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

01 OCT 2026

MEMORANDUM FOR – SEE DISTRIBUTION

FROM: FLWG ENC/CC

SUBJECT: 2026 – 27 Florida Wing Winter Encampment Operations Order

1. **OVERVIEW**. Florida Wing (FLWG) will conduct a Winter Encampment at Camp Blanding Joint Forces Training Center, Starke, Florida from 27 Dec (student arrival) 2026 to 02 Jan 2027. This operations order provides basic details of this activity that apply to members, and parents of cadets planning to attend the Winter 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**.

   a. **Staff (cadet and senior):** will arrive between **1000 and 1200 EST** on **26 Dec 2026** for in-processing and must eat breakfast before arrival, lunch will not be provided but snacks will be available until dinner.

   b. **Cadet Students (First time and ATS):** Cadets attending as students will arrive between **1100 and 1300** on **27 Dec 2026** and must eat lunch before arrival.

   c. All non-staff cadets will be dismissed upon completion of the graduation ceremony and sign-out. The graduation ceremony begins at **1100 EST** on **02 Jan 2027**. Encampment staff (cadet and senior) will be dismissed following the final inspection with Camp Blanding staff. **Encampment Staff 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.

4. **Advanced Training Squadron (ATS)** The Advanced Training Squadron (ATS) is designed for cadets who have successfully completed their first encampment and earned the Wright Brothers Award (C/SSgt) and are ready to take the next step in their leadership development. ATS provides advanced, hands-on training that builds leadership, teamwork, and practical skills through experiences such as applied NCO leadership, firearm safety, drone operations, and other advanced training opportunities.

5. **SAFETY**. All cadet and senior staff must have basic, and intermediate operational risk management (ORM) completed prior to arrival at encampment. Anyone with safety suggestions specific to the encampment process is encouraged to submit their suggestions to the encampment team via the official encampment email.

6. **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.
    - UNIFORMS: As it states in FLWGP 60-70 Chapter 1-6 ALL senior and cadet staff will be required to wear the uniform of the day during the duty day. Most days this will be the Operational Camouflage Pattern (OCP), the airman battle uniform (ABU) or the corporate equivalent uniform (BlueBDUs). The Air Force style "blues" and corporate whites will also be utilized. Polos are NOT an acceptable uniform at any time during the encampment.
    - ELECTRONICS: NO ELECTRONICS WILL BE ALLOWED FOR CADETS DURING THE DURATION OF THE ENCAMPMENTS. ALL DEVICES WILL BE TURNED IN UPON ARRIVAL AND RETURNED UPON COMPLETION OF THE ENCAMPMENT. Please only bring what is necessary, the encampment is not liable for any device. NECESSARY equipment will be allowed with the approval of the encampment commander.

7. **PRE-ENCAMPMENT STAFF TRAINING.** Staff training and preparation are a priority for this encampment. While an in-person staff training weekend will not be conducted prior to encampment, all staff members will be expected to arrive prepared to successfully perform their assigned duties. Prior to arrival, staff will be required to participate in and complete online training tailored to their specific staff section and duty position. Training requirements and schedules will be announced following the completion of staff selections.

   Encampment-wide training, including Required Staff Training (RST), will be conducted on site. All required RST modules must be completed prior to the in-person RST session to receive successful completion credit. Participation in all assigned pre-encampment and on-site training is a requirement for staff service. Failure to complete or attend required training without prior coordination may result in dismissal from the encampment staff.

8. **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.

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

   a. **Prerequisites**. To attend encampment, all applicants must be current CAP members, in possession of a current CAP identification card and in good standing with Civil Air Patrol. 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 registering for encampment in Registration Zone. Because of limited slots for cadets, cadets not satisfying this requirement will not be registered or slotted.

(2). **Cadet Staff Applicants**. Before application submission, cadet staff applicants must have 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 are required to complete the online Operational Risk Management (ORM) Basic and Intermediate Courses available through ABSORB in the safety section. Basic & Intermediate ORM Courses must be completed before arrival at encampment.

(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.

10. **Application Submission**

First Encampment - Cadet Students. Applicants must complete the online encampment application in Registration Zone in eServices to apply for the encampment. Found here.

