Civil Air Patrol

Ambassador Guide

International Air Cadet Exchange

2026



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INTRODUCTION

The purpose of the International Air Cadet Exchange (IACE) is to foster international understanding, goodwill, and friendship among young people who have an interest in aviation.

Civil Air Patrol's participation in the exchange began in 1947 with the arrangements for an exchange of cadets between CAP and the Air Cadet League of Canada. Since the first exchange of cadets during the summer of 1948, the program has continued to expand. The President of the United States, members of Congress, and the heads of many foreign countries have publicly commended IACE. This program has frequently been cited as a significant contribution toward better understanding among the youth of the world.

IACE BACKGROUND

CAP sponsors the United States participation in the Exchange by arranging travel itineraries, accommodations , and educational, recreational, and social activities for foreign cadets while they are in the United States. The hosting organizations of the participating countries also perform these same activities for American cadets while they are abroad. Visits to the United States and abroad are just over two weeks in length and provide cadets with an opportunity to visit many areas of their host countries. CAP units in various regions host cadets visiting the U.S.

As an ambassador in IACE, you will be a global messenger of the United States, as well as the US Air Force and Civil Air Patrol. It is extremely important that you keep this in mind throughout the exchange. Civil Air Patrol participates in the exchange as a member of the IACE Association. Currently there are seventeen other member nations and CAP will exchange cadets with four. U.S. participation in the International Air Cadet Exchange Association (IACEA) has spanned a period of over 75 years. Financing IACE is the responsibility of each participating nations' host organization. All your expenses, except for personal expenses, while in your foreign hosting country will be paid by your hosting organization.

IACE participants are selected for participation based on demonstrated leadership ability, character, and good citizenship. Each year cadet and escort applications are reviewed and only the top-rated applicants are chosen to become CAP cadet and escort ambassadors to IACE.

The information and instructions in this guide are to help you prepare for the exchange. With help of the IACE Staff, you need to know your responsibilities and obligations ahead of time. Thoroughly reading this guide and emails, completing assigned homework, and participating in pre-Exchange virtual meetings is important. This will help ensure that you will be free from worry, better able to be a good ambassador of the American way of life and learn as much as possible about your hosts and their country.

LIGHTS: ADMINISTRATIVE TASKS (BEFORE THE EXCHANGE)

ELIGIBILITY REQUIREMENTS

Note: Cadets enrolled in Cadet Wings are not eligible for national activities until they complete the program or are disenrolled.

CADETS

- Possess the Earhart at the time of application
- Completed Encampment and recorded in eServices at time of application
- At least 18 years old by start of activity 8 July 2026
- Not 21 years old by 30 July 2026
- Have not previously attended IACE
- Hold, or be eligible to apply for a US Passport*
- Be able to undertake all the activities of a cadet ambassador **

ESCORTS

- At least 25 years old by 8 July 2026
- Have earned at least a senior rating in the Cadet Programs Specialty Track
- Have not attended IACE as an escort or cadet in the previous five years
- Hold, or be eligible to apply for a US Passport*
- Be able to undertake all the activities of an escort ambassador **

MEDICAL

** NOTE: All participants (cadets and escorts) should expect to walk 5-7 miles a day, each day of the exchange and participate in all scheduled High Adventure Activities. You should be in physical Category I as described in **CAPR 60-1**.

PHOTOS

If you need a passport, make sure to get a total of two photos. You will need one photo for your passport application and one photo for CAP NHQ. You must also get an electronic copy of your passport photo in a **JPEG** format. Details of how to post it will be provided after your acceptance.

We expect you to look professional in the photos, but **do not** wear your uniform. This means that you should wear a collared shirt (button down or polo) or something similar. See the state department's web site for all requirements of a passport photo.

PASSPORT

* NOTE: All applicants are required to provide proof of passport or passport application **no later than** 15 Jan 2026. Passports must be valid through 1 Feb 2027. It may be difficult to get your passport in time to meet the IACE deadline. If you are serious about applying, you might want to get your passport during your winter break. Passports are good for 10 years, if you are 17 or older. Contact iace@capnhq.gov if you hold dual passports or are a resident alien with a foreign passport.

All participants must possess a passport no later than April 15, 2026. Note: Current US passport processing times may take 6-8 weeks. Mailing times are not included in processing times.

Consider the total time it will take to receive your passport. It may take two weeks for your application to get to the State Department, and two weeks for you to get your passport after they mail it. Processing time in between may take 6 – 8 weeks.

Securing the passport is your personal responsibility and failure to do so will result in the cancellation of your participation in the exchange. Your passport is one of the most important documents you will ever possess. Always keep your passport in your possession. Do not pack it in your luggage. It protects your rights as an American citizen when you are out of the United States.

The Department of State has a **web site** with instructions on how to apply;

1. Read the entire webpage before getting a passport.
2. You will need to apply in person at an Acceptance Facility. Call for an appointment.
3. You will need proof of citizenship / identification (i.e. birth certificate / driver's license)
4. Take a copy of the documents that you are providing.
5. You will need one passport quality photo and form of payment.

APPLYING FOR IACE

Participant selection for the exchange is based primarily upon responses to the IACE Supplemental Application. All participants are approved through the NCSA process by their local commander and their wing commander prior to selection.

National cadet activity application instructions are here **link**.

Use the CAP eServices' Registration Zone (RZ). Applicants will need to complete the application in RZ and the Supplemental in Google Forms (link in RZ). All staff also must apply via Registration Zone. Applications will be accepted from 15 December through 15 January. NO late applications will be considered. In addition to completing the Registration Zone application and Supplemental form, accomplish the following:

Participants: Please use the link to the Supplemental Google Form in Registration Zone. If you apply to more than one activity requiring supplemental documents, **be sure to include the activity name somewhere on the document**. You will need to combine all supplements of one category into one file before uploading. The system only retains the latest upload in each document area. For example, all supplemental documents for IACE should be combined into one file.

It is imperative that your eServices account lists the email address you check most often as your primary, as this is where all communications will be sent.

CADETS

Upload a PDF version of your Cadet Ambassador Supplemental Questionnaire to the "Supplemental" Tab in eServices application.

ESCORTS

Complete the Escort Supplemental Questionnaire in Google Forms. Send your resume to iace@capnhq.gov. Include any IACE participation (cadet/escort, country, year, hosting, staff, staff assignments, etc.) in your resume.

STAFF

Send resume to iace@capnhq.gov. Include all your IACE participation (cadet/escort, country, year, hosting, staff, staff assignments, etc.)

