CIVIL AIR PATROL

UNITED STATES AIR FORCE AUXILIARY

AFSUPTFC-OK

VANCE AFB, OKLAHOMA

MEMORANDUM FOR: AFSUPTFC-OKS CADETS FEBRUARY 24, 2026
FROM: WILLIAM J. MORAN, COL, USAF (Ret), CAP
ROBERT W. SHAW, LT COL, CAP
SUBJECT: **AIR FORCE STUDENT UNDERGRADUATE PILOT TRAINING FAMILIARIZATION COURCE WELCOME LETTER**

WELCOME TO THE 2026 AFSUPTFC-OK– VANCE AFB

Congratulations on your acceptance to AFSUPTFC-OK, Vance AFB, Oklahoma. SUPT-FC is a summer NCSA for cadets interested in becoming pilots, either in the military or on the civilian side. This activity is a fast-paced week during which, from day one to graduation, the cadets are fully immersed in the Air Force Pilot pipeline. They receive hands-on training in academics and simulator profiles that replicate the Air Force Pilot Training curriculum they are being taught. The cadets learn how to work as a team through team-building exercises and develop new study habits to help them perform and excel both within and outside the program. They also have the opportunity to meet with active Air Force Student Pilots and Instructor Pilots, who share stories about what Air Force Pilot Training means to them, the challenges in the pipeline, and how to overcome those challenges as a student pilot. This is a highly immersive activity that challenges cadets both mentally and physically. It not only strengthens technical and leadership skills but also fosters pride in service and a deeper understanding of what it means to be an Air Force Pilot. Additionally, it highlights how Civil Air Patrol and Air Force Aviation contribute to national readiness through education and dedication to the mission of Military Aviation.

Please read this detailed Welcome Letter in its entirety.
All sections are important and there are immediate action items you will need to complete to retain your slot in this activity.

AFSUPTFC-OK Details Overview:
About:
Dates: June 6-13, 2026
Address: VANCE AFB, ENID, OK
Housing: North Oklahoma College, Enid OK
Activity: Vance AFB
Time Zone: Central Time

Action Needed: Accept OR Decline Your Slot in Writing by March 14 (For Summer)
To accept your slot:

- Please email Col William J. Moran, Jr at wmoran@nhwg.cap.gov and Lt Col Robert W. Shaw at RShaw@cap.gov with the subject line: **Slot Acceptance AFSUPTFC-OK.**
- In the body of the email, confirm you **plan to attend.**

To decline your slot:

- Please go to Registration Zone and cancel your application for AFSUPTFC-OK.
- Send a courtesy email to Col William J. Moran, Jr at wmoran@nhwg.cap.gov and Lt Col Robert W. Shaw at RShaw@cap.gov notifying the staff **you have cancelled.**

It's ok if you change your mind and decide that this activity is not a good fit for you. We simply ask your courtesy to take action and decline your slot. This helps us offer that slot to another cadet on the alternate list. Thank you for communicating in a timely manner.

If you do not communicate any action by March 14, we will assume you are declining your slot.

Payment Policies (Summer)

- Important payment dates:
  - Standard Payment $650.00. Due date: 15 April. Paying early saves you $100.
  - Late Payment $750.00 is accepted Apr 16-22
- You must pay online in Registration Zone using Paypal or a credit card.
- If you haven't paid your tuition by April 22, National will remove you from having a slot on April 23 and you will be at the bottom of the alternate list.

Due to the complex nature of National Cadet Special Activities, no refunds are available after April 30.

If you were a Lift/Top financial assistance recipient OR Activity Scholarship recipient, you will have already been notified via email and your relevant tuition payment will have been entered in Registration Zone at the time you were slotted. Please check your activity card in Registration Zone to see if you have any balance due.

