



FLORIDA WING CADET PROGRAMS CIVIL AIR PATROL UNITED STATES AIR FORCE AUXILIARY



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) – NCO Academy at the Florida Elks Youth Camp in Umatilla, Florida from May 13 through May 15, 2022. This operations order provides details regarding the activity that are applicable to all cadets and seniors attending FLA. Unless noted otherwise, all times in this document refer to eastern daylight time (local time Orlando, Florida).
- 2. MISSION.** The mission of the Florida Leadership Academy is to provide an academic forum for cadets to receive instruction through lecture, discussion, and hands-on training that is beneficial for all spectra of cadet involvement. In providing this forum, cadets will be able to 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 programs leaders, cadets will leave each school better equipped to serve their units and the wing as leaders of cadets.
- 3. EXECUTION.** Staff will arrive at 1600 for facility registration and setup. Students will arrive on Friday between 1800 and 2000 unless otherwise coordinated. Please make sure you have eaten dinner prior to arrival. Students will be dismissed at 1300 on Sunday. Staff and instructor dismissal will take place by 1430. Parents and guests are welcome to attend the Sunday graduation ceremony. Visitor seating will begin at 1145.
- 4. SAFETY.** All personnel must have completed Introduction to CAP Safety and have it reflected on their current eServices record. Additionally, all participants must be safety current in eServices prior to arrival. Safety education currency validation will not be available immediately upon arrival. Any safety suggestions regarding the event are welcome – please submit to the project officer.
- 5. STAFFING.** FLA school staff and instructors will be appointed by the activity director, Capt. Amon Russell. For instructor consideration, seniors should have obtained the master rating in cadet programs or have extensive cadet programs experience. Cadet instructor applicants must have earned the Earhart Award (C/Capt/Phase IV) or higher for 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 the actual application procedures for each capacity of FLA attendance. Please review the subsections of this paragraph thoroughly to ensure all requirements for 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. Paper forms or mailed documents will not be accepted. Again, use of the online application tool is mandatory for all applicants.

a. PREREQUISITES FOR APPLICATION (ALL APPLICANTS). All applicants must be current CAP members, in possession of a current CAP identification card, safety current and compliant, in good standing with Civil Air Patrol. Any members (cadet or senior) age 18 or over must have Cadet Protection Policy Training (CPPT) completed and posted on their e-services record at time of application submission. Additionally, the following requirements apply as described below for the type of application being submitted:

- (1) **NCO Academy Student Applicants.** Applicants must have earned and have posted in e-service the Mary Feik Award (C/SrA) *at time of application submission*, must *not* have completed the Armstrong Achievement, and must have completed their Basic Encampment. Cadets not meeting these requirements will not be considered for this course.
- (2) **Cadet Instructor Applicants.** For consideration as a cadet instructor, cadets must have earned the Earhart Award (C/Capt) (Cadets who have earned the C/CMSgt grade may apply as an NCOA instructor) and have the award published in e-services prior to submitting the application package.
- (3) **Senior Instructor Applicants.** For consideration as a senior instructor, seniors should have earned the Master Rating in Cadet Programs or have extensive cadet programs experience. CAP experience external to the Cadet Program as well as professional experience outside of CAP may be considered for selection.
- (4) **Senior Support Staff Applicants.** Senior staff applicants should have previous experience working in cadet programs activities at the group or wing level and be able to assist in administrative and logistics capacities for the activity. A current CAP driver's license is also recommended.

b. Application Submission. Application to the activity will be made through the online application system. Mailed applications will not be accepted. Scanned copies of the required forms must be uploaded at the time 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. Compliance with the published application instructions on the application site is critical. For staff and instructor applicants, please review attachment 3 for FLWG Form 503 interview questions.

c. Activity Fee & Refund Policy. The activity fee is \$80.00 for each participant. The fee covers all course expenses including billeting, meals, and materials. Payment must be made online. If unable to pay online, please coordinate directly with the activity director to arrange for payment. Full refunds will be available until the suspense date and may be requested via the online refund request form. Requests for refunds after the suspense date will be based upon the activities ability to replace the paid for slot. Refund requests may take as long as 90 days after the end of the activity to process. If you request a refund and have received no communication from the activity staff by 2 months with information pertaining to the

refund request, please e-mail the activity director to ensure your request was received and is being processed.

d. Suspense Dates / Deadlines.

