



2020

International Air Cadet Exchange

Ambassador's Guide

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## INTRODUCTION

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The purpose of the International Air Cadet Exchange (IACE) is to promote international understanding, goodwill, and fellowship. As an ambassador in IACE, you will be a global messenger of the United States, as well as 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 sixteen member nations and CAP will exchange cadets with seven. U.S. participation in the International Air Cadet Exchange Association (IACEA) has spanned a period of over 70 years. Financing IACE is the mutual responsibility of the participating nations' air forces and the various cadet organizations in each country. The United States Air Force and Civil Air Patrol share the burden of expense for the participation of the United States in the exchange. All of your expenses, except for personal expenses, while in your foreign host's country (for approximately two weeks) will be paid by that country's cadet organization and/or Air Force.

The information and instructions in this guide are to help you prepare for the exchange. Know your responsibilities and obligations ahead of time. 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.

**IACE Background:** The International Air Cadet Exchange is an annual exchange of visits by air-minded youth of the U.S., Canada, Europe, the Middle East, Africa, East Asia, and the Pacific with the objective of promoting international understanding, goodwill, and fellowship among the youth of the world.

Civil Air Patrol's participation in the exchange began in 1947 with the arrangements for an exchange of cadets between the 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.

CAP has sponsored U.S. participation in the exchange since its beginning by arranging housing accommodations, travel itineraries, and educational, recreational and social activities for the foreign cadets while they are in the United States. The hosting organizations of the participating countries also perform these same services for the American cadets. Visits to the U.S. and abroad are just over two weeks in length and provide the cadets an opportunity to visit many areas of their host countries. CAP units in the various states host cadets visiting the U.S. In addition, most are given a special tour of our Nation's Capital. IACE cadets 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.

## INSTRUCTIONS

**Accepting Your Appointment:** Acceptance as a CAP Ambassador marks a unique recognition of a cadet's career and potential. Because of the limited space available, not all deserving cadets are afforded this opportunity. As a result, a large number of cadets are placed in an alternate pool awaiting selection in the event a primary cadet cannot attend.

In fairness to cadets 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 Lt Col Peggy Myrick at [IACE@capnhq.gov](mailto:IACE@capnhq.gov). This must be completed by **10 March**; otherwise, you will be removed from the primary list and placed in the alternate pool.

**Passport:** All CAP personnel participating in the IACE program, including those visiting Canada, must have a current passport book, not simply a passport card. As soon as you accept your slot you should apply for a passport if you do not already have one. **All participants must possess a passport no later than April 15.** Passports should be valid for six months following the completion of the exchange. **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. Keep your passport in your possession at all times. Do not pack it in your luggage. It protects your rights as an American citizen when you are out of this country.

The Department of State has a web site with instructions on how to apply; [http://travel.state.gov/passport/get/first/first\\_830.html](http://travel.state.gov/passport/get/first/first_830.html).

1. Read the entire webpage before getting a passport.
2. You will need to apply in person at an Acceptance Facility. Know when they are open.
3. You will need proof of citizenship and identification (i.e. birth certificate and driver's license)
4. Bring a copy of the documents that you are providing.
5. You will also need 1 passport quality photo.



Visiting Mickey in Tokyo

**Photos; Passport and CAP Requirements:** 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 and upload this photo file in a **JPEG** format to the Dropbox folder that will be provided to you.



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.

**Payment:** Your deposit of \$170 is due by **10 March** and you must pay the balance of the activity fee through eServices by **30 April**.

**Refunds:** *After your airline ticket is purchased, your 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.*

**Paperwork:** You will need to provide copies of necessary documents and fill out several forms on time. The forms are available on the IACE website. You are required to upload items 1-7 to Dropbox folder provided.

**Forms, Photos and Information required by 15 April to Dropbox:**

1. IACEA Form
2. Photocopy of proof of health and travel insurance, front and back of card or document.
3. Consent Form
4. Certification Form (Needs to be typed)
5. Online Information Form
6. Electronic copy of passport photo in **JPEG** format
7. Photocopy of passport (information page with your photo)

**Item required by 15 April to be mailed to Activity Director:**

8. One original passport quality photo, 2x2 in size. No copies.



China's Great Wall

**Immunizations:** Check with the CDC website at <http://wwwnc.cdc.gov/travel/destinations/list.aspx> for information on immunizations you may need. Required immunizations should be obtained locally, and at your expense.

