



GROUP THREE HEADQUARTERS  
CIVIL AIR PATROL FLORIDA WING  
UNITED STATES AIR FORCE AUXILIARY  
POST OFFICE BOX 1768  
LUTZ FL 33548-1768

15 Feb 2007  
Original

OPERATIONS ORDER

FROM: Group 3 AIRFEST 2007 Project Officer

SUBJECT: AIRFST 2007

1. PURPOSE: This activity will:
  - a. Support the USAF in static display, crowd control, communications, first aid & safety
  - b. Develop *Team Work* throughout FLWG & USAF
  - c. Cadet Activity to support Community Service
  - d. Recruiting & PA of CAP to the Community by setting up and manning a booth to promote CAP
2. WHEN/WHERE: 30 Mar 2007 thru 1 Apr 2007 located at MacDill AFB Tampa, FL
3. WHO: All CAP members of FLWG and any other CAP Wings who are willing to support the USAF for this spectacular event.
4. COST: The cost per participant will be \$20 for meals and other administrative costs.
5. APPLICATION PROCEDURES: Submit a FLWG 500 (Cadets) and a CAPF 17 (Adults) with a check or money order payable to Group 3 HQ, address: (David Leach, PO Box 831 Mango, FL 33550-0831) no later than 16 Mar 07 (9 Mar 07 for all staff positions). CAP Officers (senior members) enclose a printout of the completion of CPPT & Level 1 Training from e-services or any proof of completion. Applications received past the due dates will be accepted on a case by case basis due to coordination with MacDill AFB Security Team. All CAP Officers are encouraged to obtain CAP drivers license.
6. SQUADRON COMMANDERS: Please notify the Air Fest staff with the number of CAP Officers and Cadets that plan on participating via email to [airfest2007@earthlink.net](mailto:airfest2007@earthlink.net). We are looking to have at least 1 CAP Officer per 7 Cadets and even 1 to 5 ratios is preferred. This should be accomplished as soon as possible due to the short deadline dates, but no later than 9 Mar 07.
7. MEALS: Will be prepared and served by Logistic Staff. Menu will be listed on the Group 3 website [group3.flwg.cap.gov](http://group3.flwg.cap.gov) closer to the event date.
8. EQUIPMENT/CONTRABAND LIST: See Enclosure 1
9. UNIFORM OF THE DAY: BDU's with FLWG Patch, Reverse Flag and proper CAP nametapes or the Blue CAP Field uniform with proper patches and CAP nametapes for those CAP Senior Officers that don't meet the weight requirements.
10. STAFF POSITIONS: See Enclosure 2 for a listing of available positions. CAP members who are selected for staff positions will be notified by email or phone no later than 17 Mar 07. Early notification to [airfest@earthlink.net](mailto:airfest@earthlink.net) for requesting a staff position with a follow-up of application in mail.
11. TRANSPORTATION: Due to base security issues the base will provide a limited number of vehicle passes. Contact the transportation officer thru [airfest2007@earthlink.net](mailto:airfest2007@earthlink.net) email address. All non-staff participants shall sign-in at the TARGET store parking lot just past Dale Mabry Highway on Gandy Blvd from 1600-2000.
12. SCHEDULE: The schedule is subject to change due to the USAF security requirements and requested support. The schedule will be updated and posted on the Group 3 website [group3.flwg.cap.gov](http://group3.flwg.cap.gov) and listed in the Plan of the Day at the event.
13. QUESTIONS: Any questions about this activity contact the Project Officer at [airfest@earthlink.net](mailto:airfest@earthlink.net). We are looking forward to seeing you at this event.

David L. Leach, 1stLt, CAP  
AIRFEST 2007 Project Officer

**EQUIPMENT/CONTRABAND LIST**

**All items must be labeled with your last name initial and the 6 digits of your CAPID.**

Example: Cadet Smith, CAPID 370000 will label all items S370000 in permanent marker.

All participants should minimize their gear to one suitcase or duffle bag for ease of transport & storage.

**BATTLE DRESS UNIFORM (BDU/ BLUE UTILITIES)**

1-2 sets of BDU/BLUE CAP FIELD UNIFORM with appropriate patches and grade insignia

1 BDU/BLUE CAP FIELD UNIFORM combat cap

1 blue Air Force belt with subdued buckle for BDU/ CAP FIELD UNIFORM

2-3 brown, tan, or black T-shirts for BDU/ CAP FIELD UNIFORM

2-3 pair underclothing

2-3 pair heavy black socks

1 pair "well broken-in" black boots polished (**DO NOT BRING BRAND NEW BOOTS!!**)

**Camp Activity Clothing**

1 gym shorts/sweatpants

1 gym shirts/sweatshirts

1 pair white gym socks

1 pair worn-in running shoes

**GROOMING**

Cadets must follow regulations regarding hair color and hair grooming according to CAPM 39-1

Natural hair color for ALL cadets

Males: fresh-cut, AF style haircut

Females: Hair ties (matching hair color) hair gel/spray, and/or clips etc.

