



OCTOBER 2020



# PA Wing- Civil Air Patrol Education and Training Newsletter

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



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## Stump the ETO!

The new program is in full force and the field is finally starting to ask some great questions! These are some of the most popular ones (in no particular order):

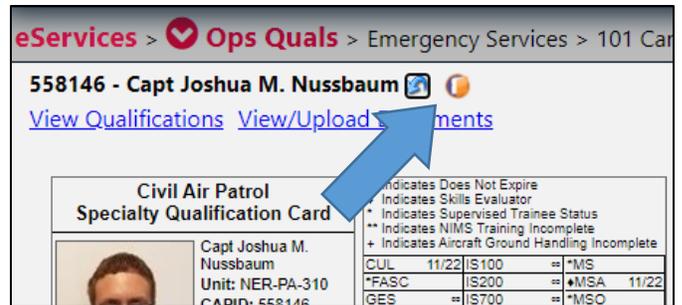
**Q: I have a member in the new system. How can I see what their specialty track ratings are?**

A: Members can look at the 101 Card. Log in to E-Services > Operations > Operations Qualifications > 101 Card. Key in their CAP ID or their name. Above the 101 card, near their name, there is an orange and white icon looks like a book. Click it, and some ET info will appear- specialty tracks, VoIU instructor course, duty assignments, and email address. **See the graphic on the right.**

Note that a member's nickname may or may not show up in a search. It is preferable to search on CAP ID when available.

**Q: How can we upload proof of conference attendance under the old system?**

A: In the words of Led Zeppelin, "The Song Remains the Same." This is accomplished under



Personnel > Membership System > PD Award Entry. From there, members with the appropriate accesses (without getting into database architecture theory) have the full functionality of submitting legacy data for the legacy PD program.

VOLU Instructor Course		Specialty Tracks	
ADMINISTRATION (TECHNICIAN)	AEROSPACE (TECHNICIAN)	CADET PROGRAMS (SENIOR)	EMERGENCY SERVICES (NONE)
COMMAND (TECHNICIAN)	COMMUNICATIONS (SENIOR)	PERSONNEL (SENIOR)	PUBLIC AFFAIRS (TECHNICIAN)
INFORMATION TECHNOLOGY OFFICER (MASTER)	INSPECTOR GENERAL (NONE)	PROFESSIONAL DEVELOPMENT (SENIOR)	SAFETY (TECHNICIAN)
RECRUITING AND RETENTION OFFICER (TECHNICIAN)			

**Q: When is the next SLS? When is the next CLC?**

A: Those courses have been retired. Members wishing to pursue those courses now must enroll in the courses appropriate for their next level in VoIU.

**This article continues on page 8.**

## From the Editor

### SPOILER ALERT

**Form follows Function?** If you enroll in an online cohort for Level V, the peak of CAP's ET program, one of the online modules asks students to pick up a book from a reading list and **READ** it (I guess you could listen to it on tape or find it on Spotify, too). The book has to be from a select list that VolU provides, and students need to summarize and relate the contents back to CAP and everyday life. It takes some diligence, some stamina, and maybe a few extra visits to your local park or coffee shop to get through a 500-page book on leadership.

I like to highlight when I read. I always have. I still insist on having a hard copy, paperback book with different colors of ink to write in the margins and draw points back to previous life lessons. But, that all takes effort. The assignment **function DOES NOT** ask students to highlight, color code, take notes, and all that fun stuff. I just happen to be a tactile learner and it comes with the territory. The module **DOES** ask students to answer some very pointed questions.

But, how we arrive at those answers differs from student to student.

Obviously, the **function** of the exercise is that we gain leadership insight, as pending region and national-level strategic leaders of CAP. We learn this from people who have "been there, done that." Okay, cool. Some names you might recognize on the reading list are Simon Sinek and John Maxwell.