- | | |
|---------------|--|
| 22 April 2022 | Instructor and staff applications due (senior and cadet) |
| 04 May 2022 | Student applications due |
| 07 May 2022 | Refund request deadline for guaranteed refund |

9. WEBSITE. The official Florida Leadership Academy website is located on the Florida Wing Cadet Programs website at <https://flwg.cap.gov/programs/cadet-programs/florida-leadership-academy-spring-2022> The website is the official source for all activity publications and should be checked regularly for updates.

10. PRE-COURSE REQUIREMENTS. Students may be assigned work to be completed prior to arrival. Instructions and information regarding pre-course assignments will be sent directly to the student upon being slotted. Students who fail to complete the assigned work prior to 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 listed on the general packing list, students must bring their cadet binder with Learn to Lead Vol 1 and Vol 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 52-x) is encouraged if available but not required.

13. GRADUATION. A graduation ceremony will be held in the camp pavilion beginning at 1200 on 15 May 2022. Parking is available for no charge. Students will be dismissed following the graduation ceremony. There will not be a reception prior to the graduation therefore all guests for graduation are asked to plan their arrival to the facility no earlier than 1130.

Amon Russell, Capt, CAP
Commander, Florida Leadership Academy

Attachments:

1. Packing List

NAME (Last, First, MI)

FLORIDA LEADERSHIP ACADEMY

GENERAL PACKING LIST

SERVICE UNIFORM (Blues)		
QTY	ITEM	X
1	Blues Shirt – <i>Short sleeve</i>	<input type="checkbox"/>
1	White V-neck undershirt (NO crewneck)	<input type="checkbox"/>
1	Tie (male) / Tie-tab (female)	<input type="checkbox"/>
1	Blues Pants (females may wear the blue skirt or pants)	<input type="checkbox"/>
1	Flight Cap (with hat device insignia)	<input type="checkbox"/>
1	Blues belt with chrome buckle and tip	<input type="checkbox"/>
1	Pair; black dress socks (neutral shade hose allowed for females)	<input type="checkbox"/>
1	Pair shirt garters (shirt stays)	<input type="checkbox"/>
1	Complete set of ribbons, badges, and cadet grade insignia, plastic blue cadet nametag	<input type="checkbox"/>
1	Pair; black military low quarter dress shoes, lace type (pumps allowed for females)	<input type="checkbox"/>

PERSONAL HYGIENE ITEMS		
QTY	ITEM	X
1	Soap	<input type="checkbox"/>
1	Shampoo	<input type="checkbox"/>
1*	Comb/brush	<input type="checkbox"/>
1	Deodorant	<input type="checkbox"/>
1	Toothbrush & toothpaste	<input type="checkbox"/>
1	Shaving gear (razor, cream, etc. there may be no method for charging electric razors)	<input type="checkbox"/>

PERSONAL CLOTHING ITEMS		
QTY	ITEM	X
1	Set of casual civilian attire (good taste)	<input type="checkbox"/>
3	Underwear/undergarment	<input type="checkbox"/>
1	Bathing Suit	<input type="checkbox"/>
2	Sleeping Bag (or bedsheets and blanket)/Pillow	<input type="checkbox"/>

* = Optional but encouraged to bring

BATTLE DRESS UNIFORM (BDU)

QTY	ITEM	X
1	BDU/ABU Shirt; shirt & pants must match (i.e. summer/winter weight); required patches	<input type="checkbox"/>
1	BDU/ABU Pants; shirt & pants must match (i.e. summer/winter weight)	<input type="checkbox"/>
1	Blue web belt w/subdued open face buckle and subdued (black) tip (aka. "BDU Belt")	<input type="checkbox"/>
1	BDU/ABU hat (USAF style) – squadron, group, 5 point USMC style, berets, etc., are not authorized	<input type="checkbox"/>
1	Pair; boot socks	<input type="checkbox"/>
1	Pair, blousing bands (pants may be tucked instead)	<input type="checkbox"/>
1	Pair, plain, black combat, jungle, or jump boot; shined	<input type="checkbox"/>
1	<u>Black</u> undershirt (t-shirt) – must be plain with no decoration and no pocket (<u>NO</u> activity t-shirts)	<input type="checkbox"/>

FITNESS TRAINING UNIFORM (FTU)

QTY	ITEM	X
1	Pair athletic shorts; plain black ; no decoration or writing (product logo/symbol authorized)	<input type="checkbox"/>
1	Pair athletic shoes (basketball shoes and shoes with cleats not authorized)	<input type="checkbox"/>
1	Pair of socks	<input type="checkbox"/>