**Insurance:** Each IACE ambassador is required to have medical insurance that will cover you while traveling out of the country during the exchange. Proof of insurance coverage (such as a medical 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. 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.



**Medical: If you:**

- ***have any physical limitations, restrictions or medical problems***
- ***are NOT in physical Category I, as described in CAPR 60-1 and CAPP 60-50\****
- ***have had any surgical procedure in the year prior to IACE***
- ***take any medications (other than allergy, birth control)***
- ***have any special dietary requirements***

\* You must be able to walk 5-7 miles a day and participate in all scheduled High Adventure Activities.

***You must communicate any of the conditions listed above with the Activity Director at once to. Peggy Myrick [Peggy.Myrick@cawgcap.org](mailto:Peggy.Myrick@cawgcap.org) (This communication is in addition to any online application or physical forms you may have previously completed)***

Just PRIOR to your departure for your hub city, you must communicate with the IACE Staff if you have *any sudden* illness (examples are Colds, FLU, pink eye, mononucleosis, chicken pox, contagious rashes, etc), any recent surgeries or injuries or plan any surgical procedures after your return home from IACE. The nature of the illness, your ability to travel, and the likelihood of transmission; will be carefully evaluated on a case-by-case basis. If you fail to communicate the issue or you arrive “unhealthy”, **you will be sent home.**

## PURCHASES



**Required Uniform Items:** Participants will not wear Air Force style uniforms while on the exchange. Specific uniform guidance is given later. Each participant will need to procure the following items:

### Men

1. One navy blue blazer (Air Force Service Jacket cannot be worn) See CAPM 39-1, Chapter 4, CAP Blazer Uniform, for more details. Check with AD before purchasing this item as not all countries require a blazer.
2. Two pair of gray slacks, medium gray in color
3. Black socks
4. One black belt
5. One pair of black shoes (oxfords or loafers), not athletic-type shoes

### Women

1. One navy blue blazer (Air Force Service Jacket cannot be worn) See CAPM 39-1, Chapter 4, CAP Blazer Uniform. Check with AD before purchasing this item as not all countries require a blazer.
2. Two pair of gray slacks or one gray skirt, medium gray in color (Skirt must be knee length)
3. Full length hose for skirt or black socks for slacks
4. One pair of black shoes (loafers or flats)
5. One belt, if loops are present on pants or skirt



Talking with a German helicopter pilot

The following uniform items will be shipped by Vanguard. Once you receive these items, make sure that they fit properly and that the nameplate is spelled properly. The items that are shipped include:

1. 1 White Aviator Shirt
2. 1 IACE Nameplate
3. 1 CAP Crest (if Blazer is required)
4. 3 Polo Shirts with IACE Logo (Burgundy)

The special IACE tie will be handed out in your Hub City.

**Gifting:** 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 have particularly liked to collect wing patches, CAP insignia, and lapel pins. Check with your mayor, chamber of commerce, government representatives, Air Force recruiter and even sports leagues and tell them about the program. You will want something a little nicer and memorable for your host family or multiple host families and 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:

- a. Wing or squadron patches
- b. Squadron t-shirts
- c. Postcards from home
- d. Small crafts made in your community
- e. Local candies (hard candies travel well)

**Business Cards:** Business cards offer a great and easy way to exchange your contact information. You can create your own using templates and precut cardstock or use a professional service. Just remember to put only the information that you are comfortable handing out.



## WEAR OF THE IACE UNIFORMS

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**Formal IACE Uniform:** Navy Blue Blazer, white shirt, IACE tie, gray slacks (or skirt), black belt, black shoes and black socks (or hose). See Attachment 1 (page 17) for more details.

**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 (page 18) for more details.

**Travel Uniform:** IACE Polo Shirt, gray slacks, black belt, black shoes and black socks. See Attachment 3 (page 19) for more details.

