



HEADQUARTERS FLORIDA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
4040 Crossfield Way, Suite 6
Lakeland, Florida 33811



17 February 2024

MEMORANDUM FOR – SEE DISTRIBUTION

FROM: FLWG ENC/CC

SUBJECT: 2024 Florida Wing Summer Encampment Operations Order

- 1.**OVERVIEW.** Florida Wing (FLWG) will conduct a Winter Encampment at Camp Blanding Joint Training Center, Starke Florida from 22 June (student arrival) to 29 Jun 2024. This operations order provides basic details of this activity that apply to members and parents of cadets planning to attend the Summer Encampment.
- 2.**MISSION.** The mission of Florida Wing Encampments is to provide cadets with a positive training environment that reinforces the core values of the Civil Air Patrol and the United States Air Force through consistency and adherence to the standards of the Cadet Program. Through interaction with peers and direct mentorship from their leaders, cadets will gain experiences that will form the foundation of their cadet career and serve them as young adults. Physical and mental safety will be the first consideration of all members. All activities will be conducted to the highest ethical and professional standards.
- 3.**EXECUTION.** Staff (cadet and senior) will arrive between 1200 and 1600 EST on 20 Jun 2024 for in-processing and must eat lunch before arrival. Cadets attending as students will arrive between 1200 and 1400 on 22 Jun 2024 and must eat lunch before arrival. All non-staff cadets will be dismissed upon completion of the graduation ceremony and sign-out. The graduation ceremony begins at 1100 EST on 29 Jun 2024. Encampment staff (cadet and senior) will be dismissed following the final inspection with Camp Blanding staff. The team must plan their departure from Camp Blanding no earlier than 1400 EST (time will most likely be earlier, assuming a positive inspection outcome). Early or late arrivals or departures must be coordinated and require Encampment Commander Approval. Staff personnel departing before the official release (without prior coordination and approval) will not be awarded encampment completion credit. The encampment site is in the Eastern Time Zone, and all timings in this order are Eastern Standard Time. The Advance Training squadron will be leaving the base for two events: NRA Marksman Training and a guided tour of Canaveral throughout the week.
- 4.**SAFETY.** All personnel attending the encampment must have completed Introduction to CAP Safety and have it reflected on their current e-services record. All cadets and senior staff must have basic, and intermediate operational risk management (ORM) completed before submitting the staff application. Anyone with safety suggestions specific to the encampment process is encouraged to submit their suggestions through the encampment's online safety suggestion tool accessible from the encampment's main page.
- 5.**STAFFING.** The Encampment Commander selects the encampment command staff. Applications

received before the appropriate application deadline will be evaluated equally for selection. Regarding the individual's place of residence and assigned unit. Out-of-state personnel may apply for staff duty.

PRE-ENCAMPMENT STAFF TRAINING. In-person staff training before the encampment will not be conducted for this encampment. Encampment staff will be required to complete specific online training modules before arrival. Encampment staff should attend FLA before the encampment for early training. Encampment required staff training that begins on 21 Jun 2024 is mandatory for all staff members. Failure to attend this training without prior coordination will result in dismissal from the encampment.

****REQUIRED STAFF TRAINING PRIOR TO THE START OF ENCAMPMENT FOR ALL SENIOR AND CADET CADRE:**

- LEARNING MANAGEMENT SYSTEM - SAFETY section (scroll to bottom)
 - Hydration
 - Passenger Van Safety Awareness
 - Fundamentals of Fire Extinguisher Training
- AXIS
 - Safety Dispatch August 2023 (article on tick bites)

****REQUIRED SAFETY TRAINING FOR ALL SENIOR AND CADET ASSIGNED TO SAFETY (RECOMMENDED FOR ALL SENIOR MEMBERS AND EXECUTIVE CADET CADRE)**

- AXIS
 - Activity Safety Officer Course
 - CAP Ideal Safety Culture
 - T9 Generators

6.APPLICATION PROCEDURES. For encampment applications, there are three types of participant applications: cadet student, cadet staff, and senior staff applications.

a. **Prerequisites.** To attend the encampment, all applicants must be current CAP members, possess a current CAP identification card, be in good standing with Civil Air Patrol, and have a membership expiration date of 31 Jul 2024 or later reflected on their identification card. These additional requirements must also be met based on the application type:

(1).**Cadet Students.** Cadets attending their first encampment must have completed the Curry Achievement (Achievement 1) and be promoted to Cadet Airman (C/Amn) before arriving for in-process. Because of limited slots for cadets, cadets not satisfying this requirement will not be slotted.