But, how we, as CAP members, actually arrive at these conclusions, is the **form**. The form is the university itself: the discussion posts, research, collaboration with peers, the quizzes, reading regulations, etc.

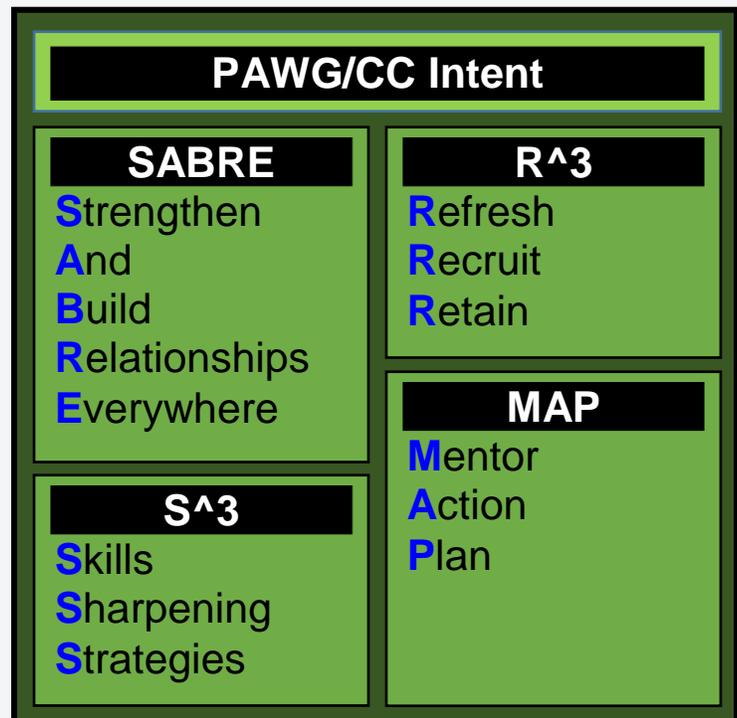
As you embark on the various functions of the university (the desired learning outcomes, namely), think about the form. Think about the method and the "why" and the "how."

Let the form follow the function.

Let VolU work the magic.

Semper vigilans!

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



### PD Track Advancements

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

### New ET Officer Appointments

Welcome to the team!



New Level	Grade	Name	Unit	Date
Master	Lt Col	Daniel J. Benny	PA-060	1-Sep
Tech	1st Lt	Dana Jean Kerrigan	PA-018	23-Oct
Tech	1st Lt	Jayson M Hansen	PA-045	15-Sep
Tech	Capt	Aaron S Attermann	PA-060	19-Oct

Grade	Name	Unit	Date	Scope
1st Lt	Taylor B Manoli	PA-002	4-Oct	Group
2d Lt	Michael J Wimmer	PA-003	5-Oct	Group
SM	Diana L Hillyard	PA-326	18-Oct	Squadron

## The CATS of Effective Communication

Everybody knows that communication is either effective or ineffective, and **there is no middle ground.**

As we launch the new ET program and train new Seniors, new instructors, and new material, it is important to pause so we can remember and appreciate what the elements of effective communication really entail.

Merriam-Webster defines "communication" a handful of ways. Arguably, the most relevant ways in terms of CAP are as follows:

1. A process by which information is exchanged between individuals through a common system of symbols, signs, or behavior
2. Information conveyed
3. (when used plurally as "communications") personnel engaged in transmitting or exchanging information

I learned in a high school Family Sociology class a super simple way to more closely reach effective communication, every time. I want to share with you the CATS, of communication, which stands for:

### Channel

Think of channel in terms of the medium you pick. You would be surprised to see a presidential debate on a children's programming television channel. You also would not expect to speak from a mission base on the ground to an airplane in flight using a radio that has a mere range of 100 feet.

As ETO, we need to learn what channels best suit our tasks, materials, and members. Try different methods and you will find your groove.

Not everything has to be electronic, either! Eisels and chalkboards work wonderfully!

