



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



25 April 2022

MEMORANDUM FOR – SEE DISTRIBUTION

FROM: Summer FLESA Director

SUBJECT: 2022 Florida Wing Summer Emergency Services Academy

1. **OVERVIEW.** Florida Wing (FLWG) will conduct a Summer Emergency Services Academy at Camp Blanding Joint Training Center (CBJTC), Starke Florida from 07 Jul 2022 to 16 Jul 2022. This operations order provides basic details of this activity that apply to members planning to attend the Summer Encampment.
2. **MISSION.** The 2022 summer edition of the Florida Wing Emergency Services Academy or FLESA is an 8-day intensive academy designed to provide you with the skills and knowledge necessary to become proficient in UDF and Ground Team Member 3 qualifications. This event will include an overnight stay in the woods during a field exercise and extensive hiking on local trails. We will also be offering MRO and MSA qualifications for base staff.
3. **EXECUTION.** Staff (cadet and senior) will arrive between 1300 and 1500 EST on 07 Jul 2022 for in-processing. Students attending FLESA will arrive between 1200 and 1300 on 09 Jul 2021 and must eat lunch before arrival. All students will be dismissed upon completion of the graduation ceremony and sign-out. The graduation ceremony begins at 1000 EST on 16 July 2022. FLESA staff will be dismissed following the final inspection with Camp Blanding staff. The team 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 FLESA Director Approval. The academy site is in the Eastern Time Zone, and all timings in this order are Eastern Standard Time.
4. **SAFETY.** All personnel attending FLESA 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 before submitting the staff application.

Safety of personnel and assets (CAP and public) will be the number one priority. A safety/ORM brief will be conducted by the activity Safety Officer to include a discussion about hazards, with a focus on weather and hydration. Additional safety briefings will be held before all activities where additional hazards are expected to address these hazards.

5. **STAFFING.** The Activity Director selects the activity 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.

PRE-ARRIVAL STAFF TRAINING. In-person staff training before FLESA will not be conducted. FLESA staff will be required to complete the following before arrival; ICUT (Online), GES, CAPT 117 ES, IS 100, IS 700. FLESA required staff training that begins on 08 Jul 2022 is mandatory for all staff members. Failure to attend this training without prior coordination will result in dismissal from the activity.

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

a. Prerequisites. To attend FLESA, 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 students. Cadets must have completed the Curry Achievement (Achievement 1) and completed at least one encampment before arriving for in-process.

(2). Cadet Staff Applicants. Before application submission, cadet staff applicants must have earned 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). 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 completed before applying.

(3). Senior Student and 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 FLESA 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) before the encampment. All senior staff shall complete the basic and advanced CPPT before the encampment.

b. Application Submission

(1). All participants. To apply for FLESA, applicants must complete the online application.

(a). Print the following forms. They will be found on the right side of the FLESA Page. Fill them out completely, including signatures of parents and Squadron Commanders as appropriate. Scan them into your computer.

- CAPF 60-81 – Application for CAP Encampment or Special Activity. (cadets)
- CAPF 17 – Application for Senior member activities.
- CAPF 160 – CAP Member Health History Form.
- CAPF 161 – Emergency Information.
- CAPF 163 – Permission for Provision of Minor Cadet Over-the-Counter Medication (Minors Only).
- CBJTC Release of Liability and Assumption of Risk Agreement.

(b). Complete the online FLESA application form found on the Florida Wing Website at the end of the online application, you will need to upload the signed copies of the requested forms on the website.

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 have received a notification for each to consider yourself fully registered.
- d. **NOTE:** Online payment is the authorized payment option. If the applicant will be paying other than online please contact us at flesa@flwg.cap.gov.

c. FLESA Financial Policy & Fees. financial planning is based on a zero-balance finish. This means each budget is built around the projected number of attendees and all costs are incorporated therein. The result is the lowest cost to the member attending by spreading the cost equally amongst all attendees.

(1). FLESA Fee. The encampment fee will be as follows:

- The staff fee is \$150.00
- Student registration is \$250.00.

(2). Early Arrival Fee. Students arriving at the FLEA before the designated arrival time 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 the activity that are not covered in the regular rate for students.

(3). Payment Method. Per FLWGP 200-2, Florida Wing Financial Management Procedures, “Checks are not accepted for wing hosted activities. (Wing Banker Transfer or PayPal)” Credit/Debit or PayPal is the preferred method of payment. 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. The money order must also state “2022 Summer FLESA payment”. If it is not, the wing bank transfer will not be accepted.

