST) in order for you to be in compliance when flying your drone for fun. The course is very similar to CAP's Aircraft Ground Handling or Wing Runner Courses.

All members flying CAP STEM kits are now required to log on to [www.faa.gov](http://www.faa.gov), read the material and take three short quizzes on Unmanned Aerial System (UAS) Safety.

A few of you have questioned whether this is required of Part 107 pilots as well. **The answer is YES.** Per CAP NHQ, all members flying drones for fun (even if they are Part 107 certified) must take this short test. It will take you less than an hour to read and pass the exam with ease. Please read the following email and reach out to [stem@caphnq.gov](mailto:stem@caphnq.gov) with any questions or concerns.

Any senior member, cadet, or student who flies a CAP issued sUAS recreationally (including the outdoor sUAS AE STEM kits: Quadcopter, RC Aircraft, VTOL) are now required by the FAA to take The Recreational UAS Safety Test (TRUST). This is free and can be taken online through the Academy of Model Aeronautics (AMA) website. To take the TRUST, click on the orange start button located on this page: <https://trust.modelaircraft.org/group/4?tour=1>

Once you have completed the course and received your completion certificate, **you must upload a copy in eServices.**

You must have your completion certificate on hand when flying your sUAS.

To do this, follow the steps below:

1. Click on <https://www.caphnq.gov/CAP.OPSSquals.Web/Pilot/WhatDoINeed.aspx> to log into eServices.
2. Type in your CAPID, then click the magnifying glass to pull up your profile.
3. Click "View/Upload Documents".
4. A new window will pop up, make sure you are in the "Pilot" tab.
5. For "What would you like to upload?", select FAA Certificate.
6. For "Aircraft Type" leave as is.
7. Click "Choose File" and add your saved completion certificate.
8. Select "Upload Pilot Files". You should see your document appear at the bottom under "Documents Uploaded" along with the date
9. Now your qualification of recreational UAS pilot can be checked/documented. More information regarding the new guidelines can be found on the FAA website.



## Insignia Explained

A few people wrote in asking for clarification on how to wear the devices on the Leadership Ribbon, which shows the specialty track ratings. CAPM 39-1 gives you all the ins and outs, but very simplistically, here's how to wear the ribbon.

- Falls in precedence above the Membership ribbon, below the Loening (pronounced "loaning") ribbon
- Purple section goes to the wearer's right
- Only wear one (1) copy of the ribbon on your rack, no matter how many specialties you are training in
- Use star-shaped devices, never triangles or propellers
- When you have bronze and silver devices, the silver devices always go to the wearer's right
- Maximum of three (3) devices may be worn, no matter how many specialties you are training in

### *Wearing the Leadership Ribbon and Devices*

 <p>(no Leadership Ribbon)</p>			
<p>No Specialty Track Ratings  (you don't qualify for the ribbon yet)</p>	<p>First Technician Rating</p>	<p>Second Technician Rating  (there is no device to denote subsequent Technician ratings)</p>	<p>First Senior Rating  (Add one Bronze Star)</p>
			
<p>One Master Rating  (replace the lone Bronze Star with one Silver Star)</p>	<p>Two Senior Ratings</p>	<p>One Master Rating, One Senior Rating  Note the Silver Star is on the wearer's right.</p>	<p>Three or more (3+) Senior Ratings, but no Master</p>
			
<p>Two Master Ratings  Replace all previous Bronze stars with Silver ones.</p>	<p>One Master Rating and Two Senior Ratings  Note the Silver Star is on the wearer's right again.</p>	<p>Two Master Ratings and One Senior Rating</p>	<p>Three or more (3+) Master Ratings  No Bronze Stars remain. This is the Leadership Ribbon shown "maxed out."</p>

## Inspiration

"If you want to lead the orchestra, you must turn your back on the crowd." –Unknown

"Any fool can know. The point is to understand." –Albert Einstein

"Education's purpose is to replace an empty mind with an open one." –Malcolm Forbes

"If you don't 'fit in,' you're probably doing the right thing." –Unknown

"One small crack does not mean that you are broken. It means that you were put to the test and you didn't fall apart." – Linda Poindexter

"The longest journey in life is going to be that one step within. I took a million steps outwards, but all it took was one step within." –Tony Rodgers