(2).**Cadet Staff Applicants.** Before application submission, cadet staff applicants must have earned the Wright Brothers Award and have the award reflected in e-services. Before application submission, cadets 18 and over must complete Cadet Protection Policy Training (CPPT). A Cadet Senior Airman may be considered for a support staff position if they have completed their first encampment and meet all other criteria. All cadet staff shall complete Introductory Communications User Training (ICUT), before applying. Additionally, cadet staff is required to complete the online Operational Risk Management (ORM) Basic and Intermediate Courses available through "CAP Safety Education" in CAPNHQ e-Services <http://www.capnhq.gov>. Basic & Intermediate ORM Courses must be completed before applying.

(3).**Senior Staff Applicants.** All seniors must have completed Level 1. Additionally, the senior staff is required to complete the online Operational Risk Management (ORM) Basic and Intermediate Courses available through "CAP Safety Education" in CAPNHQ e-services <http://www.capnhq.gov>. Basic & Intermediate ORM Courses must be completed before applying. Seniors shall have their CAP/FLWG driver's license before application submission. The Unit, Group, Wing Transportation Officer or designee can assist seniors in obtaining their CAP DL as needed or requested. Seniors unable to obtain a CAP DL should include "UNABLE CAP DL" in their applications; explanations may be provided at the member's discretion but are not required. Seniors without a CAP DL must notify the Encampment Commander or Deputy Commander of Support that they are unable to obtain the license. Experience in cadet programs is desired, however, not required. All senior staff shall complete Introductory Communications User Training (ICUT) before the encampment. All senior staff shall complete the basic and advanced CPPT before the encampment.

b. **Application Submission**

(1).**First Encampment - Cadet Students.** Applicants must complete the online encampment application in eServices to apply for the encampment. Found [here](#).

(a). Print the following forms. They will be found on the right side of the Winter Encampment Page. Fill them out completely, including signatures of parents and Squadron Commanders as appropriate. Scan them into your computer.

- CAPF 60-81 – Application for CAP Encampment or Special Activity ***MUST be signed by squadron commander***
- CAPF 160 – CAP Member Health History Form
- CAPF 161 – Emergency Information
- CAPF 163 – Permission for Provision of Minor Cadet Over-the-Counter Medication (Minors Only)
- CBJTC Release of Liability and Assumption of Risk Agreement
- MCTFT Release and Waiver of Liability Agreement
- Religious Preference Form (Optional)

(b). Complete the online encampment application form found on the Florida Wing Website at the end of the online application, you will need to upload the signed copies of the requested forms on the website. You will need to bring physical copies of all the forms stated in the previous paragraphs.

(c). After uploading all forms, you will be notified if you have been accepted on or around 11 May. Then, a payment link will be sent to you via the email you registered with. You must pay for the encampment to complete the registration.

1. **Hints for a Successful Application:**

- a. Fill out **every single spot** on the online application. Failure to fill everything out will cause your application to not be accepted.
- b. Have your scanned and completed documents ready before doing the online application.
- c. Remember that the payment received receipt is different from the application received. You should receive a notification for each (at separate times) to consider yourself fully registered.
- d. **NOTE:** Online payment is the authorized payment option. If the applicant will be paying other than online (unable to make credit card payment, squadron, or wing scholarship, etc.) please is paying other than online (unable to make a credit card payment, squadron, or wing scholarship, etc.), contact us at flencampmentadmin@flwgcap.us.

(2). Cadet & Senior Staff Applicants

(a). Print the following forms. They will be found on the right side of the Winter Encampment Page. Fill them out completely, including signatures of parents and Squadron Commanders as appropriate. Scan them into your computer. CAPF 163 is only needed if you are under 18 years of age.