IMPORTANT INFORMATION

Use the following course numbers to verify you are selecting the correct activity in the eServices "Preferences" tab of your application. Activities appear alphabetically, but will have the course number next to them in the tab. You can download a sortable spreadsheet on the ncsas.com homepage for a complete listing of activity course numbers. If you can't see the course number on your device, try changing the zoom on the page.

eServices Short Name: International Air Cadet Exchange

Cadet Participant Course #: 208

Escort Participant Course #: 210

Staff Participant Course #: 391

Activity Full Name: International Air Cadet Exchange

The most outstanding cadet applicants, as judged by IACE faculty, will be selected to attend and announced via email no later than 1 March.

FINANCIAL SUPPORT

Go to the eServices **CadetInvest Module** and apply for Cadet Lift and Take-Off Program Cadet (TOP), to be considered for needs-based financial assistance or NCSA scholarships. They include payment of your activity fees and transportation to and from the activity. Go to the **CadetInvest** pages for more details. Deadline for applying for scholarships and financial assistance is 15 January. Being offered financial assistance is not a guarantee of acceptance into an activity. You must compete for and receive a slot at an activity. You will be notified if you are a recipient of financial aid/scholarship before you are required to accept or decline a slot at an activity.

If you receive a scholarship forward the information to IACE/NHQ email at iace@capnhq.gov.

ACCEPTING YOUR OFFER

Acceptance as a CAP Ambassador marks a unique recognition of a participant's career and potential. Because of the limited space available, not all deserving participants are afforded this opportunity. As a result, many participants are placed in an alternate pool awaiting selection in the event a primary selectee cannot attend. In fairness to others who await this chance to attend, consider carefully your school, work, financial, and other CAP commitments, before accepting. You accept your slot for IACE by emailing the IACE Director at

IACE@capnhq.gov. This must be completed by 15 March; otherwise, you will be removed from the primary list.

INSURANCE

Each IACE ambassador is required to have both medical insurance and travel insurance that will cover you while traveling out of the country during the exchange. Proof of insurance coverage (such as an ID card with policy number) must be carried during the visit. In the event a cadet or escort is injured, or becomes ill, he/she should provide the agency providing the care applicable insurance information for billing purposes. Each ambassador is required to provide these insurances at their own expense. Upon acceptance to the activity, you will be required to upload copies of your medical insurance & travel insurance cards, as well as your travel insurance policy.

Health insurance

If you do not have health insurance, several reputable online firms sell medical and accident insurance for foreign travel at reasonable cost. You may also be able to get insurance from AAA, if a member, or Travel Guard.

Travel insurance

It is primarily to cover expenses that may occur if a participant gets infected with COVID or another serious injury or illness while overseas. Please be sure the policy covers treatment and any expenses that may be incurred due to illness (quarantine, etc.)**.** They should also cover travel to return home if your illness requires. There are many companies that offer travel insurance at reasonable rates. It will be up to each participant what company will be best for him/her. Once the insurance is purchased, the entire policy will be uploaded to the IACE Dropbox where the CAP IACE National Team will review it to assure COVID, quarantine, and travel issues are covered. Some companies that have travel insurance are (this is not an endorsement): AAA, Allianz, Nationwide, USAA, Seven Corners, and others.

PAPERWORK – GOOGLE CLASSROOM

Required paperwork will be accomplished through E-services LMS Absorb. You will need to provide copies of necessary documents and fill out several forms on the required timeline, **do not be late**. You should open an online account with LMS Absorb as soon as possible before 15 March. After you have accepted your slotting, your homework will be uploaded by IACE IT staff.

PAYMENT

The fee for this activity is $3,100. To secure your activity slot, the full activity fees is due NLT 15 April . Payments are completed by using the Registration Zone payment system.

Refunds: Once *your airline ticket is purchased, your full activity fee becomes non-refundable. If you cancel after your airline ticket is purchased, then you will be responsible for the full price of the ticket.*

MEDICAL

Participants should expect to walk 5-7 miles a day, each day of the exchange and participate in all scheduled High Adventure Activities. You should be in physical Category I as described in CAPR 60-1. You should discuss and communicate any of the following items below with the IACE activity director:

- ***are NOT in physical Category I***
- ***have had ANY surgical procedure in the previous 90 days prior to IACE.***
- ***take any medications (other than allergy, birth control)***
- ***have any special dietary requirements***

You must communicate these conditions with IACE staff at once via iace@capnhq.gov. ***This communication is in addition to any online application process or physical forms you may have previously completed.***

Immediately PRIOR to your departure for your hub city, you must communicate with the IACE staff if you have *any sudden* illness and/or have been exposed to any contagious illness (examples include, but are not limited to: COVID, high temperature/fever, colds, FLU, pink eye, mononucleosis, chicken pox, contagious rashes, etc.), any recent surgeries or injuries, or plan for any surgical procedures after your return home from IACE. The nature of the illness, your ability to travel, adherence to local laws/requirements, and the likelihood of transmission, will be carefully evaluated on a case-by-case basis to determine if you are able to attend. If you fail to communicate the issue and arrive "unhealthy", ***you will be sent home at your own expense***.

SPECIAL DIET AND FOOD

Participants must identify any special requirements, food allergies or religious food requirements. These are true medical or religious requirements and not just your likes/dislikes. Some examples are vegetarian, vegan, nut or seed allergy, shellfish allergy, halal or kosher. This list is not all inclusive.

WHATSAPP

IACE uses WhatsApp globally to communicate with Ambassadors and Escort Officers throughout the exchange. Information on how to access WhatsApp will be provided through Absorb after your slotting acceptance. We will use this extensively to communicate with the groups. It proved very helpful in previous exchanges, especially as issues arose during travel.

SUMMARY: IMPORTANT DEADLINES

15 Dec	Applications open
15 Jan	Applications closed
	Proof of passport or passport application due with application
1 March	Selections announced (email)
15 March	IACE acceptance (email) Absorb Course Enrolled (automatic) and Join WhatsApp (manual)

25 March	All participants, staff, & parents- first virtual meeting
31 March	Make non-refundable deposit deposit ($100) (eServices-RegistrationZone) Master Form (Absorb)
15 April	Mail 2" x 2" Passport photo, hard copy, to Activity Director Passport Photo - JPEG format uploaded (Absorb) Travel & medical insurance information (Absorb) Participants must possess a passport (Absorb) Personal Information (Absorb)
	Passport face & signature pages (Absorb)
	Ambassador Guide Certification (Absorb)
15 April	Participants make full payment (eServices-Registration Zone)
	Single Story Case Study (Absorb)
15 May	Thinking About Language (Absorb)
30 May	Host Country Research (Absorb)
15 June	Hometown Information (Absorb)

There will be virtual monthly or bi-monthly meetings March - June, dates will vary

CAMERA: PREPARING TO GO (BEFORE THE EXCHANGE)

IMMUNIZATIONS

All participants will be required to follow the current host government COVID or other medical requirements at the time of travel. Requirements may change with the passage of time. There can be no waivers to host country COVID or other medical requirements. Check with the CDC **website** for information on immunizations you may need. Required immunizations must be obtained locally, and at your expense.

