



Florida Wing Cyber Academy
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Saint Lucie Emergency
Operations Center
St. Lucie, Florida 34945

07 Mar 2022
Ver. 1

MEMORANDUM FOR – SEE DISTRIBUTION

FROM: Activity Director

SUBJECT: 2022 Florida Wing Cyber Academy Operations Order

1. OVERVIEW. Florida Wing (FLWG) will conduct a Cyber Academy at Saint Lucie County Operations Center, 15305 W. Midway Rd. Fort Pierce, Florida from 24 JUL 2022 to 30 JUL 2022 for Cadre and staff. This operations order provides basic details of this activity that are applicable to cadets, seniors, and parents of cadets planning to attend the Cyber Academy.

2. MISSION. The mission of Florida Wing Cyber Academy 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.

The academy will focus on providing cadets with a better knowledge of Windows and Linux operating Systems, NETCAD, networking, cybersecurity defense techniques, and leadership. We will also explore the different career opportunities and the future demand in the cyber fields. The course consist of learning through classroom instruction and practical application. There will also be a mix of outdoor activities.

3. EXECUTION. Staff (cadet and senior) will arrive between 1300 and 1500 EST on 24 JUL 2022 for in-processing and required staff training. Cadets attending the Cyber Academy will arrive between 1600 and 1800 on 24 JUL 2022 and must eat prior to arrival. All non-staff cadets will be dismissed upon completion of the graduation ceremony and sign-out. The graduation ceremony begins at 1300 hours on 30 JUL 2022 at the Indian River State College. All staff will be dismissed after the students and all facilities are clean. **The Cyber Academy site is located in the Eastern Time zone and all times in this order are Eastern Standard Time.**

4. SAFETY. All personnel attending this Academy 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 Cyber Academy process is encouraged to submit their suggestions through the encampment's online safety suggestion tool accessible from the main page.

5. STAFFING. The Academy Director selects the Senior and Cadet Cadre staff. Cadet staff should have a background in Cyber Patriot competition or past Cyber courses. Cadet staff may be called upon to assist instructors during classes. 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 this activity will not

be conducted for this Academy. Cyber Academy staff will be required to participate in the required staff training that begins on 24 JUL 2022. This is mandatory for all staff members. Failure to attend this training without prior coordination will result in dismissal from the Academy.

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

a Prerequisites. To attend this activity, 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 31 JUL 2022 or later reflected on their identification card. These additional requirements must also be met based on the application type:

(1) Cadet Applicants. The class has 20 available seats. The class is designed as a fundamentals course for cadets learning the basics of Cyber Defense. All cadet students must have completed an encampment prior to arrival. **Due to the limited class size, the class will be filled on a first come first serve basis and will close when all seats are filled.**

(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. Additionally, cadet staff are 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.

Senior Staff Applicants.

All seniors must have completed Level 1. Additionally, senior staff are 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 Activity Director 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.

(3) Cyber Academy - Cadet Applicants. To apply for the course, applicants must complete the online application.

1) Print the following forms. They will be found on the right side of the Cyber Academy Page. Fill them out completely. Applications must have signatures of parents, Squadron Commanders, Group Commander, and Wing Commander if coming from out of state. Scan them into your computer as a

PDF file.

- CAPF 60-81 – *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*

2) Complete the online application form found at the FLWG Cyber Academy page. At the end of the online application, you will need to upload the signed copies of these **PDF** forms.

Hints for successful application:

- 1) Fill out **every single spot** on the online application. Failure to fill everything out will cause your application not be accepted.
- 2) Have your scanned and completed **PDF** documents ready prior to doing the online application.
- 3) Remember, payment must be completed to be considered fully registered. An email confirmation will be generated when both are complete.

(4) Cadet Cadre Applicants.

1) Print the following 5 forms. They will be found on the right side of the Cyber Academy 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 60-81 – *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*

2) Proceed to the Academy staff application page on the Cyber Academy website and follow the instructions for staff applications. Upload all forms required at the end of your application to complete the process. Contact the help email if you have any issues.