### Audience

Audience looks at "how will those listening to me perceive me?" Use words that your audience will understand. To whom are you speaking? Why are you addressing them? Would your audience respond best to demonstrations, lectures, videos, written instruction documents, a combination thereof, or something else? What is their experience level? You would hold a different ground team training for seasoned Ground Team Leaders than you would for brand new Ground Team Member 3 trainees (the "starting point" for many emergency services tasks) who have never stepped foot off pavement.

The key is to put yourself in their shoes and tailor your communication accordingly.

### Timing

In short, timing addresses the "when" behind delivering communications. As ETO, we are not so concerned about delivering a report at 0900 versus 1500 versus 1800; rather, we seek to understand when someone is ready to move from one ET phase to the next.

Do you remember learning how to ride a bike? I assume most people learned how to do low-speed stops in driveways and cul-de-sacs before they learned how to do rock dodges and handle tire blow-outs. Communicating messages of varying complexity, meaning, importance, and energy each require adequate timing.

### Space

Space takes into account where all the disparate parties are when they communicate, any nonverbal cues, and how they look. Some major aspects of space can include:

Can the students and presenter clearly see and hear each other?  
Is the presenter adequately enhancing the presentation with gestures, props, drawings, and media?  
Does the presenter have strong command of the classroom?

Space also reflects appropriate use of volume, breaks, and physical facilities.

## 2020 PAWG Conference Recap

PAWG held the “first ever virtual PAWG conference” on 10 October, with nearly 400 CAP members nationwide confirmed in attendance. Seminars ranged from CAP history to Information Technology updates to Award presentations on the flight light.

Our keynote speaker was (retired) Brigadier General Bruce Thompson, who serves with us in PAWG as a Lieutenant Colonel. His speech, given to us from a beach, encouraged members to think outside the box and incorporate radical solutions to everyday questions and routine problems.

Thank you to all the conference committee, distinguished guests, presenters, and attendees.

### Decorations

#### Certificate of Recognition for Lifesaving

1st Lt Brian Thomas Bell  
1st Lt Ruth-Ann Bell



#### Achievement Award

Lt Col Carol Blinebury  
Lt Col Edgar Flick



#### Wing CC Award

MSgt Lawrence Leissner  
1st Lt Melissa Parker  
2d Lt Andrew Harner  
Maj John Clelland  
Lt Col Andrew Notarfrancesco  
Capt Robert Suplee  
1st Lt Susan Wilfong  
Maj Brandon Weber  
Capt Matthew Wendell



#### Region CC Award

Lt Col James Weller  
Lt Col Robert Frost  
Lt Col Leslie Herr  
SMSgt Glen Knight



#### Meritorious Service Award

Capt Jill Genco  
Capt Alan Heckman  
Maj Christopher Porter  
Maj Heather Weiss  
Lt Col Suzanne McBride



#### Exceptional Service Award

Lt Col Dane Carroll  
Lt Col William Geyer  
Lt Col Bruce Thompson



## PAWG Volunteer Clearances

The first round of Pennsylvania's Volunteer clearances was completed in 2015 with an expiration date of 2020. Please be vigilant about your clearance dates and those in your units. Members who have expired clearances will be transferred to our inactive unit, PA-000 and will not be permitted to attend CAP functions until their clearances are resolved.

For more information, please consult the [Clearances page](#) on our wing website, which has clear step-by-step instructions.

You will need your E-Services login information to complete the process since each member needs to submit their clearances to E-Services.

Finer points:

- Members are not to transfer people into or out of PA-000 without the wing commander's permission.
- The earliest expiration date of your clearances will “flag” the wing administration team to tell you that you need to renew.
- Do not procrastinate!
- Cadets may apply for clearances when they are 17 years old.
- Several wing staff members run reports daily regarding the clearances. We will catch your expired clearances!
- Squadron and group commanders with expired clearances will be terminated from their commander roles.
- We take the clearances very seriously and consider them just as pressing as safety hazards.

