National Geospatial Academy Welcome Letter

Congratulations on your acceptance to the National Geospatial Academy!

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

ACTIVITY TITLE Details Overview:
About: The National Geospatial Academy will immerse cadets in the foundational principles of remote sensing, Geographic Information Systems (GIS), and geospatial analysis capabilities directly tied to real-world CAP missions such as aerial imagery analysis for disaster relief, search and rescue, data collection and visualization.

Dates: June 21, 2026
Address: George Mason University (GMU) 4400 University Dr. Fairfax, VA 22030
Time Zone: Eastern

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

- Please email Maj Scott Kaplan at geospatialacademy@capnhq.gov with the subject line: Slot Acceptance National Geospatial Academy.
- In the body of the email, confirm your plan to attend.

To decline your slot:

- Please go to Registration Zone and cancel your application for National Geospatial Academy.
- Send a courtesy email to Maj Scott Kaplan at geospatialacademy@capnhq.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 $795. Due date: April 15. Paying early saves you $100.
  - Late Payment is accepted Apr 16-22, but a $100 late fee is automatically added to your tuition total.
- 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 unslot you 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:

If you are flying commercially:

- You must fly into and out of Dulles International Airport (IAD)
- Your flight must arrive between 1000 and 1500ET on 21 June 2026
- Your flight must depart between 0600 and 1200 on 28 June 2026.
- These timelines are firm. We only have drivers and vans available within these timelines on Arrival and Departure dates.
- We cannot accommodate the Unaccompanied Minors program offered by airlines. We do not have the resources to participate in the Unaccompanied Minors program.
    - Minors can still travel without a parent or guardian; it is simply the paid service that many airlines offer that we cannot accommodate.

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

- Please arrive at George Mason University between 1430 and 1600ET on 21 June 2026
- Please depart at George Mason University between 0900 and 1200ET on 28 June 2026

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 the senior staff at geospatialacademy@capnhq.gov no later than 1 June 2026.
- In that email, please include your method of travel, including flight numbers if applicable, arrival date, and time and departure date and time.

Lodging

Your lodging is included in your activity tuition.
This activity will be housed in a college dormitory environment.
Each dorm room has two beds, and cadets will have a roommate of the same gender.
Linen (sheet, blanket, pillow, pillowcase, and towel) will be provided.

Meals
All meals are included in your activity tuition.
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.

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.

Pre-Work

This course has pre-work/homework:

There is a limited amount of required pre-activity learning, conducted entirely through the MyEsri Training Academy (self-paced). This allows the academy to minimize classroom time and instead focus on tours, hands-on activities, and guest speakers.

Step One: (due NLT April 1st)

You will be required to obtain an ArcGIS Online account from the CAP Geospatial Program.
Follow step 1 and 2 at the following website: https://gis.cap.gov/pages/fema-cap-geospatial-damage-assessments?preview=true

If you have already been provided an account through the GSDA program, please let us know and we will provide access to MyEsri.

Once you have submitted the account request form above, please send an email to geospatialacademy@capnhq.gov with your assigned username. Once that email is received, the staff will provide you with MyEsri access.

Step Two: (due NLT June 1st)

Once my ESRI access has been provisioned, you will receive an email from (GISTraining@esri.com) with an invitation to enroll in the National Geospatial Academy (Required Coursework) training plan.

You must complete all the courses listed in the training plan prior to arriving at the activity. This allows us to spend more time touring and less time in the classroom. Your progress is automatically tracked, and we will verify your completion.

Optional Training:

You are only required to take these two courses; however, if you're interested, you can take as many additional non-paid courses as you'd like.

Items you and your teammates will learn and be creating during the Geospatial Academy:

- A map in ArcGIS Online

- An ArcGIS Quick Capture App - Course: Get Started with ArcGIS QuickCapture (1hr)
- A StoryMap - Course: Telling Stories with GIS Maps (1.25hr)

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, dietary and other accommodation requests, 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. Read the attached "Health and Cadet Medications" page for additional information about CAP Health and cadet medications.