Travel Rules and Expectations

Students may arrive/depart from the following locations for this activity:

For the 2026 AFSUPTFC-OK, **WILL ROGERS INTERNATIONAL AIRPORT (OKC)** will serve as the arrival and departure airport for all activity staff and cadets. These timelines are firm. We only have drivers and vans available within these timelines on 6 JUNE 2026, and 13 JUNE 2026. We cannot accommodate Unaccompanied Minors. We do not have the resources to participate in the Unaccompanied Minors program.

ARRIVAL AND DEPARTURE VIA **WILL ROGERS INTERNATIONAL AIRPORT (OKC)**

ARRIVAL OKC	DEPARTURE OKC
6 JUNE 2026	13 June 2026
Cadets should arrive at OKC between 0800 and 1700.	Cadets should depart from OKC after 1200.

ARRIVAL AND DEPARTURE VIA POV (PRIVATELY OWNED VEHICLE)
POV arrivals must check in with staff and turn in keys upon arrival.

ARRIVAL POV	DEPARTURE POV
06 JUNE 2026	13 June 2026

Cadets should arrive via POV between 1000 and 1430.	Cadets should depart via POV at 0800.

DUE TO THE COMPLEX NATURE OF OUR ACTIVITY, PARTICIPANTS ARE ONLY ABLE TO TRAVEL TO AND FROM THE OPTIONS LISTED IN THIS WELCOME LETTER

Please confirm your travel plans as soon as possible, ensuring your travel dates and times meet the travel rules above.

- Please email your travel itinerary to Col William J. Moran, Jr at wmoran@nhwg.cap.gov and Lt Col Robert W. Shaw at RShaw@cap.gov no later than May 1st. In that email, please include your method of travel, arrival date and time and departure date and time.

If you are flying commercially:

- You must fly into and out of **WILL ROGERS INTERNATIONAL AIRPORT (OKC)**
- Your flight must arrive between 0800 and 1700 on June 6, 2026
- Your flight must depart after 1200 on June 13, 2026
- These timelines are firm. We only have drivers and vans available within these timelines on Arrival and Departure dates.
- We are not able to accommodate Unaccompanied Minors. We do not have the resources to participate in the Unaccompanied Minors program.

If you are being dropped off/picked by personal car:

- Please arrive at NORTH OKLAHOMA COLLEGE, 100 S. University Ave, Enid OK, 73701, Jets Dormitory, between 1000 and1430 on June 6, 2026
- Please depart at NORTH OKLAHOMA COLLEGE by 0800 on June 13, 2026

If you are driving yourself, you will be expected to turn in your keys upon arrival.

- In that email, please include your method of travel, arrival date and time and departure date and time.

Entry Authorization and Citizenship Requirements

Due to the sensitive locations visited, all participants, Cadets and Senior Members, must be U.S. citizens. Permanent Residents, DACA recipients, and individuals on visitor, work, or student visas are not eligible. Cadets must also have a REAL ID-compliant, government-issued photo ID at the time of slot acceptance and submit a copy with their paperwork. Cadets in the process of obtaining an ID cannot be slotted.

Additionally, cadets must provide proof of U.S. citizenship by submitting one of the following in their **acceptance email:**

- Valid U.S. Passport
- REAL ID Drivers License
- Certificate of Naturalization (Form N-550)
- Certified U.S. Birth Certificate

Proof of citizenship will be requested via a supplemental form during the slot acceptance process. All cadets must bring two forms of identification to the activity in case additional verification is required for Base or facility entry

Lodging and Meals

- Your lodging and meals are included with your activity tuition.
- NORTH OKLAHOMA COLLEGE, 100 S. University Ave, Enid OK, 73701, Jets College Dormitory, near VANCE AFB
- Rooms are primarily double occupancy with private bathrooms. Two cadets of the same gender will share a room that contains two beds.
- Laundry facilities are available onsite, and detergent may be provided.
- For meals, if you have prescribed dietary restrictions, allergies or food-related accommodations requests, please ensure all of that information is entered and up to date in CAP Health in eServices. This helps us generate a list for our food service providers, where applicable.
- Meals are provided by the contracted College Dinning Service on campus.
- Some Meals may be provided on military installations (DFAC):
    - Please note that CAP does not have influence over military food service (DFAC) and are unable to make dietary requests to those vendors. The activity staff will be in touch with you to discuss any dietary requests you've entered in CAP Health during the application process.