VISA AND ELECTRONIC TRANSFER AUTHORITY

Once selected, participants will need to check if the country you are visiting requires a Visa or Electronic Transfer Authority for entry. These are not included in your CAP activity fees. Check to see how long the process can take and whether it requires an in-person appointment.

PREPARING TO TRAVEL

FINAL POINT OF DEPARTURE

Your departure point from the United States will be determined by the country you are to visit.

Hub Travel City

- You **must** arrive at your Hub Travel City in the IACE Travel Uniform. If you are flying in, an IACE staff member will meet you in baggage claim.
- San Francisco for Australia and New Zealand

- Washington DC for Belgium and the United Kingdom

Less than 250 air miles from the Hub Travel City

If you live less than 250 air miles from the Hub Travel City **(**San Francisco for Australia/New Zealand or Washington DC for Belgium/United Kingdom), you will be responsible for arranging your own transportation to the hub city hotel and National Headquarters will provide overseas transportation. You will receive arrival instructions with the required arrival time window. You must arrive in IACE Travel Uniform.

More than 250 air miles from the Hub Travel City

If you live more than 250 air miles from the Hub Travel City, National Headquarters will provide the roundtrip transportation to the hub travel city and overseas. When you receive your travel itinerary you will receive reporting instructions for your Hub City.

Note: The CAP IACE National Team will confirm the travel status for each participant.

AIRLINE TICKETS

CAP will purchase your roundtrip international airline tickets. You will travel as a team during the international portion of your trip and therefore, the tickets are purchased based on the international portion of your ticket. Tickets will originate and be completed in the same location. DO NOT MAKE CHANGES TO YOUR AIRLINE TICKET. If you miss the first leg of your flight, the remaining portions of your flight will be canceled.

If you withdraw from IACE after your airline ticket is purchased (any time after April 15), you will be financially responsible for the cost of the ticket. This is often more than the IACE Activity Fee.

Stopovers, early arrivals, and late departures are not permitted.

BAGGAGE FEES

You are responsible for any baggage fees during the trip. Though most airlines allow one bag for international travel (up to 50lbs), not all airlines will count your domestic travel to the hub city as a part of an international trip.

TRAVEL DATES

Going to Australia and New Zealand

Participants will depart home on 10 July and arrive in the hub city of San Francisco CA

Both groups will depart San Francisco International Airport (SFO) on 11 July and arrive in their respective host countries on 13 July. The date change is caused by passing the International Dateline.

The New Zealand group will return to the USA on 28 July with an initial arrival in San Francisco International Airport (SFO). The Australia group will return on 29 July, also through San Francisco. They will then return home on the same day. It will be a long travel day for most.

Going to Belgium and the United Kingdom

Participants will depart home on 12 July and arrive in the hub city of Washington DC

Groups going to Belgium and the United Kingdom will depart on 13 July and arrive in their respective host countries on 14 July. These will be overnight flights.

All groups will return to the USA on 28 July with an anticipated arrival into the Washington DC area. They will then return home on the same day. It will be a long travel day for most.

CUSTOMS

U.S. Customs: More than 150 million people enter the U.S. each year. All must pass through customs prior to departure from abroad. All are subject to examination of their belongings. All are required by law to declare what they are bringing with them and what articles would be shipped separately after their arrival. So must you. Ignorance of the customs laws may result in loss of property and the assessment of penalties.

You are allowed to bring back into the U.S. a specified number of items purchased abroad duty-free. It is wise to keep sales tickets/receipts to show customs officials. **You must declare all purchases and pay duty on purchases over the specified amount.** If you have questions, see a travel agent or ask your escort. If you plan to take expensive watches or cameras overseas, it may be wise to register them prior to departure or to take purchase receipts with you.

Host Country Customs: Be sure to research if your host country has any different requirements. There could be restrictions on permitted food or medicine items (including over the counter medicines).

LUGGAGE

IACEA rules limit the amount and weight of the luggage you are permitted to take on the trip. Mark your luggage with your name and contact information both inside and on the outside of your bags. You are expected to carry your own luggage.

One Checked bag: Must not exceed 44 lb (20 kg) and measure not more than 62 inches (158 cm) (height + length + width).

One Carry-on Bag: Must not exceed 45 inches (115 cm) (length + width + height), including pockets, wheels, and handles. This bag **MUST** fit in the overhead compartment or under the seat.

One Personal Item: This item includes such things as a purse, small backpack, camera bag or laptop bag. Keep in mind you will bring back considerably more than the amount you took over after buying souvenirs and receiving gifts. You must still meet the 50- pound (22 kilo) limit.

SMART TRAVELER ENROLLMENT PROGRAM (STEP)

The Smart Traveler Enrollment Program **Web site** is a free service from the US Department of State that allows U.S. citizens traveling or living abroad to receive the latest security updates from the nearest U.S. embassy or consulate. It is recommended that you sign up for this free program.

SPENDING MONEY

Cadets and Escorts: Your personal spending money is your own responsibility. Since the host country will cover all your essential expenses, you should have enough money for personal items. You may wait to exchange currency after you arrive in-country (most airports and cities have ready access to ATMs). This ATM method is recommended over traveler's checks, as some of our ambassadors have reported it was difficult to use traveler's checks in several countries. ATMs are usually cheaper than changing money at monetary exchange shops.

A major credit card is highly recommended for purchases, cash withdrawals, and emergencies. Try to use a credit card when making significant purchases. The exchange rate is usually better when the charge is in the local currency. It can be more expensive to have the charge in US dollars due to fees. Check with your card company before traveling to ask if they charge an international transaction fee with each purchase. It is also a good idea to inform them about your trip before you go overseas; this way the bank doesn't see overseas charges as a fraud issue and shut down your card due to unexpected international charges.

While some ambassadors have gotten by with less, it is a good idea to plan a minimum of $200. This does not need to be all cash. Keep some local currency as pocket change. We recommend that approximately US $50.00 be held in reserve for expenses during your return home.

