



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



09 DECEMBER 2023

OPERATIONS ORDER FOR SER CC, FLWG CC, RED ACE 2024

FROM: Red Ace Activity Director, 1st Lt Cyrus J. Gardner

SUBJECT: 2024 Red Ace Operations Order

1. **OVERVIEW.** Southeast Region and FLWG will conduct a pilot program Cadet Special Activity named "Red Ace", which will be held at Sun N' Fun Expo Campus, Lakeland, Florida, from 05 April 2024 to 14 April 2024. This operations order provides basic details of this activity that apply to Region and Wing command, members considering or planning to attend, and parents of cadets planning to attend Red Ace. **Members wishing to attend Red Ace in any capacity are expected to read this Operations Order and understand it in its entirety.**
2. **MISSION.** The mission of Red Ace is to provide high quality support in the areas of Air Operations and Emergency Services to the Aerospace Center for Excellence and the Sun N Fun Aerospace Expo held annually at Lakeland Linder Airport in Lakeland, Florida.
3. **EXECUTION.** Core event staff as determined by the Activity Director will arrive on Thursday, 04 April 2024 as directed. The remaining event staff and cadets will arrive at 1000 EST on Friday, 05 April 2024 for in-processing and must have eaten a substantial breakfast. All personnel will be dismissed on Sunday, 14 April 2024, at 1830 EST. Early or late arrivals or departures must be coordinated and require Activity Commander approval.
4. **SAFETY.** The Safety Officer for the activity will complete a CAPF 160 Deliberate Risk Assessment Worksheet and will conduct a safety brief to all participants and staff no later than two hours after arrival. This is a high heat, high workload, and high-risk activity. Members are encouraged to be prior acclimated to Florida like heat and humidity and be prepared to conduct operations in direct sun and on tarmac. The activity will follow the USAF working heat index guidelines for hydration and rotation of on duty personnel.
5. **CURRICULUM OVERVIEW.** Red Ace primarily supports the Sun N Fun Air Operations division. Through this support, Red Ace provides the opportunity for intensive training through two primary curriculum sections, Ground Ops and Air Ops. Each year, as a part of the Aerospace Education portion of our core curriculum, the command team will pick an aircraft to focus on. This aircraft will be our theme for the year, and that theme will be reflected on the challenge coins, shirts, and other items throughout the event. Additionally, each year our participants will go by the name of that

aircraft as a nickname. For example, for this year of Red Ace CSA, the USAF Thunderbirds will be a showcase demonstration and for the first time ever, be parked on the crowd side of the airfield. As such, the F-16 “Fighting Falcon” will be the aircraft that the program focuses on. For the year 2024, all participants will collectively be called “Falcons”, and year 2024 will be the “Year of the Falcon”. All Falcons will be taught the core curriculum, but as the week progresses, Falcons will fall into one of two squadrons to focus on mission specific skills as applicable to their placement.

- **Core Curriculum** – This program focuses on safety, general principles of customer service and recruitment, Red Ace activity organization, Civil Air Patrol history, Sun N Fun history, and Aerospace Education. Each Falcon, upon arriving at the activity, will be given a Red Ace hat, and a yellow Sun N Fun hat. The Red Ace members who have attended for multiple years and met Sun N Fun’s experience requirements will have the opportunity to earn and wear a Red Hat, signifying that while on duty, they are a supervisor in their area.
- **Ground Operations** – This program focuses on ground-based emergency services (ES). ES qualifications such as ground team member, urban direction finding, and mission radio operator will be the area of focus during the activity. In addition to these items, cadets will learn about Airside Crowd Control, Military Support, and Hot Air Balloon operations, as well as providing overall assistance to Sun ‘N Fun Air Operations. These cadets will experience rigorous training in the beginning of the event and then perform the tasks learned throughout the event with mock ES missions along with their crowd safety duties.
- **Air Operations** – This program focuses on the flight line responsibilities associated with the air show. Students should prepare for the rigors of learning flight line marshalling and working on an active airport flight line. Cadets will assist Sun ‘N Fun Air Operations in manning active taxiways and will assist in parking aircraft at general aviation parking. The beginning of the event will focus on training and qualifying the cadets in flight line marshalling, Airside Crowd Control, safety, and risk management.

6. **STAFFING.** The Activity Director selects the Red Ace command staff. All 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. While CAP in general is a leadership laboratory, this activity is highly mission critical for Sun N Fun, and there will be more direct, authoritative leadership from the senior staff as opposed to the standard cadet led encampment or activity. Staffing selections can and often will change at any time before or during the event to allow the best members to fill the right positions.
7. **PRE-EVENT TRAINING.** All participants will be required to attend a virtual training course before arrival. The training will encompass Sun N’ Fun operations, safety, and more. Additionally, participation in a virtual RST covering cadet protection will be mandatory for all staff members.