(b) Part 2. Upon receiving notification that you have been selected for 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.

b. Cyber Academy Financial Policy & Fees. The Academy financial planning is based on a zero balance finish. This means each activity 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.

- ➤ **Cyber Academy Fee schedule:**
 - Cadet Cadre and Senior members registration is \$50.00
 - **Cadet students: Registration may close sooner if filled prior to these dates.**
 - Regular Registration is \$95.00 01 MAY 2022 to 15 JUN 2022
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(2) Cadet Encampment Assistance Program. At this time the Air Force does not provide financial assistance to Cyber Academy cadets to help cover application fees, uniforms, transportation and other costs for economically disadvantaged cadets.

(3) Payment Method. In accordance with FLWGP 200-2, *Florida Wing Financial Management Procedures*, “Checks are not accepted for wing hosted activities. A wing bank transfer is the preferred method of payment. However, if paying by money order (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 “**2022 Cyber Academy payment**”. If it is not, the money order will not be accepted and returned to the sender.

Money orders will be sent to Florida Wing Headquarters at the following address: Florida Wing Civil Air Patrol
Attn: Amy Andrickson
4040 Crossfield Way, Suite 6
Lakeland, Florida 33811

Wing bank transfer instructions:

Make payment to your squadron Finance Officer.
Your squadron Finance officer will transfer the funds to the FLWG Finance Officer.
Email a copy of the transfer form to the Cyber Academy Director for their records.

(4) 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 30 days following the conclusion of the Academy and is based upon the final activity 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 this Academy remains the same.

Failure to Pay. Any member failing to provide fee payment by the deadline may forfeit their Academy

slot. The Activity Director for extenuating circumstances may grant extensions to the payment deadline. These requests must be sent directly to the Director 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.

a. Suspense Dates / Deadlines.

- 15 JUN 2022 Online staff applications close
- 30 JUN 2022 Student Cadet Applications close
- 10 JUL 2022 Cadre & Senior staff activity fee payment due.
- 10 JUL 2022 Last day for automatic refunds. See refund policy section.

8. CONDUCT. During this Cyber Academy, 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 Director. Any member disrupting the Academy will be counseled and may be dismissed by the Director. Members dismissed from the Academy are responsible for transportation from the activity. Parents may incur additional expense if a cadet is dismissed from this activity.

9. WEBSITE. The official Academy website is located on the Florida Wing activity calendar website. The website is the official source for all activity publications and should be checked regularly for updates and the latest Academy information and news. The website also contains important information for cadet students, staff, and parents.

10. PREPARATION. All participants will participate in morning calisthenics to include morning and evening formations. This activity is considered a low intensity activity and Cadets will be in a classroom setting most of the day. Special activities are being planned for the afternoons after class. Follow the packing list provided. Proper hydration will help prevent many common injuries and serve to keep you healthy during the week.

11. TRANSPORTATION. Transportation to and from the Cyber Academy is the member's personal responsibility.

a. Corporate Vehicles. CAP vans will be the primary mode of transportation during this Cyber Academy and will be assigned to senior member staff with a valid CAP license.

b. Carpooling. Carpooling may be coordinated by individuals however; the Cyber Academy is unable to assist in this coordination and *highly* recommends coordination within squadrons in your area. Cadet staff that drive their P.O.V. to this Cyber Academy shall turn in their keys upon arrival during in processing.

12. EQUIPMENT. The Cyber Academy 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 *a c t i v i t y*, 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 during this activity. Family, friends, and fellow CAP members are invited to the graduation ceremony at 1300 on 30 JUL 2022,

14. GRADUATION. The graduation ceremony will commence at 1300 on 30 JUL 2022 at the Indian River State College. All cadets and staff will be dismissed from Cyber Academy after graduation at the College. The address and building location will be provided prior to graduation.

Thomas G McMahon III

Thomas McMahon, CAPTAIN, CAP
Cyber Academy Activity Director
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Attachments:

1. 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