Escorts: As an escort ambassador, you may need to lend money to a cadet in an emergency, or you may unexpectedly need to pay for some meals. For these reasons, you should have approximately $200 funds available and bring a major credit card.

SCHEDULE DURING IACE

Check the IACEA **web site**, for the specific schedule for your exchange host country. Realize the schedule is not set in stone and may be modified by the hosts. Itineraries for the 2026 exchange may not be posted until after May 1.

THE IACE UNIFORM & CLOTHING

Participants will not wear Air Force style uniforms while on the exchange.

WEAR OF THE IACE UNIFORM

Participants are required to meet CAP grooming standards when in IACE uniforms.

PARTICIPANT PROCURED ITEMS

Each participant will need to procure the following items:

Men

1. Two pair of gray slacks, medium gray in color
2. Black socks
3. One black belt
4. One pair of black shoes (oxfords or loafers), **not** athletic-type shoes

Women

1. Two pair of gray slacks or one gray skirt and one pair gray slacks, medium gray in color (Skirt must be knee length)

You can get these from any source that you find. One source is Aramark. They offer lady's gray pants (charcoal color) that comply with the requirements in CAPM 39-1.

2. Full length hose for skirt and black socks for slacks
3. One pair of black shoes (loafers or flats)
4. One black belt, if loops are present on pants or skirt

Shoes. You will be walking 5-6 miles daily so plan accordingly. If you have new shoes, break them in prior to coming to IACE. Female cadets are STRONGLY discouraged from wearing pumps. NO white markings (or other colors) should be on the shoes, including soles.

ACTIVITY PROCURED ITEMS (Vanguard)

The following uniform items will be ordered by the CAP IACE National Team and shipped to participants by Vanguard. Make sure you provide a good address for the shipment to the CAP IACE National Team when you fill out your Absorb information. The goal is to have the items shipped before the end of May. Once you receive these items, make sure that they fit properly and that the nameplate is spelled properly. If there are issues contact the CAP IACE National Team to resolve.

The items that are shipped include:

1 - White Aviator Shirt
1 - IACE Nameplate
3 - Polo Shirts with IACE Logo (Burgundy)
1 - pair IACE epaulets

ACTIVITY PROCURED ITEMS (Staff provided, at hub travel city)

1 - IACE tie
1 – IACE fleece/jacket (for Australia and New Zealand, only)

FORMAL IACE UNIFORM

Not used this year.

SEMI-FORMAL IACE UNIFORM

White Aviator Shirt, IACE tie, gray slacks (or skirt), black belt, black shoes and black socks (or hose). See Attachment 2 for more details.

IACE TRAVEL UNIFORM

IACE Polo Shirt, gray slacks, black belt, black shoes and black socks. See Attachment 3 for more details.

CASUAL CLOTHING

When not in uniform, participants may wear nice, conservative, casual clothing. T-shirts **must not** have offensive words or graphics. Cut-off or 'short' shorts are not allowed. Do not take OD Green, BDU, ACU or ABU shirts, pants, jackets or boots. Swimsuits for females **must** cover the abdomen.

OTHER SPECIAL CLOTHING

Because the exchange program and the clothing requirements for many countries vary from year to year, it is impossible to have set guidelines for each country. You are responsible for researching what the climate and terrain of your host country may be and then adjusting your civilian clothing accordingly. Your host country will share a list of recommended clothing. Additionally, we do provide a simple, standardized packing list. See Attachment 4.

Australia / New Zealand: Remember, it is winter "Down Under." Check your itinerary before you pack. The further South you go, the colder it gets. A hat and gloves are recommended.

OTHER ITEMS TO PACK

GIFTS

Presenting gifts to your hosts and exchanging gifts with your new friends are important parts of the exchange. Mementos of your home state or region are the most appropriate. Gifts should be representative of your country or organization (i.e., U.S. flag pins, state pins, lithographs, etc.). In the past, foreign cadets particularly liked to collect wing patches, CAP insignia, and lapel pins. Check with your mayor, chamber of commerce, government representatives, Air Force recruiters and even sports leagues and tell them about the program. You will want smaller items to exchange with the other cadets on the trip and cadets that you meet from the host countries. Some interesting ideas for gifts include:

- Wing or squadron patches
- Squadron t-shirts
- Postcards from home
- Small crafts made in your community
- Local candies (hard candies travel well)
- Lapel pins
- Challenge coins
- tea towels from your home area
- books about your home city/state

BUSINESS CARDS

Business cards offer a great and easy way to exchange contact information. You can create your own using templates and pre-cut card stock or use a professional service. Just remember to put only the information that you are comfortable handing out.

THANK YOU CARDS

Thank you letters (small personal notes on a card) are an appropriate gesture for the individuals that contribute to the success of the exchange. Simple Thank you cards, 3 ½" X 5", with a personal comment and your signature go a long way.

OTHER PACKING CONSIDERATIONS

The TSA has an important job on their hands, and they've seen it all. Remember to only pack what you need.

In your carry-on, you should have any valuables, passport, insurance cards, CAP ID card, cash/credit card, change of clothes, phone, medications.

ACTION: IT'S EXCHANGE TIME! (DURING THE EXCHANGE)

As a member of Civil Air Patrol and a representative of the United States, you are expected to always observe a high standard of conduct and comply with established procedures and instructions. Ambassadors who violate the rules set forth in this manual will be sent home as soon as possible and will be referred to their wing commander for disciplinary action.

IACE & CAP POLICIES

All CAP rules and regulations concerning proper behavior and decorum apply during IACE. The items specified in this guide are not all-inclusive. Final determinations will be made by the IACE Activity Director. Should behavior or disciplinary problems arise appropriate action will be taken, to include dismissal from the exchange and notifications to wing/unit commanders. Transportation expenses for your unscheduled return home will be the responsibility of you or your parents as agreed in the acknowledgement of having read the Ambassador Guide (part of your Google Classroom paperwork after accepting the position).

ALCOHOL

Consumption of alcohol by cadet and escort ambassadors is not permitted at any time during this activity, in any country.

Civil Air Patrol regulations strictly prohibit the consumption of alcohol by CAP cadets. Escorts are also prohibited from consuming alcoholic beverages.

Per the IACEA Handbook:

- All IACEA programs are to be Alcohol free (no alcohol) regardless of whether it is legal in the destination country for the age of the cadets or not. All IACEA member countries have a duty of care to all participants to provide a safe environment.
- Any breach of the IACEA alcohol policy will not be tolerated. Any Incident involving alcohol and alcohol consumption by cadets is to be reported immediately to the cadet's home country organization who will then agree to an appropriate course of action with the host country.