Activity Expectations

- National Cadet Special Activities are fun, but intentional learning and career exploration experiences.
- You will be busy with programming from early morning through the evening.
- We expect you to be fully engaged in the activity, with your wingmen, senior staff, guest speakers and instructors.
- Expect that you will not be on the internet or with regular access to your phone.
- Set expectations with your friends and family that you will generally not be available by text, email or social media while at this activity.

Updating CAP Health

You were required to update CAP Health to register. You will be required to update CAP Health within 30 days of the activity start date. Please be sure to include any updates to medical history, and proactively communicate with the Activity Director, especially new injuries. Injuries may not prevent you from attending, but we need to prepare for your arrival and prepare for any assistance.

Example: I'm going to ABC activity and I recently twisted my ankle. I'm currently on crutches. I should tell the AD about my injury because this activity involves a lot of walking.

Example: A cadet takes medication that needs to be refrigerated. This information should be included in CAP Health so the HSO understands this need and can have productive conversations with families.

Grooming Standards

National Cadet Special Activities are premier opportunities for cadets to learn, network and grow as youth leaders. At these activities, you represent the Civil Air Patrol. A professional appearance is required. Please ensure that you meet grooming standards per CAPR 39-1 prior to arriving at your activity. Failure to meet grooming standards will result in your being sent home at your own expense. Activity staff do not have waiver authority.

Packing List
What to Bring
Use this list as a guide of what to bring. We'll be pretty busy, but don't forget to bring a few things for your free time (books, magazines, etc.)

MetaAI Glasses or Similar Items LEAVE AT HOME.

Get a haircut that meets regulations before arriving.

CAP ID Card & other Government ID w/photo REAL ID Compliant (driver's license/passport/mil ID/etc.)

USAF STYLE Blues Uniform, Short Sleeve (**no jacket, tie, ribbons or shoulder cords** with flight cap (**no service cap**)
Blues, one (1) blue uniform- short sleeve and pants (females can wear skirt, if desired),
Air Force Flight Cap/With Device
Air Force belt with silver buckle
One pair of black low quarter shoes, Corfram shoes ok
1 "V" neck white T-shirt
1 pair black dress socks (or hose for the skirt)
Name tag
Appropriate Grade Insignia.

ABU's/OCP (will be worn Monday – Friday)
1 ABU/OCP (2 if possible) blouse
1 ABU/OCP (2 if possible) trousers
1 ABU/OCP Hat
Air Force belt with subdued buckle for ABU's / OCP's
6 crew neck T-shirts for ABU's / OCP's
6 pair heavy black, tan or sage green boot socks
1 pair black jump boots or 1pair of coyote tan boots

Personal Items
Eyeglasses/Sunglasses
Ponchos/Rain Gear
Toothpaste/toothbrush
Deodorant
Soap/Shampoo
Razor/shaving cream
Comb/brush
Feminine hygiene products (females)
Bobbie pins/hair bands (females)
Sunscreen/ sunglasses
8 pair underclothing

5 sets of civilian clothing/shoes (worn occasionally)
5 pair of civilian socks (if desired)
2 sets of PT gear (shorts, t-shirt, athletic shoes)- modest for gym
Pajamas
Shower shoes
Sheets/blanket/ pillow for extra-long twin bed (dormitory)
Towels/ wash clothes (2 suggested)
Flashlight/ extra batteries (optional)
Canteen/permanent water bottle, please NO camelbacks
Sweatshirt (sometimes the dorm is cold at night)
Shoeshine kit
Pens/pencils, highlighter, loose, lined 3 ring paper, 1 pack of 3x5 cards
3 ring binder (optional)
Cell phone, charging cords
Laptop, Tablet etc.
Medication (Notify medical officer upon arrival, including all "over-the-counter" medications.
Free laundry facilities are also available
Laundry detergent (Laundry machines are available on site)
Laundry Bag (mesh) that can be tied to contain your clothes.