- CAPF 60-81 – Application for CAP Encampment or Special Activity (Cadets Only)
- CAPF 17 – Application for Senior Member Activities (Senior Member Only)
- CAPF 160 – CAP Member Health History Form
- CAPF 161 – Emergency Information
- CAPF 163 – Permission for Provision of Minor Cadet Over-the-Counter Medication (Minors Only)
- CBJTC Release of Liability and Assumption of Risk Agreement
- MCTFT Release and Waiver of Liability Agreement
- Religious Preference Form (Optional)

(b). Proceed to the encampment staff application page on the FLWG website encampment page and follow the instructions for staff application. **Note: Do NOT pay for encampment until you have been selected.**

1. At the end of the online application, you will need to upload the signed copies of the forms asked for on the website.
2. You will need to provide physical copies of all forms and turn them in upon checking in.

(c). Upon receiving notification that you have been selected for encampment staff, you will be sent instructions for completing Part 2. Part 2 of the application will consist of responding to the position email with your acceptance of the offered position, and payment.

c. **Encampment Financial Policy & Fees.** Encampment financial planning is based on a zero-balance finish. This means each encampment budget is built around the projected

number of attendees and all costs are incorporated into the budget. The result is the lowest cost to the member attending by spreading the cost equally amongst all attendees.

(1).**Encampment Fee.** The encampment fee will be as follows:

- Cadet Cadre, Senior members will pay \$175.00
- ATS will pay \$275.00
- Cadet students' normal registration is \$275.00.

(2).**Cadet Encampment Assistance Program.** We have confirmed that the CEAP will be active for Winter Encampment. This is Air Force support for first-time cadets to help cover encampment fees and uniforms, emphasizing serving economically disadvantaged cadets. CEAP applications are handled separately from the encampment and can be found in eServices. Cadets will wait for CEAP status to be confirmed if accepted, will forward a copy of the acceptance email to the Encampment Administrative Officer at FlencampmentAdmin@flwgcap.us.

(3).**Cadet Early Arrival Fee.** First-time cadets arriving at the encampment before the designated arrival time for first-time cadets are subject to the early arrival fee of \$50.00. This fee covers the extra food and logistics costs associated with the extra days at the encampment not covered in the regular rate.

(4).**Payment Method.** Per FLWGP 200-2, Florida Wing Financial Management Procedures, "Checks are not accepted for wing hosted activities. (Wing Banker Transfer or PayPal)" Credit/Debit or PayPal is the preferred method of payment. However, if a squadron is sponsoring a student via Wing Bank Transfer (cash not accepted) the name and CAP ID of the member whose fee is being paid for MUST be written on it. The money order must also state "2024 Summer Encampment payment". If it is not, the wing bank transfer will not be accepted.

1. **Wing Banker Transfer instructions:**

- a. Have Squadron Finance Officer request a funds transfer to the wing that includes the information stated in the paragraph above.
- b. Email a copy of the Wing Banker funds transfer to the Encampment Administration Officer.
- c. Members will receive a one-time use promo code via email.
- d. Visit the registration site using the link provided and click on the "Enter promo code" text and input the promo code.
- e. Continue with the registration process.

(5).**Refund Policy.** All refunds must be requested via email. Refunds requested before the refund request deadline will be paid according to the timeline. Any request for a refund after this date but prior to the first day of encampment will be processed within 45 days after the encampment's conclusion and is based on the final encampment costs.

No call and/or no show at encampment will forfeit their encampment fees and will

not be reimbursed. Certain situations are acceptable and will be refunded such as injury, illness, and family emergencies subject to funds availability as listed in above paragraph. However, failure to plan or to prepare for the encampment will not be considered for reimbursements such as uniforms not ready, or changes in family vacation plans.

CAP Units will assume the responsibility for cadets who are CEAP recipients and do not show up at the encampment. FLWG will transfer funds from the unit to the wing fund to ensure funds are sufficient to pay for facilities and services.

(6).**Failure to Pay.** Any member failing to provide fee payment by the deadline may forfeit their encampment slot. Extensions to the payment deadline may be granted by the Encampment Commander for extenuating circumstances. These requests must be sent directly to the Encampment Commander for approval. Any member with outstanding fees will be prohibited from attending any other wing, region, or national activity until payment is made. Additionally, administrative action may be taken against the members.

d. Suspense Dates / Deadlines.

- 09 Mar 2024 - Senior Cadet Staff (Squadron Commanders and Above).
- 09 Mar 2024 - Student Applications open
- 05 May 2024 - First Time Cadet Applications due
- 07 May 2024 - All Cadet and senior staff applications are due.
- 01 Jun 2024 - Activity fee payment due.
- 01 Jun 2024 - Refund requests due.