Failure to attend the pre-event training or RST will result in members being unable to participate.

8. **APPLICATION PROCEDURES.** There are three types of participant applications for Red Ace: Falcon (participant), cadet staff, and senior staff applications.

- **Prerequisites:** To attend Red Ace, all applicants must be current CAP members in possession of a current CAP identification card, be in good standing with Civil Air Patrol, and have a membership expiration date of 15 April 2024 or later reflected on their identification card and completed Cadet Protection Policy training, if required. These additional requirements must also be met based on the application type:
 1. **Cadet Falcon Participants:** Cadets attending Red Ace must be 15 years of age by 05 April 2023, have completed an Encampment, GES, First Aid, and the FEMA Courses IS100, IS200 & IS700. Because of limited slots for cadets, cadets not satisfying these requirements will not be slotted.
 2. **Cadet Staff Applicants:** Before application submission, cadet staff applicants must have attended Red Ace or the event previously known simply as "Sun N Fun" once, have earned the Wright Brothers Award, and have the award reflected in eServices. Before application submission, cadets 18 and over must complete Cadet Protection Policy Training (CPPT). All cadet staff shall complete Introductory Communications User Training (ICUT) and General Emergency Services (GES) before applying, in addition to the cadet student requirements. Additionally, cadet staff must complete the online Operational Risk Management (ORM) Basic and Intermediate Courses available through "CAP Safety Education" in CAPNHQ eServices <http://www.capnhq.gov>. Basic & Intermediate ORM Courses must be completed before applying.

Cadet staff application:

<https://docs.google.com/forms/d/e/1FAIpQLSeLReFS1GbogFThUHtFEu8d559QcmaXtyqWyoeOrMINrdM8pQ/viewform>

3. **Senior Member Staff Applicants:** All senior staff must have completed Level 1. Additionally, the senior staff must complete the online Operational Risk Management (ORM) Basic and Intermediate Courses available through "CAP Safety Education" in CAPNHQ eServices <http://www.capnhq.gov>. Basic & Intermediate ORM Courses must be completed before applying. Seniors are encouraged to have a CAP driver's license before applying to the event, but it is not required. All senior staff shall complete Introductory Communications User Training (ICUT) and General Emergency Services (GES) before the activity. All senior staff shall meet the basic and advanced CPPT before the activity.

Senior member staff application:

https://docs.google.com/forms/d/e/1FAIpQLSeAXuk5N_ZIjRNc-QYfUNLTGG6cXMgccFquAmelFn2NdVi_ig/viewform

- **Application Submission**

1. **All participants and staff:** To apply for Red Ace, applicants must complete the online Red Ace application.
 - a. Complete the online Red Ace application form on eServices and the registration form <https://www.capnhq.gov/CAP.Experiences.Web/Registration/RegistrationDetails?EventID=202>
 - b. <https://forms.gle/NR5aCEsNpAXiC42RA>
 - i. The application for Red Ace does not guarantee you a spot. A separate email will be sent by February 21st 2024, with information on whether you have been selected for the activity.
 - c. Red Ace Webpage: <https://www.redace-cap.com>
 - d. If accepted into Red Ace, you will receive an email to upload the signed copies of the requested documents on the website and to pay. You must also bring physical copies of the forms and present them when you check in to Red Ace.
 - i. Fill out the following forms. They will be found on the right side of the Red Ace page. Please complete them, including the signatures of parents and Squadron Commanders as appropriate. Scan them into your computer.
 - 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 (Minors Only)
 - e. Hints for a Successful Application:
 - i. Fill out every single spot on the online application. Please fill everything out to ensure your application is accepted.
 - ii. Have your scanned and completed documents ready before receiving your acceptance email.
2. **Cadet & Senior Staff Applicants:**