Trimmed toenails/nails; nail color – natural or clear polish

**MISC ITEMS**

**Current CAP membership card / CAPF 60**

\$25-\$30 spending money (optional)

Web belt with a minimum of 1 one-quart canteen (2 canteens or a camel-back type canteen strongly recommended).

1-2 towels / wash cloth sets (showering opportunities will be available)

Personal toiletries (soap, deodorant, toothbrush, toothpaste, comb, brush, toilet paper & razor if required)

Tent (may share with others "same gender", make arrangements with other cadets)

Sleeping Bag

Chap Stick or lip balm

Foot Powder

Flashlight w/spare batteries

Notebook, pens

Poncho or raincoat

Sleeping bag or sheets/blankets

Sunscreen SPF 30 or above

Earplugs

Insect Repellant

Bathing Suit (if desired for showering)

Shoeshine kit (optional)

Sleeping Pad (optional)

Shower Shoes (recommended)

Foldable Chair (optional)

1 Jacket for evening time (optional)

Pillow (optional)

Snacks (seal able containers)

Padlock for showering (optional)

Religious Books / Prayer Materials (Optional)

**MEDICATIONS**

All medications (including over-the-counter items) **must be** in the original containers. Pharmacy labeled containers with individual's name, medication name, and dispensing instruction must be on these. Medications should be in a Zip Lock Baggie with Cadet Name and CAD ID written on it. An opportunity will arise for cadets to notify the medical officer of all medication upon arrival.

**PROHIBITED ITEMS**

**Do not bring** radios, games, comic books, playing cards, knives, toys, fireworks, electronic games, weapons of any kind, pagers / beepers, cell phones (use emergency contact number if needed), alcohol or tobacco products.

Jewelry **will not be worn** and should not be brought to this activity. This includes body-piercings. (Exception: medical information jewelry and items required by your religion. No visible chains.)

Any items on this list or any additional items determined by the encampment staff to be inappropriate for encampment use will be secured for the duration of the activity and returned to the cadet after dismissal from the activity. You should not bring any non-CAP books with the exception of a bible.

**AVAILABLE STAFF POSITIONS**

CAP Officers	Cadet Activities Officer
CAP Officers	Assistant Safety Officers
CAP Officers	Public Affairs Officer
CAP Officers	Assistant Recruiting Officer
CAP Officers	Assistant Public Affairs Officer
CAP Officers	Admin Officer
CAP Officers	Assistant Admin Officers
CAP Officers	Medical Officer
CAP Officers	Assistant Medical Officer
CAP Officers	Communication Officer
CAP Officers	Assistant Communication Officer
CAP Officers	Transportation Officer
CAP Officers	Logistic Officer
CAP Officers	Tactical Officers
Cadets	Cadet Commander
Cadets	Cadet Deputy Commander
Cadets	Cadet Command First Sergeant
Cadets	Cadet Executive Officer
Cadets	Cadet Supply
Cadets	Cadet Public Affairs Officer
Cadets	Cadet Communication Officers
Cadets	Cadet Administration Officer
Cadets	Cadet Medical Officer
Cadets	Cadet Squadron Commanders
Cadets	Cadet Squadron First Sergeants
Cadets	Cadet Flight Commanders
Cadets	Cadet Squadron Flight Sergeants

**ACTIVITY SCHEDULE**

DATE	TIME	DESCRIPTION
30 Mar 07	1200-1600	Staff Arrival Initial Set-Up & Coordination
	1600-2000	Check-In at TARGET store located on the corner of Gandy Blvd and Dale Mabry, Tampa.
	1630-2100	Set-Up Camp
	2130	Camp Safety Brief , Introduction and CQ Duty Assignment
	2200	Lights Out CQ Duty Commences
31 Mar 07	0600	Revile CQ Duty Secured
	0630-0730	Breakfast and prepare for Departure
	0800	Duty Assignment and Briefing
	0830-1700	AIRFEST Activity (lunch hours will be posted in Plan of the Day)
	1700-1800	FOD
	1700-1830	Showers and Personal Hygiene
	1830-1930	Dinner
	1930-2100	Free Time and Staff Meeting
	2100	VESPERS / Moral Leadership
	2200	Lights Out CQ Duty Commences
1 Apr 07	0600	Revile CQ Duty Secured
	0630-0730	Breakfast and prepare for Departure
	0800	Duty Assignment and Briefing
	0830-1700	AIRFEST Activity (lunch hours will be posted in Plan of the Day)
	1700-1800	FOD Walk Down
	1800-2000	Campsite Breakdown and Check-out at TARGET store located on the corner of Gandy Blvd and Dale Mabry, Tampa.

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