**Casual Clothing:** When not in uniform, participants can wear nice, conservative, casual clothing. T-shirts must not have offensive words or graphics. Cut-off or 'short' shorts are not allowed, hem must be no higher than 4 inches above knee. Do not take OD Green, BDU, ACU or ABU shirts, pants, jackets or boots.



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



**Special Clothing Requirements:** 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. We do provide a simple, standardized packing list. See attachment 4.

If you are visiting one of the countries listed below, the additional suggested clothing/supplies are highly recommended:

- a. **Australia/New Zealand:** A navy-blue sweater or navy fleece jacket. Remember, it is winter “Down Under”. Check your itinerary before you pack. The further South you go, the colder it gets. A hat is also recommended.
- b. **Canada:** This trip usually includes white-water rafting. Ensure that you have a bathing suit (one-piece for females), water shoes and a good pair of jeans.
- c. **Hong Kong:** The heat and humidity are very high, pack accordingly.
- d. **United Kingdom:** A pair of 'smart' pants or slacks and an extra collared shirt, required for wear in officer's dining rooms.



Sailing in Europe

## ETIQUETTE

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As a member of Civil Air Patrol and a representative of the United States, you are expected to observe a high standard of conduct at all times 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.



**Gratitude:** 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.

**Alcoholic Beverages:** Civil Air Patrol regulations strictly prohibit the consumption of alcohol by CAP cadets. Escorts will also be prohibited from consuming alcoholic beverages.

***Consumption of alcohol by cadet ambassadors is not permitted at any time during this activity, in any country.*** Our international partners understand our position on this issue and will provide a variety of nonalcoholic beverages at all meals and during all official activities.

There may be times when cadet ambassadors will be offered alcohol socially. You may feel pressured to “fit in” with other countries’ cadets for whom this restriction was not placed. Resist the temptation. You can have a lot of fun, make new friends, and project a good image as a representative of the US without alcohol.

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

**Smoking:** CAP regulations and IACEA guidelines prohibit smoking by cadets. Escorts are asked to use discretion when smoking, and to try to follow the customs and etiquette of the country they are visiting.

**Informality and Familiarity:** 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 customs of your host country.

**Foreign Foods:** 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.



**Dating:** Dating and/or intimate contact is not permitted during this activity. Should your group contain both male and female cadets, avoid pairing up. Two of the purposes of the exchange are to foster goodwill and to gain a better understanding of others.

**Churches:** 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. In deference to the facilities available and to your hosts, please be flexible with this issue.

**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.

**Laundry Service:** 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.

**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.

**The Cadet and the Escort:** Think of 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 cadets in the group. The escort is responsible for your safety and behavior. Because of his/her responsibilities, it is imperative that he/she know 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 escort.



Berlin, Germany: Checkpoint Charlie

## MONEY

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**Cadets and Escorts:** Your personal spending money is your own responsibility. Since the host country will cover all your essential expenses, you should take enough money for personal items. While some ambassadors have gotten by with less, it is a good idea to take a minimum of \$200. Keep a few dollars as pocket change, and consider using a low-limit credit card or a debit card to exchange currency once you arrive in-country (most cities have ready access to ATMs). We recommend this method over traveler's checks, as some of our ambassadors have reported it difficult to use traveler's checks in several countries. We also recommend that approximately US \$50.00 be held in reserve for expenses during your return home. A major credit card is highly recommended for purchases, check cashing, and emergencies. Try to use a credit card when making significant purchases. The exchange rate is usually better, and the fees for buying local currency do not usually apply.

**Escorts:** As an escort ambassador, you may wish to take the representative of the host country to dinner, you may need to lend money to a cadet in an emergency, or you may need to pay for some meals. For these reasons, you should take approximately \$500 and bring a major credit card.



## SCHEDULE DURING IACE

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You will arrive at your hub-city on the travel day listed on the web site. Time permitting there may be a welcome dinner and touring during your stay. You will then leave for your host country as a group.

Check the IACEA web site, [www.iacea.com](http://www.iacea.com), for the specific schedule for your exchange country.