- a. Cadet and Senior staff must apply through the staff application link listed above. Cadet staff will be selected by the cadet command team, and all senior staff applicants will be selected by the Activity Director.
 - i. If accepted as a staff member, you will receive an email with links to upload your documents and instructions on how to pay for Red Ace.
 - ii. You must provide physical copies of all forms and turn them in upon checking in.
- b. Upon receiving notification that you have been selected for the Red Ace staff, you will receive 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. The email will also include links to upload your forms and pay for the Red Ace.
 - i. Fill out the following forms. They will be found on the right side of the Red Ace page. Please complete them, including the signatures of parents and Squadron Commanders as appropriate. Scan them into your computer.
 - CAPF 60-81 – Application for CAP Encampment or Special Activity (Cadet Members Only)
 - CAPF 17 – Application for Senior Member Activities (Senior Members Only)
 - 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)
- **Refund Policy:** Red Ace will not issue refunds after payment has been submitted for any reason unless explicitly authorized by the Activity Director in conjunction with Wing and Regional command staff.
- **Activity Fee:**
 - Senior Member Fee: \$250
 - Cadet Fee: \$350

9. **PAYMENT MENTHOD.** All payments will be made via the eServices link and all payments are due no later than 01 March, 2024. Failure to pay on time will result in the members not being allowed to attend the activity. For any extenuating circumstances regarding payment, contact the Activity Director. **ONLINE PAYMENT THROUGH ESERVICES IS THE ONLY AUTHORIZED FORM OF PAYMENT.**

10. **IMPORTANT DATES.**

- i. 12JAN2024 Town Hall/ Info meeting via Teams
- ii. 31JAN2024 Senior Cadet Staff (Squadron Commanders and Above).
- iii. 11FEB2024 All Cadet and senior staff applications are due.
- iv. 18FEB2024 Cadet Falcon Applications are due.

- v. 21FEB2024 Acceptance for all applicates and participants
- vi. 01MAR2024 Cadet & Senior staff activity fee payment due.
- vii. 02MAR2024 Requires Staff Training (held virtually)
- viii. 23MAR2024 Required Pre-Event Training (held virtually)
- ix. 04APR2024 Pre event set up crew arrives
- x. 05APR2024 All participants Arrive
- xi. 14APR2024 All participants Depart
- xii. 15APR2024 Executive staff / final tear down crew Depart

11. **CONDUCT & DISMISSAL POLICY.** During Red Ace, 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. Attendance at this activity is a privilege, not a right. The Cadet Protection Policy will be strictly enforced. The Activity Director may dismiss any member, without refund, for any violation of regulation or core values. In the unlikely event that a member, senior or cadet, is dismissed from the activity, the senior member or adult aged cadet will be responsible for immediate transportation out of the activity, or for minor cadets, parents will be responsible for arranging for transportation out of the activity as soon as possible.

12. **UNIFORMS.**

- i. Cadets UOD: ABU's or Blue BDU's IAW CAPR 39-1
- ii. Senior Members UOD: ABU's, Blue BDU's, Corporate Polo IAW CAPR 39-1

13. **PREPERATION.** All Red Ace participants will experience long, demanding, and very active days. Cadets can expect to be active about 18 hours a day. To be successful at the Red Ace, prior preparation is critical. Arrive at Red Ace with the correct equipment, well-rested, and hydrated. Proper hydration will keep members mission ready and focused and prevent injury.

14. **TRANSPORTATION.** Transportation to and from Red Ace site is ultimately the member's responsibility; however, Red Ace and Florida Wing will make reasonable attempts to assist with member transportation for those who are flying in.

- **Airport shuttle** – Red Ace will provide a limited Airport Shuttle exclusively to and from **Tampa International Airport (TPA)**.
- We will determine timing of shuttles to and from TPA based on needs however please plan to arrive in TPA in the earlier part of the day on 05 Apr 2024. All flight arrangements need to be made before **03MAR2024** and communicated to the event administration team. Members desiring to arrive or depart from any other airport will require the Director's

approval. Please coordinate with the event staff prior to booking your flights. Any earlier flight departures due to availability will need Commander Approval.

- **Amtrak Lakeland Train Station**
- If you will be needing a shuttle from or to the Lakeland Train Station, please coordinate with event staff prior to booking your ticket.
- **Corporate Vehicles.** Any CAP vehicles (except for those personally assigned to members of wing or region staff) will be expected to be signed into the event and be used for the event. Keys will be kept and monitored by the event command and logistics team.

15. **EQUIPEMENT.** The Red Ace participant packing list is included as an attachment to this order.

Participants will pack only what is on the packing list. Any equipment 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 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.

16. **Generalized Daily Schedule**

- i. **0600:** Reveille / Start of duty day.
- ii. **XXXX:** Major schedule item.
- iii. **XXXX:** Major schedule item.
- iv. **XXXX:** Major schedule item.
- v. **XXXX:** Major Schedule item.
- vi. **1800:** Retreat / End of duty day.
- vii. **XXXX:** Major Schedule item.
- viii. **XXXX:** Major schedule item.
- ix. **2200:** Taps / Lights out.