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 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
See Attachment 1

Computer Access

If you have access to a modern laptop computer (Mac, Windows or Linux works fine), please bring that with you. If you do not have access to a laptop to bring to the activity, please email geospatialacademy@capnhq.gov and we will arrange for you to receive upon arrival a CAP-owned laptop for temporary usage during the activity.

Restricted Items

Use good judgment; if it's not normally allowed at a CAP activity, don't bring it. If you have questions, please email geospatialacademy@capnhq.gov.

Prohibited Items: Weapons, knives, illegal drugs, (prescription and non-prescription medicines must be disclosed via CAPHealth), tobacco, alcohol, food, candy, and gum.

Refer to CAPP 60-20, the New Cadet Guide, for additional examples of prohibited items

Spending Money
All lodging and meals during the activity are included in 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.

Important Timelines
Deadlines for pre-work are listed above. Further deadlines will be communicated via Teams and email.

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 as soon as possible 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.

Additionally, communication will occur via an MS Teams channel. After accepting your slot, you will receive an invitation to participate.

If you have a different email address than your primary in eServices, please update your eServices profile and notify Maj Kaplan (geospatialacademy@capnhq.gov) immediately with your updated contact information.

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

1. Completion of all activity pre-work.
2. Completion of at least 80 percent of all activities offered throughout the week will be required to satisfy the graduation requirements.

Activity Director Contact Information
If you have questions about this activity, please contact:
Maj Scott Kaplan,
Skaplan@cap.gov
(include geospatialacademy@capnhq.gov in all non-sensitive communications)
Phone: 703-965-4934; Maj Kaplan's cell; Calls cannot be answered during the workday, please leave a message and he will return your call as soon as possible. Email is the best and most recommended means of communication for a quick response.

Once again, congratulations on becoming one of the first cadets to attend this new NCSA. We look forward to seeing you at the National Geospatial Academy!

NATIONAL GEOSPATIAL ACADEMY PACKING LIST

	Quantity	Description		Description
Service Dress Uniform			**Personal Items**	
	1 Ea	AF Service Jacket		Toiletries (soap, deodorant, etc)
	2 Ea	AF Blues Shirts (short sleeves recommended)		Toothbrush and toothpaste
	2 Ea	AF Style Blues Slacks		Razor w/ shaving cream
	1 Ea	AF Style Belt, Blue with Silver Buckle		Comb/brush
	1 Ea	Black Dress Shoes, Low Quarter (female cadets SHOULD NOT bring heels)		Hair products
	1 Ea	AF Style Tie or Tie Tab		Makeup - female
	1 Pair	Shoulder Boards w/ Grade Insignia OR NCO insignia depending on rank		Hairpins - female
	2 Ea	Nameplates (for Service Jacket & Blues Shirt)		Feminine hygiene products - female
	1 Ea	Flight Cap with Large Grade Insignia OR hat device depending on rank		Footpowder and/or moleskin
	1 Pair	Epaulets with Miniature Insignia (Cadet Officers)		Sunscreen
	1 Set	Ribbons, Badges, Authorized Cords (only NATIONALLY approved cords)		Small sewing kit
	1 Ea	Tie Tac or Bar (optional)		**REGULATION HAIRCUT**
	1 Ea	Backpack (authorized per CAPR 39-1) Optional		Pens and small notebook
Polo Uniform (top issued at activity)			**Carry On Your Person**	
	2 Pair	Khaki/Tan pants (not leggings)		Wallet, containing:
	1 Ea	Conservative colored belt - a belt is required if belt loops are present on khakis		*US government ID*
	1 Pair	Tennis shoes/sneakers in conservative colors		*CAPID Card*
Clothing Items				*Medical Insurance Card*
	5 Each	White T-Shirts, V Neck		*Cash*
	5 Pair	Black Socks (Service Dress)		*Credit / Debit Card*
	6 Pair	Socks (Civilian Attire and Polo Uniform)	2 Ea	Civilian clothing attire/PT gear for downtime and travel
		Bras - Females (enough for one week)		Medications (turned over to HSO during inprocessing)
	7 Ea	Underwear		Laptop Computer
Check packing list thoroughly - and ensure grooming compliance with CAPR 39-1				Garment bag