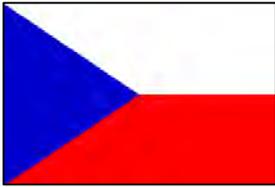
## REQUIREMENTS DURING THE EXCHANGE

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**Presentations:** You will be expected to present certificates (provided by the escort) or other mementos to hosts and other dignitaries during the exchange. Be prepared to give a short speech.

**Journaling:** You will journal each day. Read the [Cadet Staff Handbook](#) (section 2.9, pages 25-27) for good journaling techniques.





**After Action Report:** You will need to turn in an AAR to the Activity Director no later than **9 August**. 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 journal to remind you of these items.

## TRAVEL INFORMATION

### Final Point of Departure for the U.S.

Your departure point from the United States will be determined by the country you are to visit. You will receive a letter of specific travel instructions. **If you live less than 250 air miles from the hub city, you will be responsible for arranging your own transportation to the hotel** and National Headquarters will provide overseas transportation. If you live more than 250 miles from the hub city, NHQ will provide the roundtrip transportation to the hub city and overseas.

**Airline Tickets:** CAP will purchase your roundtrip airline tickets. You will travel as a team during the international portion of your travel 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 cancelled**

**If you cancel after your airline ticket is purchased (any time after May 15), you will be financially responsible for the cost of the ticket.**



The view from the pilot's seat

**Arrival at your hub city departure point:** You must arrive in the IACE Travel Uniform. If you are flying in, an IACE staff member will meet you in baggage claim.

**Canada, European, or Middle East Countries:** Will travel to the hub city of Washington DC and then to their host country.

**Pacific Rim Countries:** Will travel to the hub city of San Francisco California and then to their host country.

**Stopovers, early arrivals, and late departures are not permitted. If outside of the 250 miles hub city, your paid travel will be to and from the same destination from within the US.**

## Luggage

IACE rules limit the amount and weight of the luggage you are allowed to bring on the trip. Mark your luggage with your name and contact information both inside and on the outside of your bags. Participants are responsible for baggage fees.

**One Checked bag:** Must not exceed 50 lb (22 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.**

**U.S. Customs:** More than 150 million people enter the U.S. each year. All have to pass through prior to departure from abroad. All were subject to examination of their belongings. All were required by law to declare what they were 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 amount 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.

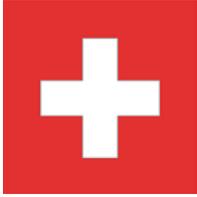
## **SPECIFIC RESPONSIBILITIES OF THE ESCORT**

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 project officer, 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



Seeing international aviation technology

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.



**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 city until you separate for home.**

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.

### 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 HQ CAP Project Officer 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 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, and CAP monthly safety requirements). It is important that you develop a regime of regular communication with your cadets.

### Cadet Safety and Emergency Information

**Accountability:** Know where each cadet is and what each is doing at all times.

a. CAP cadets must attend all scheduled activities.

b. 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.



Exploring London

If you grant permission, ensure you know where the cadet is going, when he/she will return, and how he/she may be reached. Keep in mind that CAP CADETS MAY AT NO TIME LEAVE THE LOCAL AREA.

Should an emergency arise, please notify the CAP NHQ Program Manager, Ms. Wendy Hamilton, at 877-227-9142 X 417 during normal duty hours (0800 - 1630 Monday - Friday, Central Time) or the National Operations Center (NOC) at 888-211-1812 or the Activity Director, Peggy Myrick at 805-453-0224 at any time.



**Emergencies:** Be prepared to cope with emergencies.

a. **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 as a result of illness.

b. **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 facility is governed by its proximity, seriousness of the injury, and need for immediate care.

c. **Hospitalization:** In the event that a CAP cadet is hospitalized due to a serious illness or injury, notify NHQ.

d. **Insurance:** Each IACE cadet ambassador is required to have medical coverage and accident insurance during the exchange that will cover them in a foreign country. Proof of insurance coverage (such as 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.

**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:

1. 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



On the hunt in UK



these standards will not be allowed to participate in IACE and will be sent home at the earliest possible date. 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.