Violation of the alcohol policy by any cadet or escort ambassador will not be tolerated and may result in termination from CAP.

BILLETING

USA: You can expect to share a hotel room with another participant. The rooms have two beds and ample space for your belongings. Each participant is responsible for the room key they are issued. You may not change rooms without the permission of the Activity Director.

Host country: You can expect to share a room with another participant. Host families may be used for lodging. Rooms could be in hotels, hostels, universities, or military lodging facilities. More information will be provided when received.

CADET PROTECTION

Escorts and Cadets **must** have completed **CPPT** prior to arriving at IACE. Please ensure that your training appears in eServices.

SMOKING & VAPING

Per the International Air Cadet Exchange Association, smoking and vaping are banned for all Exchange participants(including cannabis).

PERSONAL CONDUCT

FORMALITY

The U.S. atmosphere of informality and familiarity between individuals may not be the norm in other countries. Therefore, you should behave conservatively and with some formality until you have become acquainted with the customs of your host country. We will host an online "Miss Manners" interactive presentation in June to prepare the participants for more formal dining and other situations.

INSPECTIONS

There are no encampment type "inspections" during the exchange. However, you are expected to keep your room neat and orderly each day. Your room will be checked for damage prior to your departure from each location you are billeted.

PROFESSIONAL RELATIONSHIPS

There will be no displays of affection (public or private) or dating during IACE.

THE CADET AND THE ESCORT

Your escort as an advisor who is on the trip to help you. In the chain of command, he/she is the immediate supervisor of all the US cadets in the group. The escort is responsible for your safety and behavior. Because of his/her responsibilities, it is imperative that he/she knows where you are and what you are doing at all times. If you wish to depart from the group for any reason, you must have his/her permission. It is the escort's right and obligation to determine which behavior is in the best interest of the program, and which is not. Should any questions or problems arise, see your CAP escort.

TIMELINESS

The exchange operates on a tight schedule. It is imperative that all participants are on time for every event. Assume all meals and events are required activities unless told otherwise. It is disrespectful to the host country, the staff and the other participants to be late.

VISITORS

The International Air Cadet Exchange is a **CLOSED ACTIVITY**. No additional outside visitors / family / friends will be permitted to join exchange activities, nor may participants go visit family or friends during the exchange.

TRAVEL REMINDERS

CELL PHONES

Check with your cell phone provider to determine coverage in your host country. Most US providers have options for overseas use. It is much easier to set this up before you travel than to try to do upon your arrival in your host country. Most modern phones allow the option for eSIM cards which can be activated with temporary apps.

FOOD

Very often, foreign foods are different from the foods you are used to eating. Etiquette and the spirit of adventure require that you at least taste everything. In some instances, such as dining out, seek the advice of your host. Do not embarrass your host by leaving a plate full of food or ordering the most expensive item on the menu.

PHOTOGRAPHY

Do not ask the local residents to pose for pictures or assist in taking the pictures. Instead, ask members of your group to act as subjects or photographers. However, if you must use a local resident, you should employ suitable tact, courtesy, and politeness in making your request.

RELIGIOUS ACCOMMODATIONS

For those who normally attend religious services, please know that services or the church of your choice may not be available in your host country. Due to the limited resources in staffing and transportation, participants choosing to worship must remain flexible. Please make your requests known to your escort; however, the schedule may not permit attending religious services. If you have a religious dining requirement/limitation, please identify it **in the initial paperwork** and coordinate with your escorts.

BATHROOMS

The W.C.: In Europe and the British Isles, there are signs on doors in public places with the letters "W.C." This is the English abbreviation for "water closet," or bathroom to us. Some restrooms overseas may be unisex. Also, some public restrooms may charge a fee to use (it is a good idea to keep some local currency small change with you). In some areas, you may be required to use an "eastern toilet", though this is not common.

LAUNDRY

Laundry and dry cleaning may not be available when you think they are needed. You must be adaptable to local customs and facilities. You must be prepared to go several days without laundering facilities, so you should take advantage of the opportunities to do your laundry as they arise. Be prepared to wash your items in a sink. Do not embarrass your hosts by insisting they provide you with facilities they may not have.

YOUR RESPONSIBILITIES AS A CAP IACE AMBASSADOR

EXPLAIN CAP

Explain the CAP missions and the cadet program. Do not make any overtures or invitations concerning future exchanges.

PRESENTING MEMENTOS

Present the CAP gift to the highest officials of the host organization. The cadet Ambassadors will be expected to present Certificates of Appreciation (provided by NHQ/CAP to the escort) or other mementos to hosts and other dignitaries during the exchange. Be prepared to give a short speech. Personal mementos, as mentioned earlier, are an individual responsibility.

PHOTOGRAPHY

Take photographs of IACE activities. We ask each participant to post at least two photos per

day to the Google Photos album linked in your assigned WhatsApp group. Every photograph must be identified with location, people involved, and occasion. *Please limit selfies; we need to see ACTION! The best photos tell a story!*

JOURNALING

Each participant (both cadet and escort) is expected to make daily journal entries into their IACE Ambassador Diary. Those entries can be electronic (preferred)or hard copy. Read the **Cadet Staff Handbook** (section 2.9, pages 26-28) for good journaling techniques. Escorts must also complete an After Action Report. National HQ also requires a post-activity survey.

SPECIFIC RESPONSIBILITIES OF THE ESCORT

Your responsibilities and obligations stem from your position in the chain of command. For this activity, the chain of command from the bottom upward is the CAP cadet ambassador, you the CAP escort, the CAP IACE Activity Director, and the representative of the host country. You may have some unescorted cadets from other countries. You do NOT have any command authority over them. Many times, however, these cadets will elect to have you guide them. Should this occur, do everything possible for them. Should an issue arise with a cadet from another country, please send a report to NHQ. We will forward the information to that country. As the escort officer, your host escorts may ask you to assist in daily activities during the exchange.

If you wish a cadet to be disciplined for misconduct after his/her return home, you must coordinate this action with the IACE Activity Director and the NHQ Program Manager.

As an IACE Escort, you are responsible for the health, safety and welfare of your cadet ambassadors from the moment they arrive at the U.S. hub travel city until you separate in the US to return home.

Meeting Your Cadets

Your job as the CAP escort ambassador begins well before you fly to your destination. It begins when you accept your assignment. The CAP IACE Activity Director will give you the names and e-mail addresses of the cadets assigned to you once the cadets in your group have accepted their assignment. Contact them immediately after receiving their information.