Relevant CAP Reports:

- Cadet Protection Course Completion Report
- Cadets Within 6 Months From Being 18 or 21 Report
- State Child Clearance Certificate Report

Please send questions through your chain of command up to:

- Capt Margaret (Peg) Matson, PAWG Administration Officer, [mmatson@pawg.cap.gov](mailto:mmatson@pawg.cap.gov)
- Maj Ruth Bordner, PAWG Personnel Officer, [rbordner@pawg.cap.gov](mailto:rbordner@pawg.cap.gov)

## 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 you do not need to feel limited to what I have listed there.

The ET 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, 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 single** request to publish. If you don't hear back in 48 hours, send it again.
- 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 ET Newsletter.

There are NO qualifications needed to publish content in the ET newsletter. Zero. You do not need to have a degree. You do not need to have been involved in CAP for X number of years. You do not need to hold a certain level in the ET program or a certain grade or a certain track rating. Please just be sure to send your content by the deadlines listed- that is the main thing.

**To submit, please email Capt Joshua M. Nussbaum, [jnussbaum@pawg.cap.gov](mailto:jnussbaum@pawg.cap.gov).**

### Popular ET Links

#### Location

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

#### Education and Training

- [E-Services](#)
- [NHQ's Aggregate Course Calendar](#) (requires E-Services login info)
- [Volunteer University \(VolU\) Homepage](#)

#### Documents

- [Capt Nussbaum's 2020 ET Library](#)
- [Indexes, Regulations, and Manuals](#)

#### Branding and Content

- [CAP Knowledgebase](#)
- [PAO Toolkit](#)
- [CAP Smugmug \(Photo Gallery\)](#)

### Submission Ideas

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

## Reminder and Update: 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 commander approval.



Members in PAWG should copy the following additional individuals:

- Col Gary Fleming, PAWG/PD, [gflaming@pawg.cap.gov](mailto:gflaming@pawg.cap.gov)
- Maj Ciara Williams, PAWG/CS, [cwilliams@pawg.cap.gov](mailto:cwilliams@pawg.cap.gov)
- Maj Brandon Weber, PAWG/CP, [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.

This waiver is of particular interest if you need:

- a senior rating in Cadet Programs before February to complete LV3 under the grandfather clause
- a master rating in Cadet Programs before May to complete LV4 under the grandfather clause

As of 31 Oct 2020, we have 59 Senior-rated and 102 Technician-rated Cadet Programs Officers in PAWG. That means our wing alone could be filing for up to 161 COVID-19 exemptions. **Do not wait until 14 Mar to apply for the waiver.** We live in Pennsylvania- snow falls, car batteries die, people go on vacation, emails are not opened, voicemails are lost, we get sick, etc.

NHQ is going to be processing hundreds, if not thousands of these requests.

Please consider the timeliness of your request.

**Including any and all documentation on time the first time every time saves time!**

### Contact Us

Grade	Name	Phone	Email
Col	Gary Fleming, Director	(724) 456-0151	<a href="mailto:gflaming@pawg.cap.gov">gflaming@pawg.cap.gov</a>
Lt Col	Tom Brown	(814) 730-1278	<a href="mailto:tlbrowncap@gmail.com">tlbrowncap@gmail.com</a>
Capt	Joshua M. Nussbaum	(724) 816-7667	<a href="mailto:jnussbaum@pawg.cap.gov">jnussbaum@pawg.cap.gov</a>
1st Lt	Uri Shatten	(412) 427-5584	<a href="mailto:ushatten@pawg.cap.gov">ushatten@pawg.cap.gov</a>
Capt	Naor Wallach	(412) 639-2386	<a href="mailto:nwallach@pawg.cap.gov">nwallach@pawg.cap.gov</a>

## Grandfather Clause: Reminder

### I am pursuing Level 2

- Members who completed SLS and OBC before 04 Aug 2020 will have until **30 Nov 2020** to complete the legacy program.
- Members who did not complete BOTH SLS AND OBC will transition to the new program now.
- The approval authority for Level 2 is a member's squadron commander (or immediate commander if assigned to a higher headquarters).