2. Consult your host about customs the cadets should be aware of and then brief the cadets.
3. Ensure the CAP cadets meet all scheduled activities on time. If the schedule is changed, inform the cadets immediately.
4. 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.
5. 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.

### Special Civil Air Patrol Duties

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

**Presenting mementos:** Present the CAP plaque to the highest officials of the host organization. The Certificates of Appreciation are provided to the escort for presentation to other persons as deemed appropriate. Personal mementos, as mentioned earlier, are an individual responsibility.

**Photos:** Take photographs of IACE activities. If you have a particularly interesting photo, please forward it to [IACE@capnhq.gov](mailto:IACE@capnhq.gov) to be used for information releases by the National Headquarters. Every photograph must be identified as to location, people involved, and occasion.

**Evaluation:** Evaluate the activity. Email your evaluation report to the Activity Director Peggy Myrick no later than **9 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 any other pertinent information:

1. The country visited and the hosting organization
2. The number of CAP cadets in your group



Making friends in Munich.

3. Was 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



Ready to fly in Britain

### **Additional Duties**

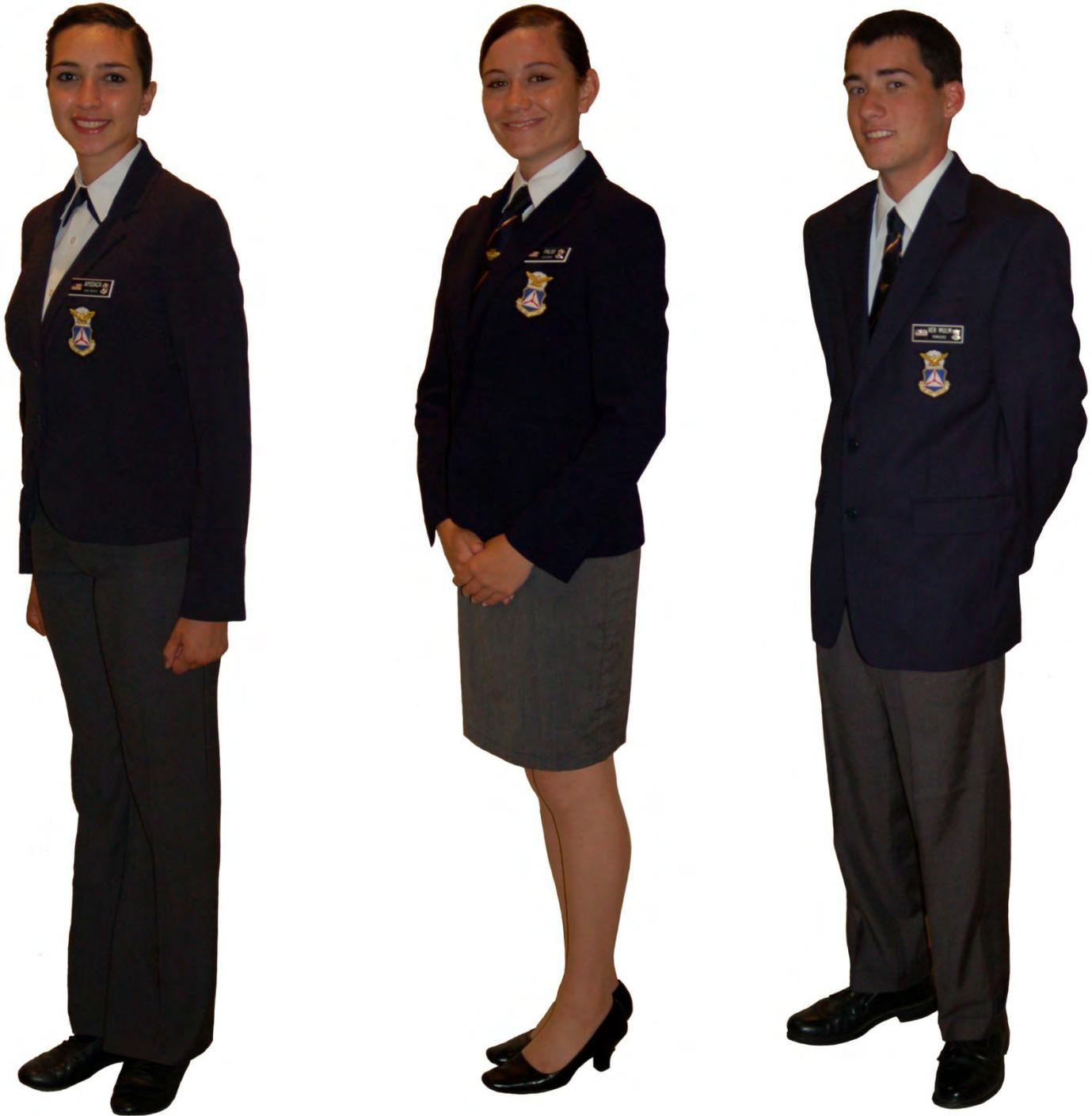
The host may ask you for suggestions in planning activities or scheduling free time. Be as helpful as possible, but do not suggest activities that would be difficult for your host to arrange. Do not criticize the present program.