It is important for you to get to know your cadets before you depart. Develop a relationship of comfortable professionalism, mutual respect, and trust as soon as you can. Get to know their parents. We have found that cadets and their parents are more comfortable when the escort, cadet, and family bond before the trip.

Additionally, you will need to ensure that your group completes the required documentation and preparations as the dates of the exchange grow near (Passport copies, medical insurance card, CPPT, check homework assignments, and CAP monthly safety requirements). It is important that you develop a regime of regular communication with your cadets.

We will host monthly virtual meetings as an entire group and as individual country groups.

CADET SAFETY AND ACCOUNTABILITY

Know where each cadet is and what each is always doing.

- CAP cadets and escorts must attend all scheduled activities.

- If a CAP cadet wishes to leave the group during free time, he/she must have your permission. Before granting permission, consult with the host to ensure that he/she has not made other plans for the cadet. If you grant permission, ensure you know where the cadet is going, who is with the cadet, when he/she will return, and how he/she may be contacted. Keep in mind that CAP CADETS MAY AT NO TIME LEAVE THE LOCAL AREA.

EMERGENCIES

Be prepared to cope with emergencies. Know how to contact the local "911" system. Know how to contact the US Embassy/Consulate in your host country.

> Should an emergency arise, please notify the CAP NHQ Program Manager, Ms. Mary Albright, at 877-227-9142 X 417 during normal duty hours (0730 – 1630 Monday – Friday, Central Time) or the National Operations Center (NOC) at 888-211-1812 or the Activity Director, (contact information will be provided) at any time.

- **Illness:** Take all required emergency action. If the cadet is on a military base, and emergency medical care is required, take the cadet to the base medical facility. Otherwise, take the cadet to a civilian facility. Cadets will be personally responsible for all medical expenses incurred because of illness.

- **Injury:** Take all required emergency action. The order of the facility preference where circumstances permit is the same as above. However, in all cases, choice of facilities is governed by its proximity, seriousness of the injury, and need for immediate care.

- **Hospitalization:** In the event that a CAP participant is hospitalized due to serious illness or injury, notify NHQ NOC and the CAP Activity Director.

- **Insurance:** Each IACE ambassador is required to have medical coverage and travel accident insurance during the exchange that will cover them in a foreign country. Proof of insurance coverage (such as ID card with policy number AND contact phone number of insurance company) must be carried during the visit. In the event a cadet or escort is injured, or becomes ill, he/she should provide the agency providing the care applicable insurance information for billing purposes.

Call the American Embassy and ask for assistance or have them contact National Headquarters CAP/CP if any major problems occur.

CADET BEHAVIOR

It is your responsibility to ensure each CAP cadet ambassador projects a favorable image as a United States citizen. Cadets may lack the maturity or foresight to recognize a potential embarrassing situation. If they cannot, you should. The following suggestions should help you

maintain discipline:

- Brief the CAP cadets on proper behavior, conduct, dress, military courtesy and bearing, and other expectations of a United States citizen. Those cadets not wishing to comply with these standards will not be allowed to participate in IACE and will be sent home as soon as possible. If you have a problem with one of your cadets, which is beyond your ability to handle locally, call NHQ and we will discuss the situation with you.

- Consult your host about customs the cadets should be aware of and then brief the cadets.

- Ensure the CAP cadets meet all scheduled activities on time. If the schedule is changed, inform the cadets immediately.

- Consult with the host to establish the clothing for the day or the type of clothing appropriate for an activity. Ensure that the cadets meet grooming and appearance standards.

- Do not hesitate to exercise your authority as an escort to take timely action designed to ensure that the behavior of the CAP cadets is above reproach. Make immediate attempts to counsel any cadet about behavior you feel is inappropriate.

ESCORT AFTER ACTION REPORT

Each Escort will evaluate the activity. This report will contain any issues that arose, suggested improvements, items of note for cadets for future years, and highlight some of the most outstanding portions of the exchange. You should use your Ambassador Diary to remind you of these items. Email your after-action report to the IACE Activity Director no later than 15 August. The template for the escort report will be sent to you approximately 30 days prior to your trip. Keep in mind that a copy of the report will be forwarded to next year's escort to your hosting country.

This report should cover the following items, plus other pertinent information:

1. The country visited and the hosting organization
2. The number of CAP cadets in your group
3. Were the food, transportation, and housing adequate?
4. The schedule:
    a. The most interesting aspects of the program
    b. How the CAP cadets related to the program
5. Any serious problems encountered
6. CAP cadets requiring medical services and the action taken (Attach copies of bills if the medical expense was for an injury. Illness is not covered by the insurance policy.)
7. A list of expenditures, finances, and mementos used
8. Was contact with our Embassy ever required?
9. Was the IACE uniform appropriate in this country?
10. Problem cadets, if any

11. Remarks

ADDITIONAL DUTIES

The host may ask you for suggestions about planning activities or scheduling free time. Be as helpful as possible, but do not suggest activities that would be difficult for your host to arrange or require additional funds. Do not criticize the present program.

IT'S A WRAP: AFTER THE EXCHANGE

ALL PARTICIPANTS (CADETS AND ESCORTS)

GRADUATION REQUIREMENTS

Participants must fulfill the following requirements to be eligible for completion of the International Air Cadet Exchange, and to qualify for the IACE ribbon:

- Attend/actively participate greater than 90% of IACE activities
- Not dismissed early for behavior
- End of Activity online survey completed within one week of activity end
- Daily journal submitted to Activity Director within two weeks of activity end
- Display a high degree of professionalism and positive attitude.
- Activity Director determines course objectives met

The activity director is the final arbitrator in determining activity credit.

NCSA PARTICIPANT SURVEY – COMPLETE PRIOR TO FLIGHT OUT OF HOST COUNTRY

All participants and staff must complete the online survey. It is preferred that the survey is completed on 28 July 2026. Participants and staff NCSA Completion Certificates will not be sent out and entered into eServices until ***all*** participants have completed the survey. Due 28 July 2025

PARTICIPANT DIARY – TURN IN TO IACE STAFF or SUBMIT DIGITALLY

Due 31 July 2026

ESCORTS

ESCORT REPORT – TURN IN DIGITALLY TO IACE ACTIVITY DIRECTOR

Due 15 August 2026

ESCORT AFTER ACTION MEETING WITH CAP IACE ACTIVITY DIRECTOR

The Activity Director needs direct feedback from the Escorts on their thoughts on all parts of the exchange from preparation to completion. This should be accomplished in August to allow time to gather information and prepare the Activity Director to discuss at the IACE Association annual planning conference in September. Due 15 August 2026

ATTACHMENT 1 - FORMAL IACE UNIFORM

NOT USED IN 2026





NOTES:

1. Must be a navy-blue blazer. An Air Force Service Jacket MAY NOT be a substitute.
2. CAP Crest: Attached to the breast pocket or same relative position
3. Nameplate: Top edge of nameplate will be worn aligned with top edge of the left breast pocket or ½ inch above the CAP crest if the blazer has no pocket.
4. Tie tab is no longer worn for females, IACE tie only for formal uniform for males and females.

