



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



04 March 2024

MEMORANDUM FOR—SEE DISTRIBUTION

FROM: FLWG/CP

SUBJECT: Florida Leadership Academy (FLA) Operations Order

- 1. OVERVIEW.** Florida Wing Cadet Programs will conduct the Florida Leadership Academy (FLA) The Florida Elks Youth Camp in Umatilla, Florida, from 03 to 05 May. This operations order details the activity for all cadets and seniors attending the Florida Leadership Academy (FLA). Unless noted otherwise, this document's time refers to eastern daylight time.
- 2. MISSION.** The mission of the Florida Leadership Academy is to provide an academic forum for cadets to receive instruction through lectures, discussion, and hands-on training that is beneficial for all spectra of cadet involvement. In providing this forum, cadets can develop their interpersonal skills, technical knowledge, and overall understanding of their role in the Cadet Program and as leaders. Through grade-targeted education conducted by experienced cadet leaders overseen by senior members, cadets will leave each school better equipped to serve their units and the wing as leaders of cadets.
- 3. EXECUTION.** Staff will arrive on Friday at 1600 for facility registration and setup. Students will arrive on Friday between 1800 and 2000 unless otherwise arranged. Please make sure you have eaten dinner before arrival. Students will be dismissed at 1400 on Sunday. Staff and instructor dismissal will occur at 1400 or when all cleanup is completed. Parents and guests are welcome to attend the Sunday graduation ceremony. Visitor seating will begin at 1245, with graduation at 1300.
- 4. Uniform:** All members will arrive in blue jeans and a tan T-shirt or CAP activity shirt. Academy shirts will be distributed upon arrival. Saturday will start in ABUS with the academy T-shirt; civilian clothes will be permitted after class. Sunday's uniform of the day (UOD) will be class B blues uniform. Students will be in short sleeves with all ribbons and without a tie. Senior Members will follow the same uniform-of-the-day structure. Saturday will be a utility uniform (ABU, Corporate Utility, or Working Uniform). Sunday's UOD will be in class B blues uniform or Corporate White Aviator. Students will be in short sleeves with all ribbons and without a tie.
- 5. SAFETY.** All personnel must have completed 'Introduction to CAP Safety' and have it reflected on their current eServices record. Additionally, all participants must be safely current in eServices before arrival. Safety education currency validation will not be available immediately upon arrival. Any safety suggestions regarding the event are welcome – please submit them to the project officer.
- 6. STAFFING.** The activity director will appoint FLA school staff and instructors. For class advisor consideration, seniors should have obtained the senior rating in cadet programs or have extensive cadet program experience. Cadet instructor applicants must have earned the Earhart Award or higher for the CCC class, Mitchell for SNCO class and CMSgt for NCO class consideration and should be active in wing cadet programs. Staff and instructor details are listed in paragraph 7, Application Procedures.
- 7. APPLICATION PROCEDURES.** The following paragraphs describe the prerequisites and application procedures for each capacity of FLA attendance. Please review the subsections of this paragraph thoroughly

to ensure all requirements for the application are complied with. Failure to follow the application instructions completely could result in not being slotted for the course. The actual application must be completed online. Again, using the online application tool is mandatory for all applicants. Please ensure to have physical copies of your forms available at check in.

**a. Prerequisites for Application (all applicants).** All applicants must be current CAP members, possess a current CAP identification card, be safety current and compliant, be in good standing with Civil Air Patrol, and have a membership expiration date of 30 days after the activity or later at the time of application. Any members (cadet or senior) age 18 or over must have Cadet Protection Policy Training (CPPT) completed and posted it on their e-services record at the time of application submission. Additionally, the following requirements apply as described below for the type of application being submitted:

- (1) **NCO Academy (NCOA) Student Applicants.** Applicants must have completed their Basic Encampment. This is for cadets with the grade of C/SrA through C/TSgt at the time of application. Cadets not meeting these requirements will not be considered for this course.
- (2) **SNCO Academy (SNCOA) Student Applicants.** Applicants must have completed their Basic Encampment. This is for cadets with the grade of C/MSgt through C/CMSgt at the time of application. Cadets that are promoted to C/MSgt after registration will take the NCOA. Cadets not meeting these requirements will not be considered for this course.
- (3) **Cadet Command Course (CCC) Student Applicants.** This is for cadets with the grade of C/2d Lt and above at the time of application.
- (4) **Cadet Instructor Applicants.** For consideration as a cadet instructor, cadets must have earned the Earhart Award (C/Capt) or higher to instruct the CCC academy. Cadets must have earned the Mitchell award or higher to instruct the SNCO academy. Cadets must have earned the rank of CMSgt or higher to instruct the NCO academy. Instructors must have previously staffed an encampment as line staff.
- (5) **Senior Class Advisor Applicants.** For consideration as a senior class advisor, seniors should have earned the Senior Rating in Cadet Programs or have extensive cadet program experience. CAP experience external to the Cadet Program and professional experience outside of CAP may be considered for selection.
- (6) **Senior Staff Applicants.** Senior staff applicants should have previous experience working in cadet program activities at the group or wing level and be able to assist in administrative and logistics capacities for the activity.
- (7) **Senior Student Applicants.** Senior member Training Officers, as well as new senior members, are encouraged to attend. We will focus on the aspects of the encampment and work on mentoring the cadet cadre in their roles and responsibilities during the encampment.

b. **Application Submission.** Application to the activity will be made through the online application system. Emailed applications will not be accepted. Scanned copies of the required forms must be uploaded when your application is submitted online. The type of application being submitted will control what forms and additional documents are required – please ensure you select the correct application type when beginning your application. Incomplete or incorrect applications may slow the registration process or prevent the applicant from being processed entirely.