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



## ATTACHMENT 1 FORMAL IACE UNIFORM

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### NOTES:

1. Must be a blue blazer. Air Force Service Jacket **CANNOT** 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 blazer has no pocket.
4. Tie tab is no longer worn for females, IACE tie only for formal and semi-formal uniform.

## ATTACHMENT 2 SEMI-FORMAL IACE UNIFORM

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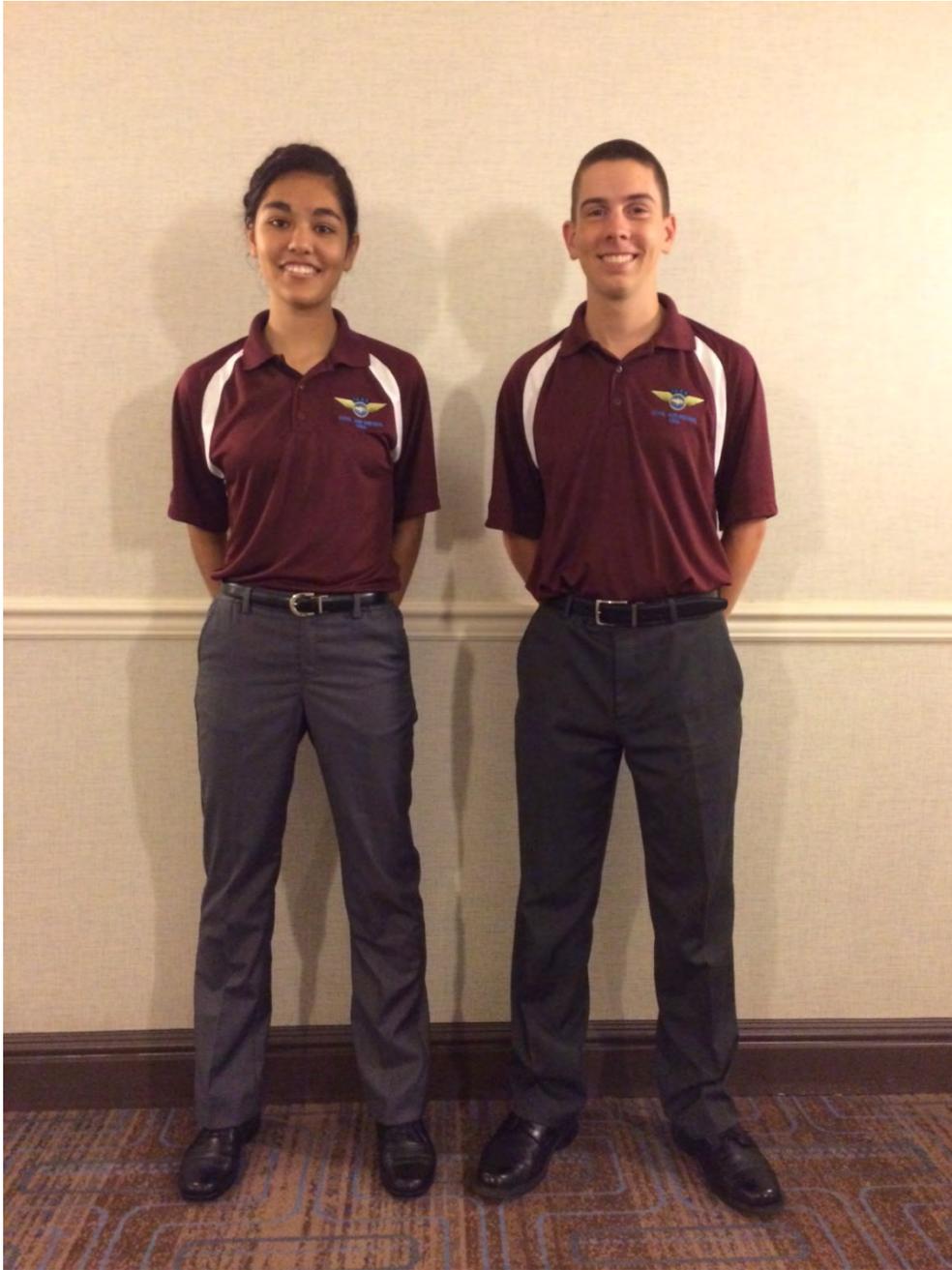