- Print the following forms. They will be found in registration zone. Fill them out completely, including signatures of parents and Squadron Commanders as appropriate (WET SIGNATURES ONLY. TYPED OR ELECTRONICLLY WRITTEN SIGNATURES WILL BE REJECTED). 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

(a). After uploading all forms, you will be notified on or around Nov 20th if you have been accepted. Then a payment link will be sent to you via the email you registered with. You must pay for encampment to complete the registration. This will be done in registration zone.

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 contact us at flencampmentadmin@flwgcap.us.

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

(a). Cadet and senior staff applicants will complete the staff application form found **HERE**

(b). Print the following forms. They will be found on the right side of the Winter Encampment Page and in registration zone. Fill them out completely, including signatures of parents and Squadron Commanders as appropriate (WET SIGNATURES ONLY. TYPED OR ELECTRONICLLY WRITTEN SIGNATURES WILL BE REJECTED). Scan them into your computer.

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

(c). Once selected a link to the encampment staff Registration Zone will be sent. **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.

b. **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: $275.00
- Cadet Students: $340.00
- Advanced Training Squadron Students: $340.00
- Senior Member Staff: No Cost

(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 will forward a copy of the acceptance email to Encampment Administrative Officer at FLEncampmentAdmin@flwgcap.US. (Students can still apply for encampment regardless of CEAP status, do not wait for CEAP results to apply for encampment, it will be too late)

(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. Early arrivals must be coordinated in advance and registered with the encampment

admin team.

(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.

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.

1. Refunds based on payment made prior to receiving CEAP or other scholarship assistance will receive a full refund. Requests must be made no later than 30 days after encampment graduation.
2. Requests made by 08 Dec 2026 will receive a full refund.
3. Requests made between 09-15 Dec will receive a refund of 75% of their tuition.
4. Requests made between 16-20 Dec will receive a refund of 50% of their tuition.
5. No refunds will be made after 12/20/2026. Special cases for emergencies like a death in the family, hospitalization, military deployment or service requirement changes will be considered on a case-by-case basis but may still not receive a full refund.
6. Fees collected due to cancellation are not transferrable and cannot be carried forward to future encampments, classes, or years.
7. When requesting a refund provide reason for request, proof of payment email receipt, name of member, CAP ID number, payee name, address, and phone number. If the request is due to CEAP funds, provide a copy of the award email.

(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.

c. Suspense Dates / Deadlines.
- **21 Aug 2026** - Senior Deputy/Commandant/ATS Commander applications due
- **21 Aug 2026** - Cadet Commander applications due
- **09 Sept 2026** – Cadet Deputies (Operations/Support/ATS) applications due
- **09 Sept 2026** - Cadet Squadron Commander/ATS Instructors applications due
- **01 Oct 2026** – All Cadet Staff applications Due
- **01 Oct 2026** – First Time/ATS Cadet Student applications Open
- **Until Filled** – All Senior Staff applications due
- **15 Nov 2026** - First Time/ATS Cadet Student applications due
- **18 Nov 2026** - Cadet & Senior staff activity fee payment due.
- **20 Nov 2026** – Slotting notifications sent
- **5 Dec 2026** – Student/ATS encampment fee payment due.
- **08 Dec 2026** - Full refund requests due.
- **15 Dec 2026** – 75% refund requests due
- **20 Dec 2026** – Final refund requests due

11. **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.

12. **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.

13. **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.

a. An Encampment Readiness Webinar will be held prior to the activity to help cadets and parents prepare for encampment, review expectations, required items, arrival procedures, and answer common questions. Attendance is strongly encouraged, particularly for first-time students and their parents. The date, time, and access information will be announced at a later date.

14. **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 Dec 2026.
- **Arrivals –** Students can plan to arrive in Jacksonville no earlier than 1200 on 27 Dec 2026 and no later than 2200 on 27 Dec 2026. 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 02 Jan 2026. Any earlier flight departures due to availability will need Encampment Commander Approval.
- **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.
- 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.

15. **EQUIPMENT.** 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 *prohibited* due to the difficulty in accessing items stored inside.

16. **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)*.

17. **GRADUATION.** The graduation ceremony will commence at 1100 on 02 Jan 2026 at Camp Blanding JFTC. 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 Eastern Standard Time. No earlier.

AMON C. RUSSELL, MAJ, CAP
2026/27 Winter Encampment Commander

Distribution:
All FLWG Members
Flwg.cap.gov