



**FLORIDA WING WINTER ENCAMPMENT
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Camp Blanding Joint Training Center
Starke FL 32091**



26 AUG 2019
Rev. 0

MEMORANDUM FOR – SEE DISTRIBUTION

FROM: ENC/CC

SUBJECT: 2019-2020 Florida Wing Winter Encampment Operations Order

1. OVERVIEW. Florida Wing (FLWG) will conduct a Winter Encampment Camp Blanding Joint Training Center, Stark Florida from 27DEC2019 to 4JAN2020 for encampment staff. This operations order provides basic details of this activity that are applicable to cadets, seniors, and parents of cadets planning to attend the Winter Encampment.

2. MISSION. The mission of Florida Wing Encampments is to provide cadets 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 1300 and 1500 EST on 27DEC2019 for in-processing. Cadets attending their first encampment will arrive between 1200 and 1300 on 28DEC2019 and must eat lunch prior to 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 4JAN2019. Encampment staff (cadet and senior) will be dismissed following the final out inspection with the Air Force. Staff must plan their departure from Camp Blanding no earlier than 1330 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 prior to official release (without prior coordination and approval) will not be awarded encampment completion credit. **The encampment site is located in the eastern time zone and all timings in this order are eastern standard time.**

4. SAFETY. All personnel attending encampment must have completed Introduction to CAP Safety and have it reflected on their current e-services record. All cadet and senior staff must have basic and intermediate operational risk management (ORM) completed prior to 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 main page.

5. STAFFING. The encampment commander selects the encampment command staff. Applications received prior to the appropriate application deadline will be evaluated equally for selection without

regard to the individual's place of residence and assigned unit. Out of state personnel may apply for staff duty.

6. PRE-ENCAMPMENT STAFF TRAINING. In-person staff training prior to encampment will not be conducted for this encampment. Encampment staff will be required to complete certain online training modules prior to arrival. Encampment staff training that begins on 27DEC2019 is mandatory for all staff members. Failure to attend this training without prior coordination will result in dismissal from encampment.

7. APPLICATION PROCEDURES. For the purpose of encampment application, there are three types of participant applications: cadet applications, cadet staff applications and senior staff applications.

a. Prerequisites. To attend encampment all applicants must be current CAP members, in possession of a current CAP identification card, in good standing with Civil Air Patrol and have a membership expiration date of 6JAN2020 or later reflected on their identification card. These additional requirements must also be met based on the application type:

(1) Cadet Applicants. Prior to application submission, cadets attending their first encampment must have completed the Curry Achievement (Achievement 1) and be promoted to Cadet Airman (C/Amn). Because of limited slots for cadets, cadets not satisfying this requirement will not be slotted.

(2) Cadet Staff Applicants. Prior to application submission, cadet staff applicants must have earned the Wright Brothers Award and have the award reflected in e-services. Cadets 18 and over must complete Cadet Protection Policy Training (CPPT) prior to application submission. All cadet staff shall complete Introductory Communications User Training (ICUT), prior to 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 complete ***prior*** to submitting an application.

(3) Senior Staff Applicants. All seniors must have completed Level 1. Additionally, 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 complete ***prior*** to submitting an application. Seniors shall have their CAP/FLWG driver's license prior to application submission. The encampment deputy commander or designee will 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 deputy commander 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) prior to encampment. All senior staff shall complete the basic and advanced CPPT prior to encampment.

b. Application Submission.

(1) First Encampment - Cadet Applicants. To apply for encampment, applicants must complete the online encampment application.

1) Print the following 4 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 31 – *Application for CAP Encampment or Special Activity*

CAPF 160 – *CAP Member Health History Form*

CAPF 161 – *Emergency Information*

CAPF 163 – *Permission for Provision of Minor Cadet Over-the-Counter Medication*

These Four forms can be found [Here](#)

2) Complete the online encampment application form found at the FLWG Cadet Programs Website <http://flcadet.com/activities/winter-encampment.aspx>

At the end of the online application, you will need to upload the signed copies of the previous 4 forms.

Hints for successful application:

- 1) Fill out **every single spot** on the online application. Failure to fill everything out will cause your application to not be accepted.
- 2) Have your scanned and completed documents ready prior to doing the online application.
- 3) Remember that the payment received receipt is different from the application received. You should be notified of both to consider yourself registered.

NOTE: Online payment is the authorized payment option. If the applicant will be paying other than online (unable credit card payment, squadron or wing scholarship, etc.) please complete the alternate payment option form on the cadet programs website.

(2) Cadet & Senior Staff Applicants.

1) Print the following 4 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. The CAPF 163 is only needed if you are under 18 years of age.

CAPF 31 – *Application for CAP Encampment or Special Activity*

CAPF 160 – *CAP Member Health History Form*

CAPF 161 – *Emergency Information*

CAPF 163 – *Permission for Provision of Minor Cadet Over-the-Counter Medication*

These Four forms can be found [Here](#)

2) Proceed to the encampment staff application page on the encampment website (<http://flcadet.com/activities/winter-encampment.aspx>) and follow the instructions for staff application. This step requires you to complete an electronic version of the FLWG Form 503, *Encampment Staff Application*. **Note: Do NOT submit the word or PDF versions of the FLWG Form 503 via e-mail or regular mail.**

At the end of the online application, you will need to upload the signed copies of the previous 4 forms.

(b) Part 2. 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.

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.

- **Encampment Fee.** The encampment fee will be as follows:
 - \$195.00 for each cadet student.
 - \$140.00 for Cadet Cadre.
 - \$ 90.00 for Senior Members.
- Participants are required to pay the encampment fee by the deadline.