17. **COMMAND POST OPERATIONS.** A core fundamental of the activity's command structure will be a designated command post. The centralized command post will be the source of consolidated decision making. The command post and all other Red Ace designated areas will be restricted using access control. A designated gate will be the source of entry or exit, at which point all members will provide an activity provided Red Ace ID. Logs will be kept maintaining accountability and monitoring movement of personnel to and from the command post and Red Ace designated areas. Overnight access protocols and shifts for access-controlled areas will be implemented as specified in the activity SOP.

18. **VISITATION.** Visitors are only authorized to attend the activity with written permission (or via e-mail) from the Activity Director. Pets or animals of any kind, shape, or size are not permitted. Service animals must be registered and in compliance with ADA and official paperwork must be given to the Activity Director before admittance into the campsite. This restriction applies to all people, CAP members or otherwise. Authorized visitors must sign in at the access control area and will be given a visitor badge.

1st Lt Cyrus J. Gardner
2024 Red Ace Activity Director

Attachments:

1. Packing List
2. Drop Off & Pick Up Location
3. Staff Position List & Description

Civil Air Patrol Red Ace Packing List

Clothing

- ☐ 2x ABU Blouse (or more)
- ☐ 2x ABU Pants (or more)
- ☐ 1x ABU Cover
- ☐ 1x ABU Fleece or jacket
- ☐ 1x ABU desert tan ABU belt
- ☐ 10x Desert tan t-shirt
- ☐ 10x Black boot socks
- ☐ 10x Underwear/Undergarments
- ☐ 2x blousing bands
- ☐ 1x black combat boots
- ☐ 3x gym shorts
- ☐ 1x sleepwear
- ☐ 1x black gym/ running shoes

- ☐ 1x shower shoes
- ☐ 1x pair of civilian clothes
- ☐ 1x cold weather gloves
- ☐ Cold weather gear as needed

Personal Hygiene Items

- ☐ 1x Hand sanitizer
- ☐ 2x bath towels
- ☐ 1x shampoo
- ☐ 1x body soap
- ☐ 1x conditioner
- ☐ 1x comb/ brush
- ☐ 1x deodorant (NOT OPTIONAL)
- ☐ 1x foot powder
- ☐ 1x tooth brush & tooth paste
- ☐ 1x shaving gear (as needed)
- ☐ 1x sunscreen
- ☐ 1x insect repellent
- ☐ 1x female hygiene products (as needed)

Miscellaneous Items & equipment

- ☐ Snacks (must be in resealable container)
- ☐ 1x folding chair (optional)
- ☐ 1x CAPF 60-81
- ☐ 1x CAPF 160
- ☐ 1x CAPF 161
- ☐ 1x CAPF 163
- ☐ 1x Cot for sleeping on, required)
- ☐ 1x sleeping pad (for cot, optional)
- ☐ 1x pillow& pillow case
- ☐ 1x blanket & sheets or sleeping bag
- ☐ 2x rain poncho
- ☐ 1x camel pack (or 2 canteens & belt)
- ☐ 1x daypack
- ☐ Spending money (\$75 recommended)
- ☐ Medications (in original container)
- ☐ 1x footlocker/ suitcase/ etc (goes under your cot)
- ☐ 2x Flashlight (with extra batteries)
- ☐ 1x current CAPID
- ☐ 1x small notepad
- ☐ 3x Pens & pencils (black / blue)
- ☐ 1x laundry bag (for dirty clothes)
- ☐ 1x Watch (in regs per 39-1)
- ☐ 1x sewing kit (optional)
- ☐ 1x shoe shining kit (optional)
- ☐ 1x high vis vest (optional)
- ☐ 1x noising cancelling over-ear protection (optional-in ear hearing protection will be provided)
- ☐ 1x FLM marshaling sticks (for FLM air ops only)
- ☐ 1x Emergency services kit (optional)

PROHIBITED ITEMS: Weapons, any tobacco or tobacco type products (including electronic or smokeless), alcohol, gum, or loose jewelry.