(1) **Registration Zone.** To apply, all candidates must submit their application via the Registration Zone labeled "FLWG FLA Spring 2024." If you encounter any issues, please reference the [Registration Zone User Guide](#) before contacting the Academy staff at [cpforms@flwgcap.us](mailto:cpforms@flwgcap.us).

(2) **Payment.** All payments will be processed through Eventbrite. Student, Cadet Cadre and Senior Staff Registration is \$80 (Eighty Dollars) Linked on the FLA homepage. If there are any issues with payment processing, please contact the Activity staff at [cpforms@flwgcap.us](mailto:cpforms@flwgcap.us).

c. **Activity Fee & Refund Policy.**

1. **Cancellations –**

- Refunds will generally be based on when the member's request to cancel out of the Leadership Academy is received and the reason. Cancellation requests must be made in writing via email to the Academy staff at [cpforms@flwgcap.us](mailto:cpforms@flwgcap.us). All cancellations will be acknowledged in writing once received.

2. **Refunds –**

- Eventbrite fees are not refundable.
- Requests made by 3/31/2024, will receive a full refund.
- Requests made from 4/1/2023 - 4/15/2024 will receive a refund of 50% of their tuition.
- No refunds will be made after 4/16/2024. 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. However, they may still not receive a full refund.
- Fees collected due to cancellation are not transferrable and cannot be carried forward to future events.
- When requesting a refund, provide the reason for the request and proof of payment, such as the Eventbrite email receipt, member name, CAP ID number, payee name, address, and phone number.

d. **Suspense Dates / Deadlines.**

31 March 2024                      Instructor and staff applications due (senior and cadet)

15 April 2024                      Student applications are due.

9. **WEBSITE.** The official Florida Leadership Academy website is on the Florida Wing Cadet Programs website. The website is the official source for all activity publications and should be checked regularly for updates.

10. **PRE-COURSE REQUIREMENTS.** Students will be assigned work to be completed before arrival. Instructions and information regarding pre-course assignments will be sent directly to the student upon being slotted. NCOA students must complete ORM Basic before arrival. SNCO students must complete ORM Intermediate before arrival. Students who fail to complete the assigned work before the coursework deadline will not be awarded completion credit.

**11. TRANSPORTATION.** Transportation to and from the activity is the member's personal responsibility. Members from the same unit or local areas attending are encouraged to coordinate with each other to ease the transportation burden on others where possible.

**12. MATERIALS AND EQUIPMENT.** The general packing list (attachment 1) shall be used. In addition to the materials on the general packing list, students must bring Learn to Lead Vol 1 and 2. Electronic readers (i.e., iPad, Kindle, Android Tablet, etc.) with copies of CAPM 39-1, AFMAN 36-2203, and the cadet programs series publications (CAPR/CAPM/CAPP/CAPF 60-x) are encouraged if available but not required.

**13. GRADUATION.** A graduation ceremony will be held at the Elks Camp at 1300 on 05 May 2024. Parking is available. Students will be dismissed following the graduation ceremony. There will not be a reception before graduation therefore, all guests for graduation are asked to plan their arrival at the facility no earlier than 1230.

Jordan Wiggins, Capt, CAP  
Commander, Florida Leadership Academy

Distribution:  
All FLWG Members  
Flwg.cap.gov

Attachments:  
1. Packing List

# Florida Leadership Academy

## Packing List

NAME (Last, First, MI)

- Blues shirt – short sleeve
- White V-neck t-shirt
- Blues pants/skirt
- Flight cap with insignia
- Blues belt with chrome buckle and tip
- 2 pair black socks / approved nylons
- Complete set of ribbons, grade insignia, name tag
- Tie/Tie tab (**staff only**)
- Black military low quarters dress shoes / approved pumps
- 1 set of ABUs (blouse and pants)
- Combat boots
- Black PT shorts mid-thigh length
- Tennis shoes / white socks
- Under garments for 2 days
- Appropriate sleep clothes
- Appropriate civilian clothes for off duty time
- Light weight jacket (optional)
- Shower shoes
- Personal hygiene items (toothbrush, paste, shampoo, deodorant, shaving equipment, etc.)
- Bath towel
- Hair dryer (optional)
- Twin sheets & blanket or sleeping bag.
- Pillow
- Notepad, pen/pencil
- Class materials (books, regulations,) can be electronic but is the cadet's responsibility.
- Small flashlight