1. 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 FLESA Administration Officer.
- c. Member will receive a one-time use promo code via email.
- d. Visit the registration site using the link provided and click on the “Enter promo code” text and input the promo code.
- e. Continue with the registration process.

(4). Refund Policy. All refunds must be requested via the refund request form on the Cadet Programs website. Refunds requested before the refund request deadline will be honored in full. Any request for a refund after this date will be processed within 45 days following the conclusion of the encampment and is based upon the final encampment costs. Refunds will be given on a first come first served basis determined from the date of the online refund request form (again, requests received before the refund request deadline will be honored).

No call and/or no show at FLESA will forfeit their FLESA fees and will not be reimbursed. Certain situations are acceptable and will be refunded such as injury, illness, and family emergencies. However, failure to plan or to prepare for the activity will not be considered for reimbursements such as uniforms not ready, or changes in family vacation plans.

(5). Failure to Pay. Any member failing to provide fee payment by the deadline may forfeit their FLESA slot. Extensions to the payment deadline may be granted by the Activity Director for extenuating circumstances. 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.

d. Suspense Dates / Deadlines.

- 17 June 2022 – Staff applications due.
- 30 June 2022 – Student applications due.
- 30 AUG 2022 - Refund requests due.

7. **CONDUCT.** During this activity, 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 Activity Director. Any member disrupting FLESA will be counseled and may be dismissed by the Director. Members dismissed from FLESA are responsible for transportation from the activity. Parents may incur additional expenses if a cadet is dismissed from the activity.

8. **WEBSITE.** The official FLESA website is located on the Florida Wing website. <https://flwg.cap.gov/flesa>. The website is the official source for all FLESA publications and should be checked regularly for updates and the latest activity information and news.

9. **PREPARATION.** All participants will experience long, demanding, and very active days. Cadets can expect to be active about 15 hours a day. To be successful at FLESA, prior preparation is critical. Arrive at FLESA 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.

This activity will mostly take place in an outdoor setting and special consideration must be given to hydration and exposure to the elements. It will be hot and humid. You need to be in a reasonable state of fitness to participate in this activity.

10. **TRANSPORTATION.** Transportation to and from FLESA is the member's responsibility.

11. **EQUIPMENT.** This academy focuses on Search and Rescue and includes instruction in survival techniques. As such a knife is an essential tool that each student needs. As most CAP activities exclude the use of possession of knives it is important that each student both possess one and has the maturity to handle it safely.

The activity participant packing list is included as an 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 during out-processing). It is recommended that students pack their gear so that it may be transported easily and without assistance. Because of the facilities used for this activity, 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 *not* recommended due to the difficulty in accessing items stored inside.

Hydration: ALL participants will bring a CAP-recommended water carrying device: A web belt with a canteen holder and canteen or camelback (camelback preferred). All participants need to begin hydrating at least 2-3 days before arrival. Stay away from heavily caffeinated beverages (Mountain Dew, Dr. Pepper, Energy drinks, etc.) at least 24 hours before you leave your home. You put yourself and the successful completion of this mission at risk when you are not fully hydrated.

12. **VISITATION.** Visitors are not authorized at FLESA without written permission (maybe via e-mail) from the Activity Director. The activity 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 activity staff as well as the family and friends of participants. Family, friends, and fellow CAP members are invited to the graduation ceremony at 1000 on 16 Jul 2022, however, are asked not to arrive until 0900 or later. Approved visitors will check-in at the activity command post upon arrival for a site briefing and visitor badge (*note: graduation ceremony attendees will not need to check in with the command post on arrival*).

13. **GRADUATION.** The graduation ceremony will commence at 1000 on 16 Jul 2022 at Camp Blanding Parade Field. Guests will be directed to the parking area and graduation location upon arrival. Other CAP activities will still be taking place and the extravehicular traffic creates a safety hazard for all personnel moving on-site, so all guests are asked to plan their arrival for after 0900 Eastern Standard Time.



JAY A. ROSENFELD, Captain, CAP
Summer FLESA Director

Distribution:
All FLWG Members
Flwg.cap.gov

Academy Equipment list

UNIFORMS: All CAP members must meet the grooming and weight standards prescribed for AF-style uniforms in Attachment 2 of CAPR 39-1. Standards for the wear of AF-style uniforms will be strictly enforced. Senior Members who do not meet the standards of wear for an Air Force style uniform for reasons of grooming or weight standards may wear the CAP field uniform (blue BDU). MRO and MSA trainees are authorized to wear polos and gray pants. Activity T-shirts and hats will be provided.