ATTACHMENT 2 - SEMI-FORMAL IACE UNIFORM

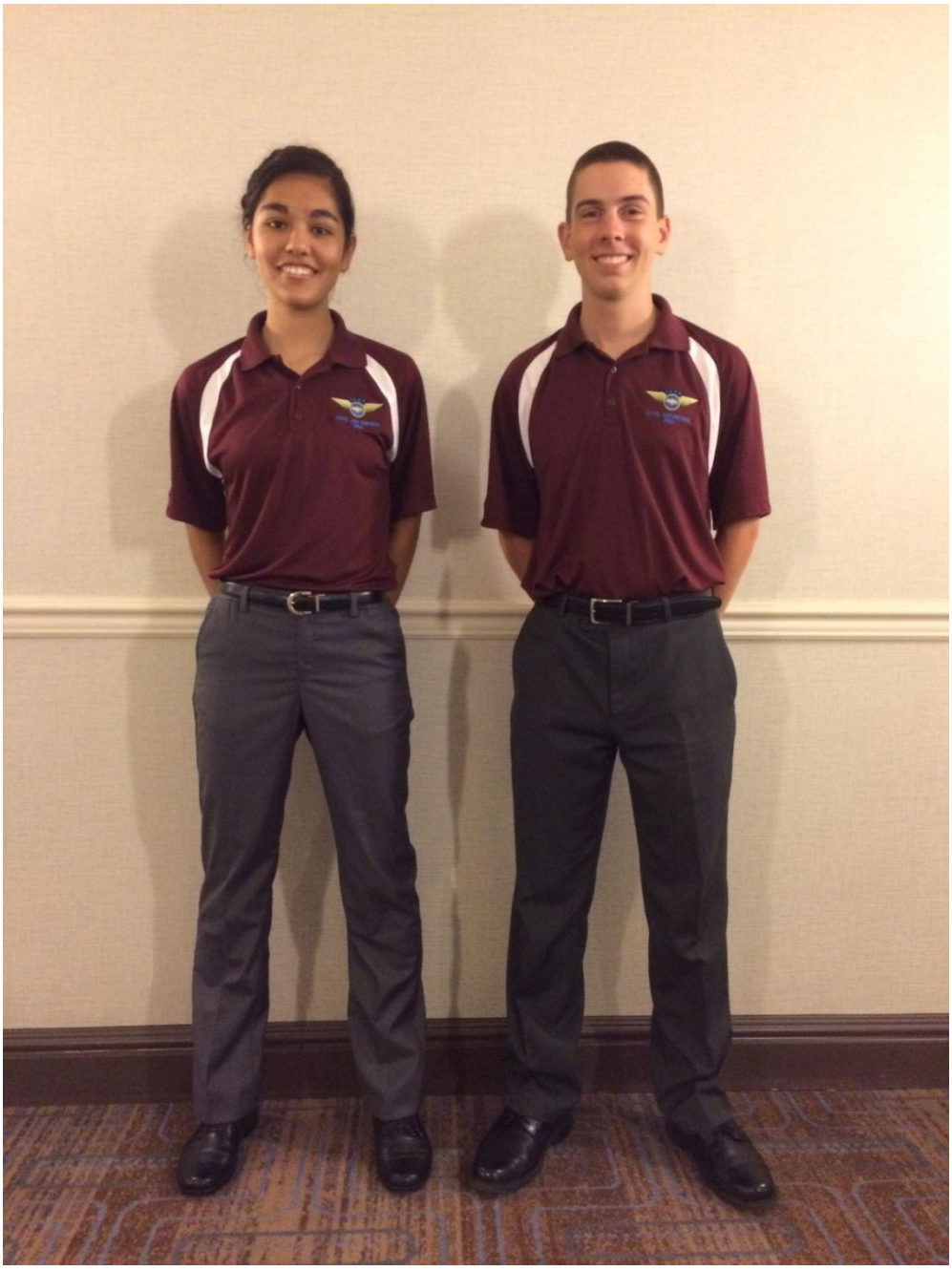




NOTES:

1. Nameplate: Worn immediately above the right breast pocket.
2. No badges are authorized.
3. Must wear a belt, if belt loops are present.
4. Female hair must be pulled back away from face, in a bun.

ATTACHMENT 3 - TRAVEL UNIFORM



NOTES:

1. Must wear a belt, if belt loops are present.
2. Shoes must not be tennis or athletic type.
3. Female hair must be pulled back away from face.

ATTACHMENT 4 – PACKING LIST

This list covers the usual items that you would need to bring on IACE. As each country's program and climate are different, pack according to the weather and the itinerary.

UNIFORM ITEMS			PERSONAL ITEMS	
☐	quantity	Description	☐	Description
Formal, Semi Formal & Travel IACE Uniform				Toiletries (Soap, Deodorant, etc.)
	~~1 Each~~	~~Navy Blue Blazer (NOT AF Service Jacket)~~		Toothbrush and Toothpaste/Mouthwash
	1 Each 1 pair	Aviator Shirts (*Issued from Vanguard*) IACE epaulets		Razor w/ Shaving Cream
	2 Each	Gray slacks (or skirt)		Feminine Hygiene Products - Female
	1 Each	Black Belt		Comb/Brush
	1 Each	Black Shoes		Hair Dryer/Hair Spray/Hair Gel
	1 Each	IACE Tie (*Issued at departure hub city*)		Hairpins/Hair bands - Female
	3 Each	IACE Polo shirts (*Issued from Vanguard*)		Battery-Powered Alarm Clock
Other items				Moleskin/Band-Aids
	1 Pair	Shoes that can get wet (closed toed)		Sunscreen/SPF 15 or Higher
	1 Each	Bath towel		Beach Towel
Casual clothing				4 sets Laundry Detergent and Dryer Sheets
	At least 4	Casual Shirts		Bags, 1-Gallon Zip-Lock and 25-Gallon Trash
	At least 4	Pants or Shorts or Skirts		Laundry Bag
	4 Pair	Socks		
	1 Pair	Tennis Shoes	**MISC ITEMS**	
	1 Each	Bathing Suit (Abdomen must be covered for Females)		1 gift per host family, if applicable
Misc Clothing Items				Business Cards
	~~1 Each~~	~~CAP Crest (Issued from Vanguard)~~		Trading gifts for other cadets
	1 Each	IACE Nameplate (*Issued from Vanguard*)		Thank You Cards
	1 Each	White T-Shirt	**CARRY-ON ITEMS**	
	5 Pair	Black Socks (or Black Hose)		Passport (and 1 paper copies)