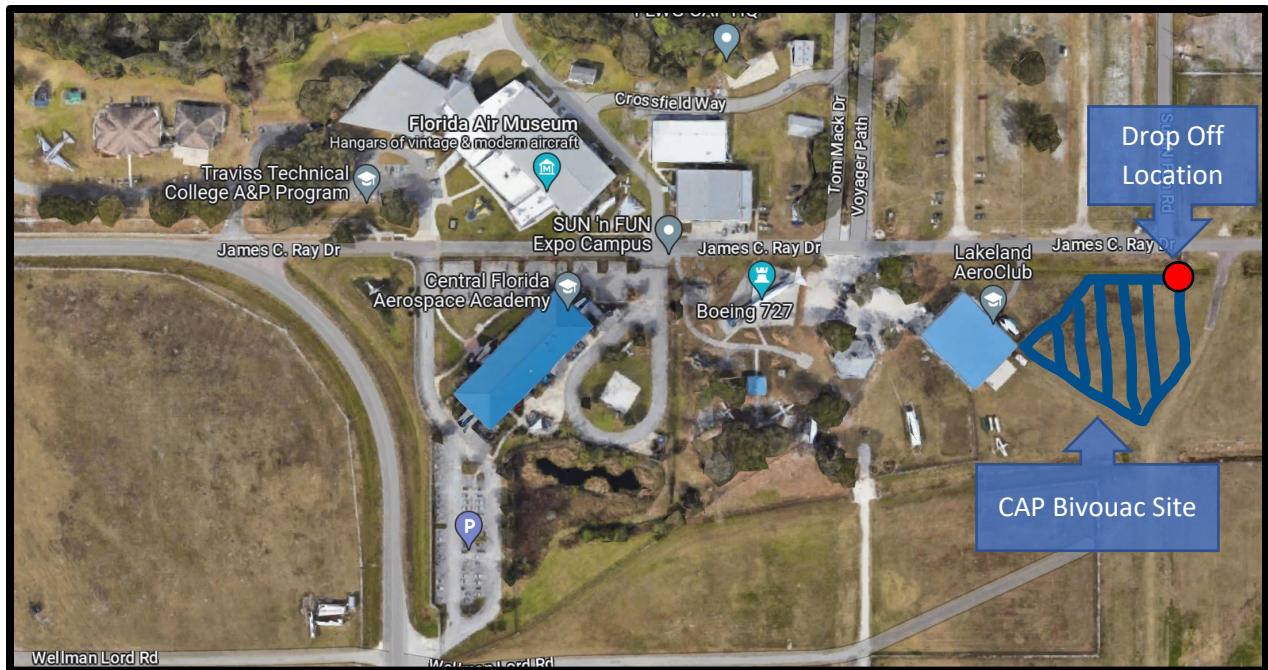
Any items found that are not on the equipment list will be confiscated and placed in contraband. Be accountable for your own actions and DO NOT pack anything not authorized on this equipment list.

Bringing of unauthorized items or failure to disclose is grounds for dismissal from Red Ace.

This is a professional, high-risk activity. While cell phones and pictures taken from them are welcomed and encouraged, when a non-staff member cadet is “standing duty”, the cell phone will be left in the bunkhouse until the end of the duty shift. Further, the Activity Director reserves the right to confiscate cell phones or other electronic devices as a group or individually based on professionalism and performance of any member or group of members.

DROP OFF & CAP VAN ROUTE

(Pick up is also at the drop off location)



ACTIVITY OVERVIEW

(Site Locations)



Cadet Staff Positions for Applicants

****All applicants must have already attended Red Ace once to apply**

- **Executive Cadet Cadre** (4 Available Positions)
 - Picked by activity Commander
- **Senior Cadet Cadre** (4 Available Positions)
 - (2) Air Operations Squadron Commander – C/1st Lt+
 - Responsible for 3 flights each
 - (2) Ground Operations Squadron Commander – C/1st Lt+
 - Responsible for 3 flights each
- **Line Cadre** (12 Available Positions)
 - (6) Air Operations Flight Sergeant or Flight Commander– C/TSgt+
 - Responsible for 12 cadet students
 - (6) Ground Operations Flight Sergeant or Flight Commander – C/TSgt+
 - Responsible for 12 cadet students
- **Support Staff** (19 Available Positions)
 - (4) Curriculum Instructors – C/CMSgt+
 - Responsible for developing & instructing curriculum
 - (1) Comms Officer – C/2d+
 - Responsible for communication procedures & operations
 - (2) Operations Officers – C/2d Lt+
 - Responsible for coordination & execution of the schedule
 - (6) Public Affairs – C/SrA+
 - Responsible for taking pictures & public relations
 - Please note: the activity director is very fond of public affairs and high-quality photo and video content, and there is a substantial PAO budget that will be used to rent equipment such as a Canon 1DXmk3 and a host of lenses. If you want an opportunity to learn and work with high-end equipment, this will be the event to do it at!
 - (6) All other support positions – C/SrA+
 - Responsible for work as assigned by cadet command staff.