Restricted Items
Leave these items at home.

For safety, security, and professionalism, the following items are not permitted at AFSUPTFC-OK. Prohibited items may be confiscated or may result in removal from the activity at the discretion of the Activity Director.

- Weapons or weapon-like items, including firearms, knives (other than small personal hygiene items), pepper spray, stun devices, or replicas.
- Alcohol, tobacco, nicotine products, and illegal drugs or drug paraphernalia, including marijuana products (regardless of state law or Cadet being of age).
- Fireworks, explosives, drones, laser pointers, or similar devices.
- Inappropriate or offensive materials or any item prohibited by CAP regulations, hotel policy, or host installation rules.
- **MetaAI Glasses or Similar Items LEAVE AT HOME.**

Electronic Devices: Devices with Bluetooth, Wi-Fi, cellular data, or internet connectivity (including smartwatches, tablets, laptops, gaming devices, wireless accessories, and cameras) may be brought but may be restricted when on base or certain scheduled activities and may be secured by staff during those periods. Medical devices (such as insulin pumps or continuous glucose monitors) are authorized.
All medications must be documented in CAP Health and handled in accordance with AFSUPTFC-OK medical procedures.

Spending Money
All lodging and meals during the activity are included with your tuition. Cadets may choose to bring cash or a debit card for purchases at places such as a Base Exchange or gift shops during tours.

Additional Forms (optional)

If your activity has specific additional forms, please detail in this section.
This should only be used for any information not contained within Registration Zone.

Important Timelines

- **Start Date:** 06 June 2026
- **Return Date:** 13June 2026
- **March 14th:** Slot Acceptance Form **(EMAIL) & Proof of U.S. Citizenship Due** as noted in the
  - **Entry Authorization and Citizenship Requirements**
- **April 15th:** $650.00 Standard Payment is due.
- **April 16th- April 22nd:** $750.00 Late Payment is due
- **May 1st:** Travel Itineraries
- **May 23rd:** Pre-Coursework Work Due NLT 2359.

Communication
The activity staff will communicate with you via email. Please monitor your email and be responsive to anything related to the activity. If we ask you to take an action, we need you to take care of it right away and no later than the stated deadline. Deadlines are there for a reason; please don't be the person that holds up an entire activity.

If you have a different email address that is your primary, please update your eServices profile and notify Col William J, Moran, Jr at wmoran@nhwg.cap.gov and Lt Col Robert W. Shaw at RShaw@cap.gov immediately with your updated contact information.

Graduation Requirements
Completion of the following requirements means you graduate this activity and earn the NCSA ribbon

Cadets must fulfill the following requirements to be eligible for graduation and to wear the activity patch and NCSA ribbon on their uniform:



- Participate actively in at least 80% of the course's activities, including being attentive during lectures and contributing meaningfully and regularly to lectures and tours, as judged by the activity staff.
- Successfully complete any pre course work and/or team assignment(s).
- Pass the terminology exam or the Academy Exam with a minimum score of 80 percent.
- Successful complete other activity requirements as assigned.
- Demonstrate a high degree of professionalism and commitment to the Core Values throughout the course, as judged by the AFSUPTFC staff.

Graduation
Friday evening 12 June 2026

Activity Director Contact Information
If you have questions about this activity, please contact:
ACTIVITY DIRECTOR: Col William J. Moran, Jr,
EMAIL ADDRESS: wmoran@nhwg.cap.gov
PHONE: 603-520-7494

ACTIVITY DIRECTOR, DEPUTY: Lt Col Robert W. Shaw
EMAIL ADDRESS: RShaw@cap.gov
PHONE: 603-438-7752

We look forward to seeing you at AFSUPTFC-OK