7.**CONDUCT.** During the encampment, everyone is expected to perform as a professional and perform in such a way as to bring credit to oneself and the Civil Air Patrol. The Cadet Protection Policy will be strictly enforced. The appearance of impropriety is justification for dismissal by the commander. Any member disrupting the encampment will be counseled and may be dismissed by the commander. Members dismissed from the encampment are responsible for transportation from the activity. Parents may incur additional expenses if a cadet is dismissed from the encampment.

8.**WEBSITE.** The official encampment website is on the Florida Wing. The website is the official source for all encampment publications and should be checked regularly for updates and the latest encampment information and news. The website also contains important information for first-time cadets, staff, and parents.

9.**PREPARATION.** All encampment participants will experience long, demanding, and very active days. Cadets can expect to be active about 15 hours a day. To be successful at the encampment, prior preparation is critical. Arrive at the encampment with the correct equipment, well-rested, and hydrated. Proper hydration will help prevent many common encampment injuries and serve to keep you healthy during a demanding week. Cadets should study available encampment

materials before encampment so that the information is fresh, and cramming does not result. Arrive at encampment with an open mind ready to learn and adapt to change.

10.TRANSPORTATION. Transportation to and from the encampment site is the member's responsibility.

- **Airport shuttle.** Florida Wing will provide a limited Airport Shuttle to and from Jacksonville, FL. All flight information must be sent to the Encampment Administrative Officer at flencampmentadmin@flwgcap.us. Arrangements need to be made before 08 Jun 2024. Members desiring to arrive or depart from any other airport will need approval from the ENC/CC.
- **Arrivals** – Students can plan to arrive in Jacksonville no earlier than 1500 on 22 Jun 2024 and no later than 2200 on 22 Jun 2024. Early arrivals are subject to the additional fees. Limited shuttle service is available and must be prearranged.
- **Departures** – Departure flights should be planned after 1700 on 29 Jun 2024. Any earlier flight departures due to availability will need Encampment Commander Approval.
- **Corporate Vehicles.** Senior staff are encouraged to bring a CAP van to the encampment. Any van being brought to the encampment shall be registered on the encampment website vehicle registration form. Vans **will** be turned into the encampment transportation officer upon arrival at the encampment. All vans must be fueled (topped off) before turning the vehicle in. Vans will be returned to the driver on the night before departure topped off. Fuel costs for travel to and from the encampment **will be** reimbursed. Please review the instructions for reimbursement [here](#).

11.EQUIPMENT. The encampment participant packing list is included as an attachment to this order. Participants will pack only what is on the packing list. Any equipment brought that is not listed on the equipment list may be confiscated and considered contraband (contraband will be returned to the cadet during out-processing). It is recommended that cadets pack their gear so that it may be transported easily and without assistance. Because of the facilities used for this encampment, members will not have drawers, shelves, or furniture to unpack clothing into. As a result, suitcases, footlockers, or other forms of luggage that can be "lived" out of are essential. Duffel bags are *not* recommended due to the difficulty in accessing items stored inside.

12.VISITATION. Visitors are not authorized at the encampment without written permission (may be via e-mail) from the ENC/CC. The encampment takes place on a military installation and due to DOD security requirements and for the safety and security of all CAP personnel, unscheduled or uncoordinated visitation is prohibited. This restriction applies to CAP members not assigned to the encampment staff and the family and friends of participants. Family, friends, and fellow CAP members are invited to the graduation ceremony. Approved visitors will check in at the encampment command post upon arrival for a site briefing and visitor badge (*note: graduation ceremony attendees will not need to check in with the encampment command post on arrival*).

13.GRADUATION. The graduation ceremony will commence at 1100 on 29 June 2024 at Camp Blanding JTC. Guests will be directed to the parking area and graduation location upon arrival.

Encampment activities will still be taking place, and the extra vehicular traffic creates a safety hazard for all personnel moving on-site, so all guests are asked to plan their arrival after 1000 Eastern Standard Time.

A handwritten signature in black ink, reading "Christian Dominguez". The signature is fluid and cursive, with the first name "Christian" and last name "Dominguez" clearly legible.

CHRISTIAN A. DOMINGUEZ, Maj, CAP
2024 Summer Encampment Commander

Distribution:
All FLWG Members
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