### 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.

## Motivation

"If your compassion does not include yourself, it is incomplete." -Jack Kornfield

"The only thing I'm 100 percent sure of is we didn't get it 100 percent right." -Lt Gen Brian Kelly

"The things that show your weak side are also the same ones that make you stronger in the long run. It's all about taking whatever life throws at you and learning from it." -Anonymous

"Stand tall, and the world will look up to you." -Molly Lou Melon

"In preparing for battle I have always found that plans are useless, but planning is indispensable." -Dwight D. Eisenhower

## PAWG ET by the Numbers

Level Breakdown	
1	311
2	153
3	152
4	79
5	51

PAWG PD Specialty Track	
Unrated	109
Tech	30
Senior	19
Master	20
Total	178

Aerospace		
Yeager	428	48.63%
Crossfield	22	2.5%



## CAPF 101 Recognize More FEMA Trainings

CAP rock stars who were excited about Federal Emergency Management Agency (FEMA) Trainings used to max out their CAPF 101 ("101 Card") by taking several Incident Command System (ICS) courses, namely:

- ICS-100, 200, 700, and 800 courses online
- the three-day face-to-face ICS-300
- the two-day face-to-face ICS-400 class

For members taking the additional FEMA courses, you may now upload your certificates into E-Services and receive credit for them

FEMA Course Number	Course Title	Synopsis	Length
IS-368	Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations	<ul style="list-style-type: none"> <li>• Increase awareness and understanding of the need for full inclusion of disaster survivors and FEMA staff who are people with disabilities and people with access and functional needs.</li> <li>• Provide an overview of disabilities and access and functional needs</li> <li>• Explain how disaster staff can apply inclusive practices in their disaster assignments.</li> </ul>	2 hours
IS-405	Overview of Mass Care/Emergency Assistance	<ul style="list-style-type: none"> <li>• Provide an introduction to Mass Care and Emergency Assistance (MC/EA) support, with a focus on Whole Community</li> <li>• Outline the importance of collaboration and coordination between government, non-profit, public, and private sectors.</li> </ul>	1 hour
IS-505	Religious and Cultural Literacy and Competency in Disaster	<ul style="list-style-type: none"> <li>• Synopsis unavailable at this time; course is under review</li> </ul>	unknown
IS-520	Introduction to Continuity of Operations Planning for Pandemic Influenzas	<ul style="list-style-type: none"> <li>• Introduce students to the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society</li> <li>• Teaches steps organizations can take to minimize the effects of a pandemic.</li> </ul>	1 hour

## Stump the ETO

**Q: How do I approve a member to take the new Level 2, Part 2 ("the path")?**

A: To promote a member into "the path," the unit commander or ETO needs to assign the member to the path in Level 2, Part 1. The member wishing to take Level 2, Part 2 also needs to have a duty assignment and be enrolled in at least one specialty track.

**Q: How do I approve a level in the new system?**

A: Unit commanders must go to E-Services > Professional Development > Professional Levels. From there, there is an Approvals menu. Any approvals will live in there.

As the legacy system entailed, the higher the approval authority for each level. Squadron commanders can approve levels 1 and 2. Wing commanders can approve levels 3 and 4 (but group commanders must also approve these awards in wings that have groups, such as PA). Level 5 can only be granted once the incumbent's region commander signs off on it.

## Branding

CAPR 40-1 is effective now, and has voided the term "professional development". Please change your email signature, vernacular, educational materials, etc. to reflect our roles as "education and training officers" instead of "professional development officers." The software engineers for E-Services have not made this change in the database, but the regulation takes precedence.