(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, uniforms, transportation and other costs with an emphasis on serving economically disadvantaged cadets. This applied for separately from the encampment and can be found in eservices.

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

(4) Encampment Express (Bus Transportation to/from encampment). There will not be an Encampment Express to Camp Blanding.

(5) Payment Method. Online payment is the preferred method of fee payment. If unable to utilize the online credit card payment method a money order may be submitted. Money order payment should not be used as an alternate payment method but instead as a means of payment because online payment is not possible. Personal checks will NOT be accepted.

(6) Refund Policy. All refunds must be requested via the refund request form on the Cadet Programs website. Refunds requested prior to the refund request deadline will be honored in full. Any request for refund after this date will be processed within 45 days following the conclusion of encampment and is based upon the final encampment costs. Refunds will be given on a first come first served basis determined from date of the online refund request form (again, requests received *prior* to the refund request deadline will be honored). Because of the commitment of funds, the cause of refund request will not affect the processing order (i.e. illness, lack of transportation, etc.). Regardless of source of payment (member, unit, scholarship, grant, etc.) the refund policy for encampment remains the same.

(7) 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 member.

d. Suspense Dates / Deadlines.

- 30 Sep 2019 Command Staff Applications due Encampment Deputy Commander (ENC/CD), Commandant of cadet (ENC/CW), and Encampment Cadet Commander (CTG/CC).
- 4-6 Oct 2019 Cadet Commander Phone Interviews
- 5 Oct 2019 Remaining Cadet Command staff application due. *Cadet Training Group Deputy Commanders for Operations (CTG/CDO), Cadet Training Group Commander of Support (CTG/CDS), Cadet Training Squadron Commanders (CTS/CC), and Training Support Squadron Commander (TSS/CC).*
- 25Oct 2019 All other Cadet & Senior Online Staff Applications due
- 30 OCT 2019 Cadet & Senior Staff position offering acknowledgement (accept or decline) due via online application tool. Notice sent via e-mail provided.
- 04 Nov 2019 Cadet & Senior staff activity fee payment due.
- 22 Nov 2019 Encampment Express registration deadline.
- 28 Nov 2019 First Time Cadet applications and encampment fee payment due.
- 6 Dec 2020 Refund requests due

8. CONDUCT. During 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 expense if a cadet is dismissed from encampment.

9. WEBSITE. The official encampment website is located on the Florida Wing Cadet Programs website at <http://www.flcadet.com/activities/winter-encampment.aspx>. 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.

10. 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 encampment, prior preparation is critical. Arrive at 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 prior to encampment so that the information is fresh and cramming does not result.

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

a. Encampment Express. There is no Encampment Express to Camp Blanding.

b. Airport shuttle. All flight arrangements need to be made prior to 15 DEC 2019.

▪ **Arrivals – 27 DEC 2019.**

Limited airport shuttle will be available for cadets that register for the service. Arrival flights should be planned to Jacksonville International Airport, airport code "JAX" arriving prior to 1100 EST.

▪ **Departures – 4 JAN 2020.**

Departure flight should be planned from the Jacksonville International Airport, airport code "JAX" **NO EARLIER THAN 1500 EST.**

c. Corporate Vehicles. Senior staff are encouraged to bring a CAP van to encampment. Any van being brought to encampment shall be registered on the encampment website vehicle registration form. Vans *will* be turned into the encampment transportation officer upon arrival to encampment. All vans must be fueled (topped off) prior to turning the vehicle in. Vans will be returned to the driver on the night prior to departure topped off. Fuel costs for travel to and from the encampment will not be reimbursed.

d. Carpooling. Carpooling may be coordinated by individuals however; encampment is unable to assist in this coordination and *highly* recommends use of the Encampment Express program if possible. Due to the long drives to and from the panhandle, rest of drivers is a major concern. If hotels, fuel, meals, early arrival fee, and other costs are factored in the Encampment Express is an excellent cost-effective option.

12. EQUIPMENT. The encampment participant packing list is included as 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, foot lockers, or other forms of luggage that can be "lived" out of is essential. Duffel bags are *not* recommended due to the difficulty in accessing items stored inside.

13. VISITATION. Visitors are not authorized at encampment without the 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 as well as family and friends of participants. Family, friends, and fellow CAP members are invited to the graduation ceremony at 1100 on 4JAN2020, however, are asked not to arrive until 1000 or later. 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*).

14. BANQUET. The encampment banquet will take place at 1800 EST on 3JAN2020 at Camp Blanding. This year's banquet is open to a limited number of guests. Guests must be CAP members

or family members of cadets. Seating at the banquet will be assigned and guests will not be able to sit with their sponsor, however, they will be able to enjoy the evening's presentation and awards as well as a pre-banquet social. Tickets for the banquet will be sold as part of the encampment fundraising program on a first come first serve basis. Information regarding ticket purchase will be available on the encampment website. Banquet tickets must be purchased separate from the regular fee payment.

14. GRADUATION. The graduation ceremony will commence at 1100 on 4JAN2020 at Camp Blanding Parade Field. 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 for after 1000 central time.

//SIGNED//

JOSHUA RISLER, MAJOR, CAP
Commander, Winter Encampment

Attachments:

1. Guide for Encampment Preparation
2. Equipment Packing List

Distribution:

ALL FLWG Members
FLWG General List (e-mail list)
FLWG Cadet Programs List (e-mail list)
FLWG GRP/CCs & SQDN/CCs
SER/CP & SER WG DCP's