	5 Each	Bras - Female		Wallet in which you would have
	7 Each	Underwear		US Government issued ID
	1 Pair	Shower Shoes (Flip flops)		CAP ID Card
	1 Pair	Pajamas		Health Insurance Card, hard copy
	1 each	Bathrobe (optional)		Travel Insurance Card, hard copy
	1 Each	Jacket		Spending Money
	1 Each	Raincoat or Umbrella		Credit/ Debit Card
Escort Specific Items				Money for Luggage Fees
		Backpack		Extra set of Clothing
		Sewing Kit		Items to entertain you on the flight
		First Aid Kit		Medications in their original container
				Snacks for the flight
				Electronics and Adaptors/Converter Plugs
Double-check to ensure that you have properly packed everything that you checked on this list.				

ATTACHMENT 5 – CONVERSION CHARTS

TEMPERATURE

Fahrenheit to Celsius							
°F	°C		°F	°C		°F	°C
41	5		66	18.9		91	32.8
42	5.6		67	19.4		92	33.3
43	6.1		68	20		93	33.9
44	6.7		69	20.6		94	34.4
45	7.2		70	21.1		95	35
46	7.8		71	21.7		96	35.6
47	8.3		72	22.2		97	36.1
48	8.9		73	22.8		98	36.7
49	9.4		74	23.3		99	37.2
50	10		75	23.9		100	37.8
51	10.6		76	24.4		101	38.3
52	11.1		77	25		102	38.9
53	11.7		78	25.6		103	39.4
54	12.2		79	26.1		104	40
55	12.8		80	26.7		105	40.6
56	13.3		81	27.2		106	41.1
57	13.9		82	27.8		107	41.7
58	14.4		83	28.3		108	42.2
59	15		84	28.9		109	42.8
60	15.6		85	29.4		110	43.3
61	16.1		86	30		111	43.9
62	16.7		87	30.6		112	44.4
63	17.2		88	31.1		113	45
64	17.8		89	31.7		114	45.6
65	18.3		90	32.2		115	46.1

Celsius to Fahrenheit				
°C	°F		°C	°F
0	32		25	77
1	33.8		26	78.8
2	35.6		27	80.6
3	37.4		28	82.4
4	39.2		29	84.2
5	41		30	86
6	42.8		31	87.8
7	44.6		32	89.6
8	46.4		33	91.4
9	48.2		34	93.2
10	50		35	95
11	51.8		36	96.8
12	53.6		37	98.6
13	55.4		38	100.4
14	57.2		39	102.2
15	59		40	104
16	60.8		41	105.8
17	62.6		42	107.6
18	64.4		43	109.4
19	66.2		44	111.2
20	68		45	113
21	69.8		46	114.8
22	71.6		47	116.6
23	73.4		48	118.4
24	75.2		100	212

DISTANCE

Miles	Kilometers
1	1.61
2	3.22
5	8.05
10	16.09
15	24.15
20	32.19
30	48.28
40	64.37
50	80.47

Kilometers	Miles
1	0.62
2	1.24
5	3.1
10	6.21
15	9.3
20	12.43
30	18.64
40	24.85
50	31.07

WEIGHT

Kilograms	Pounds	Pounds+Ounces		Pounds	Kilograms	Kilograms+Grams
0 kg	0 lb	0 lb 0 oz		0 lb	0 kg	0 kg 0 g
0.1 kg	0.220 lb	0 lb 3.527 oz		0.1 lb	0.045 kg	0 kg 45 g
1 kg	2.205 lb	2 lb 3.274 oz		1 lb	0.454 kg	0 kg 454 g
2 kg	4.409 lb	4 lb 6.548 oz		2 lb	0.907 kg	0 kg 907 g
3 kg	6.614 lb	6 lb 9.822 oz		3 lb	1.361 kg	1 kg 361 g
4 kg	8.818 lb	8 lb 13.100 oz		4 lb	1.814 kg	1 kg 814 g
5 kg	11.023 lb	11 lb 0.370 oz		5 lb	2.268 kg	2 kg 268 g
6 kg	13.228 lb	13 lb 3.644 oz		6 lb	2.722 kg	2 kg 722 g
7 kg	15.432 lb	15 lb 6.918 oz		7 lb	3.175 kg	3 kg 175 g
8 kg	17.637 lb	17 lb 10.190 oz		8 lb	3.629 kg	3 kg 629 g
9 kg	19.842 lb	19 lb 13.470 oz		9 lb	4.082 kg	4 kg 82 g
10 kg	22.046 lb	22 lb 0.740 oz		10 lb	4.536 kg	4 kg 536 g
20 kg	44.092 lb	44 lb 1.479 oz		20 lb	9.072 kg	9 kg 72 g
30 kg	66.139 lb	66 lb 2.219 oz		30 lb	13.608 kg	13 kg 608 g
40 kg	88.185 lb	88 lb 2.958 oz		40 lb	18.144 kg	18 kg 144 g
50 kg	110.231 lb	110 lb 3.698 oz		50 lb	22.680 kg	22 kg 680 g

ATTACHMENT 6 – LINKS

For more information about International Travel, go to:

https://travel.state.gov/content/travel/en/international-travel.html

US EMBASSY CONTACT INFORMATION

Australia

https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Australia.html

TOURIST VISA REQUIRED: Yes – visa or Electronic Travel Authority (ETA)

Belgium

https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Belgium.html

TOURIST VISA: Not required for stays less than 90 days.

New Zealand

https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/NewZealand.html

TOURIST VISA REQUIRED: New Zealand Electronic Travel Authority (Neta) or visa is required.

United Kingdom

https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/UnitedKingdom.html

TOURIST VISA: Not required for stays less than six months.

International Air Cadet Exchange Association Website

https://iacea.com/

Australia

Australian Air Force Cadets: https://www.airforcecadets.gov.au

Belgium

Belgian Air Cadets: http://www.belgianaircadets.be

New Zealand

Air Training Corps (ATC), Air Cadets: https://cadetforces.org.nz/atc

United Kingdom

Royal Air Force Air Cadets: https://www.raf.mod.uk/aircadets/