



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

11 February 2026

MEMORANDUM FOR – SEE DISTRIBUTION

FROM: FLWG ENC/CC

SUBJECT: 2026 Florida Wing Summer Encampment Operations Order

1. **OVERVIEW.** Florida Wing (FLWG) will conduct a Summer Encampment at Camp Blanding Joint Training Center, Starke Florida from 25 July (student arrival) to 01 Aug 2026. 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 at Camp Blanding between 1000 and 1200 EST on 24 Jul 2026 for in-processing and must eat breakfast/lunch before arrival. Cadets attending as students will arrive at Camp Blanding between 1200 and 1400 on 25 July 2026 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 01 Aug 2026. 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 1600 EST (the 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 one event: NRA Marksman Training.
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.

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. It is highly recommended Encampment staff attend FLA before the encampment for early training. Encampment required staff training that begins on 24 Jul 2026 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
- ABSORB

REQUIRED STAFF TRAINING (RST) FOR ALL SENIOR AND CADET ASSIGNED TO ENCAMPMENT

SAFETY TRAINING FOR ALL SENIOR AND CADET ASSIGNED TO SAFETY (RECOMMENDED FOR ALL SENIOR MEMBERS AND EXECUTIVE CADET CADRE AS WELL)

- ABSORB
 - Safety Dispatch August 2023 (article on tick bites)
 - Activity Safety Officer Course
 - CAP Ideal Safety Culture
 - T9 Generators

6.APPLICATION PROCEDURES. For encampment applications, there are four types of participant applications: cadet student, cadet staff, Advance Training Squadron 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 Aug 2026 or later reflected on their identification card. These additional requirements must also be met based on the application type:

b. **Health Documentation and CAP Health Requirements.** All cadets and Senior Members must ensure their CAP Health information in eServices is complete and current prior to arrival at encampment. This includes updating all required health disclosures, emergency contact information, medications, allergies, physical limitations, and any required accommodations. Any changes to a cadet's medical condition or participation category must be updated in eServices before reporting to

the activity. Accurate and current health information is required for successful intake processing. Cadets arriving with incomplete or outdated health information may experience delays in in-processing and may be denied participation until discrepancies are resolved.

- (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). **Advanced Training Squadron (ATS).** Designated for cadets who have completed their first encampment and received their Wright Brothers Award (C/SSgt) who are looking for additional leadership training. The advanced course offers opportunities for the cadets to have more hands on experience as an acting sergeant as well as activities such as firearm safety and other events to be announced.
- (4). **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.

c. **Application Submission**

(5).**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 Summer Encampment Page. Fill them out completely, including signatures of parents and Squadron Commanders as appropriate. Scan them into your computer and upload them into Registration Zone.

- CBJTC Release of Liability and Assumption of Risk Agreement
- MCTFT Release and Waiver of Liability Agreement

(b). Complete the online encampment application found in the Registration Zone module in eServices. 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 10 Jun. Payment will be prompted through the Registration Zone module. You must pay for the encampment to complete the registration.

a) **Hints for a Successful Application:**

- Fill out **every single spot** on the online application. Failure to fill everything out will cause your application to not be accepted.
- Have your scanned and completed documents ready before doing the online application.
- 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.
- 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 wings scholarship, etc.) please contact us at flencampmentadmin@flwgcap.us.

(6).**Cadet & Senior Staff Applicants**

(a). Print the following forms. They will be found on the right side of the Summer Encampment Page. Fill them out completely. Scan them into your computer and upload into Registration Zone.

- CBJTC Release of Liability and Assumption of Risk Agreement
- MCTFT Release and Waiver of Liability Agreement

(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.**

- a) At the end of the online application, you will need to upload the signed copies of the forms asked for on the website.
- b) 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 will pay \$240.00
- Senior members will pay \$150.00
- ATS will pay \$315.00
- Cadet students' normal registration is \$325.00

(2).**Cadet Encampment Assistance Program.** 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.

(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. Approval from the Encampment Commander or Commandant is required for early arrivals.

(4).**Payment Method.** Per FLWGP 200-2, Florida Wing Financial Management Procedures, "Checks are not accepted for wing hosted activities. The preferred method of payment is through Registration Zone or Wing Banker. 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.

a) **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. 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.

(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.**

- 16 Feb 2026 – Senior Staff Applications open (until filled)
- 23 Feb 2026- Senior Cadet Staff (Squadron Commanders and Above).
- 9 Mar 2026 – Cadet Staff Applications open
- 6 Apr 2026 - Student Applications open
- 12 Apr 2026 – Cadet Staff Applications close
- 5 Jun 2026 - First Time Cadet Applications due
- 01 Jul 2026 - Activity fee payment due.
- 01 Jul 2026 - Refund requests due. (No requests will be processed after this date)

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 webpage. 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 responsibility of each member. All students must adhere to the Execution section of this Operations Order regarding arrival and departure procedures.

- Airport shuttle. Florida Wing will provide a limited Airport Shuttle to and from Jacksonville, FL. (KJAX) All flight information must be sent to the Encampment Administrative Officer at flencampmentadmin@flwgcap.us. Arrangements need to be made before 15 Jul 2026. Students must adhere to the Execution section of the Ops Order regarding arrival and departure.
- Arrivals – Cadet students should plan to arrive at Jacksonville International Airport no later than 1230 on 25 July 2026 in order to meet in-processing timelines. Early arrivals are subject to incur additional fees. Cadet and senior staff members should plan to arrive no later than 1100 on 24 July 2026 to meet in-processing requirements. If travel arrangements cannot meet these timelines, approval from the Encampment Commander is required. Limited shuttle service is available and must be coordinated in advance.
- Departures – Departure flights for all cadets and adult members should be scheduled after 1500 on 01 August 2026. Flights scheduled earlier due to availability require prior approval from the Encampment Commander; note you will miss graduation.
- Corporate Vehicles. All Florida Wing vans will be utilized in support of the FLWG Summer Encampment. Squadron Commanders with assigned vans will receive a link via email to complete the Squadron Van Encampment Registration Form. Squadrons are responsible for coordinating the delivery and pick-up of their assigned vans.
- Upon arrival at the encampment, vans will be turned in to the Encampment Transportation Officer, located in the Administration Building. All vans must be fully

fueled prior to turn-in and parked in the designated marked area. Reimbursement forms will be provided to drivers upon arrival, and an additional reimbursement form will be placed in the vehicle Transportation Log Book for use when returning the van to the squadron.

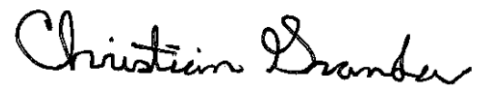
- Prior to departure, vans will be fueled the evening before graduation. Squadron vans will be available for pick-up following graduation and will be parked on the northeast side of the Graduation Field along Lakeland Street. The Transportation Officer will maintain control of the keys and distribute them at the graduation field. The Transportation Officer will notify the designated senior member listed on the Squadron Van Encampment Registration Form via text message when the van is ready for pick-up. Any change to the designated pick-up representative must be coordinated in advance with the Transportation Officer.
- Fuel costs for travel to and from the encampment will be reimbursed in accordance with established reimbursement procedures. Please review the published reimbursement instructions for additional guidance.

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

13.GRADUATION. The graduation ceremony will commence at 1100 on 01 Aug 2026 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.

14.

A handwritten signature in black ink that reads "Christian Granda". The script is cursive and fluid.

CHRISTIAN GRANDA, Lt Col, CAP
Summer Encampment Commander

Distribution:
All FLWG Members
Flwg.cap.gov