All items should be labeled with your last name initial and the six digits of your CAPID. Example: Cadet Smith, CAPID 370000 will label all items "S370000" in a permanent marker.

Required items

- Tent
- Sleeping bag or blankets
- Sleeping pad
- Canteen w/web belt or Camelback
- Cell phone and charger
- Flashlight w/extra batteries
- Rain gear or poncho
- Lighter or Matches
- Compass (Orienteering preferably, of good quality as you will be graded on orienteering)
- Notepad (field size)
- Pencils or pens or both
- Signal mirror
- Whistle
- Spare batteries
- Bug repellent
- Work gloves
- Pocket or utility-type knife, multipurpose with a can opener. Swiss Army knives, Leatherman, or Gerber Tools are recommended.
- 50' of nylon line (paracord or similar line)
- Day pack (24-hour pack) (preferably red or orange), webbed gear, or other SAR/Survival Vest.
- First Aid Kit, stored in a zip-lock bag or other waterproof containers, recommended that it consists of the following:
 - (1) 2 Antiseptic cleansing pads
 - (2) Antiseptic ointment
 - (3) 6 Band-Aids, of various sizes
 - (4) Moleskin, 2" X 4"
 - (5) Roller bandage
 - (6) 2 Safety pins, large
 - (7) 4 gauze pads
 - (8) 1 Triangular Bandage

(9) Tape, first aid

(10) Any personal medication (your team leader should know what you have and where you carry it.)

(11) Rubber surgical gloves (two pairs minimum)

- Set of bed linens, blanket, pillow covers.

Optional

- Trekking poles (Optional)
- GPS (optional)
- Folding Chair (optional)

CLOTHING

- 2-4 complete sets of ABUs with patches/insignia
- 1 sand web belt with open buckle subdued black
- 4 sand t-shirts (for ABUs)
- 3-5 pairs of heavy black socks
- 1 pair broken in plain, black combat, jungle, or jump boot; shined ***(MAKE SURE BOOTS ARE BROKEN-IN BEFORE ACTIVITY AND FITTED WITH COMFORT INSOLES)***
- undergarments
- 2 pairs of PT gear for downtime and when doing laundry

PERSONAL HYGIENE

- Toothbrush and toothpaste
- Soap
- Insect repellent
- Comb/brush
- Shampoo/Conditioner
- Wash Cloth/Small Towels/Beach Towel
- Shower Shoes (for shower)
- Deodorant
- Shaving kit (as needed)
- Handkerchief or tissue
- Towel
- SUNSCREEN (SPF 45 or stronger)
- Medications (must be disclosed upon sign-in)
- Meals and bottled water will be provided. You may bring snacks
- Laundry Detergent so that you may do laundry during the week

Attachment 1

COVID Addendum

The health and safety of our members is paramount. Because of the COVID-19 Pandemic, there are numerous additional measures that we have implemented to ensure the safety of all members participating in this activity. All applicable federal, state, and local guidelines will be strictly enforced; however, by participating in this activity voluntarily members assume all risks related to exposure to COVID-19.

Daily safety briefs will include CDC educational material about COVID-19 symptom awareness, correct hand hygiene, and cough/sneeze precautions. Health Service Officers and Safety Officers will be present during the encampment, and a separate isolation location will be identified for members that develop symptoms, need to be quarantined await the results of the COVID test, or await transportation to return home. The HSO will assist the activity leadership in determining if members need to leave the event and those who may have been potentially exposed. A CAPF 160 will be filled out to identify potential hazards and mitigate risks, which will be evaluated continuously and adjusted as needed.

- 1.** All attending members must have completed the FLWG's Risk Level Required Education before arriving at FLESA. The required education is accessible here: <https://flwg.cap.gov/news/covid-19-information>.
- 2.** All members will be screened upon check-in. The screening will consist of questions about your current state of health.
- 3.** The latest CDC Guidance on mask wear will vary based on COVID 19 community levels found here; <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>
 - a. Low levels - Wear a mask based on your personal preference, informed by your level of risk.
 - b. Medium levels - If you are immunocompromised or at [high risk for severe illness](#).
 - c. High levels - Wear a well-fitting mask indoors in public, regardless of vaccination status or individual risk (including in K-12 schools and other community settings)