MISCELLANEOUS ITEMS & EQUIPMENT

QTY	ITEM	X
1	Current CAP ID card (membership card or CAP photo ID card; NOT 101 Card)	<input type="checkbox"/>
1	Small memo book that fits in your pocket	<input type="checkbox"/>
3	Black pens	<input type="checkbox"/>
1	Ruler; at least 6"	<input type="checkbox"/>
1 ea	Learn to Lead Vol 1 and Vol 2 (per phase)	<input type="checkbox"/>
*	Medications (in original packaging/container)	<input type="checkbox"/>
*	eReader (i.e. iPad, Android Tablet, Kindle, etc) with all Cadet Program series CAP publications (CAPR 52-x, CAPP 52-x, CAPM 52-x, CAPF 52-x, CAPM 39-1, AFMAN 36-2203, etc)	<input type="checkbox"/>

PROHIBITED ITEMS



Weapons, knives, cash in excess of \$30, illegal drugs (prescription and non-prescription must be disclosed to health services), tobacco, alcohol, food, candy, gum, and any items deemed inappropriate in nature for this activity by the activity director or school staff.

Location:

Florida Elks Youth Camp

24175 SE Highway 450 Umatilla, FL 32784

<https://goo.gl/maps/PoFynxnEbay>

<http://floridaelks.org/driving-directions>

From Northeast

- 1-Take I-95 south to Ormond Beach Exit 268 for SR 40Go 34.2 miles.
- 2-Turn Left onto SR 19 South (this is a blinking light). Go 17.2 miles.
- 3-Turn Right onto CR 450/Ocala St (the only stoplight in Umatilla). Go 6.1 miles.
- 4-Turn Right at the large, brick sign for the Florida Elks Youth Camp

From Northwest

- 1-Take I-75 south to Exit 341 for CR 484 East. Go 8.2 miles.
- 2-Turn Right at US 27/441Go 4 miles.
- 3-Turn Left at CR 42 East. Go 14.1 miles.
- 4-Turn Right at CR 450. You can only turn right at this juncture. DO NOT turn at CR 452.
- 5-Turn Left into the camp a mile down the road. There will be a large brick sign for the Florida Elks Youth Camp.

From Southeast

- 1-Take the Florida Turnpike to Exit 267A for FL-429 North to Apopka. Toll is \$1.25. Go 9.4 miles on FL-429 until it ends.
- 2-Turn Left onto 429 Connector Rd. Go .3 miles.
- 3-Turn Right onto 441 North. Go 15.9 miles.
- 4-Turn Right onto SR 19 North. Go 7.9 miles.
- 5-Turn Left at the first stop light in Umatilla into CR 450/Ocala St. Go 6.1 miles.
- 6- Turn Right at the large brick sign for the Florida Elks Youth Camp.

From Southwest

- 1-Take I-75 North to Exit 329 for SR 44 East. Go 3.5 miles.
- 2-Turn Left onto US 301 North. Go 9.5 miles.
- 3-Turn Right onto CR 42 East. Go 17.4 miles.
- 4-Turn Right at CR 450. You can only turn right at this juncture. **DO NOT** turn at CR 452.
- 5-Turn Left into the camp a mile down the road. There will be a large brick sign for the Florida Elks Youth Camp.

FLORIDA LEADERSHIP ACADEMY

Staff & Instructor Interview Application Questions

INSTRUCTIONS: Please use the FLWG Form 503, *Cadet Activity Staff Application*, to record your answers to the questions applicable to your application. The reverse (back side) of the form has spaces for you to answer these questions. The question number on this page corresponds to the form blank on the FLWG Form 503.

Cadet Instructor Applicant

1. Describe the importance of actively teaching leadership techniques to cadets in a structured, academic environment.
2. What method of instruction or activity is best for developing teamwork amongst junior NCO grade (average 14 years of age) cadets?
3. What role should the Florida Leadership Academy play in cadets' involvement in the cadet program within Florida Wing?
4. Describe any topics of instruction that you believe should be a part of the NCO Academy Curriculum and why.
5. Provide any additional comments, feedback, or information, you would like the reviewing officer to consider for your application.

Senior Instructor Applicant

1. Describe the importance of actively teaching leadership techniques to cadets in a structured, academic environment.
2. What method of instruction or activity is best for developing teamwork amongst junior NCO grade (average 14 years of age) cadets?
3. What role should the Florida Leadership Academy play in cadets' involvement in the cadet program within Florida Wing?
4. Describe any topics of instruction that you believe should be a part of the NCO Academy Curriculum and why.
5. Provide any additional comments, feedback, or information, you would like the reviewing officer to consider for your application.

Senior Staff Applicant

1. What administrative processes can be incorporated into FLA that would simplify the registration, certification, and long-term tracking of course curriculum?