### NOTES:

1. Nameplate: Worn immediately above the right breast pocket.
2. No badges are authorized.
3. Must wear belt, if belt loops are present.

## ATTACHMENT 3 TRAVEL UNIFORM

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### NOTES:

1. Must wear belt, if belt loops are present.
2. Shoes must not be tennis or athletic-type.

## 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
<b>Formal, Semi Formal &amp; Travel IACE Uniform</b>			Toiletries (Soap, Deodorant, etc.)	
	1 Each	Navy Blue Blazer (NOT AF Service Jacket)		Toothbrush and Toothpaste/Mouthwash
	1 Each	Aviator Shirts ( <i>Issued from Vanguard</i> )		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 ( <i>Issued at departure hub city</i> )		Hairpins/Hair bands - Female
	3 Each	IACE Polo shirts ( <i>Issued from Vanguard</i> )		Makeup (minimal) - Female
<b>Other items</b>				Moleskin/Band-Aids
	1 Pair	Shoes that can get wet (closed toed)		Sunscreen/SPF 15 or Higher
	1 Each	Bath towel		Beach Towel
<b>Casual clothing</b>				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	<b>MISC ITEMS</b>	
	1 Each	Bathing Suit ( <b>One Piece</b> for Females)		Items for Presentation to Host Families
<b>Misc Clothing Items</b>				Business Cards
	1 Each	CAP Crest ( <i>If Blazer is required</i> )		Trading gifts for other cadets
	1 Each	IACE Nameplate ( <i>Issued from Vanguard</i> )		Thank You Cards
	1 Each	White T-Shirt	<b>CARRY-ON ITEMS</b>	
	5 Pair	Black Socks (or Black Hose)		Passport (and 1 paper copy)
	7 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		Insurance Card, hard copy
	1 each	Bathrobe (optional)		Spending Money
	1 Each	Jacket		Credit/ Debit Card
	1 Each	Rain Coat or Umbrella		Money for Luggage Fees
<b>Escort Specific Items</b>				
		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

**Double-check to ensure that you have properly packed everything that you checked on this list.**

## CONVERSION CHARTS

### Fahrenheit to Celsius

°F	°C	°F	°C	°F	°C
41	5.0	66	18.9	91	32.8
42	5.6	67	19.4	92	33.3
43	6.1	68	20.0	93	33.9
44	6.7	69	20.6	94	34.4
45	7.2	70	21.1	95	35.0
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	10.0	75	23.9	100	37.8
51	10.6	76	24.4	101	38.3
52	11.1	77	25.0	102	38.9
53	11.7	78	25.6	103	39.4
54	12.2	79	26.1	104	40.0
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	15.0	84	28.9	109	42.8
60	15.6	85	29.4	110	43.3
61	16.1	86	30.0	111	43.9
62	16.7	87	30.6	112	44.4
63	17.2	88	31.1	113	45.0
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	32.0	25	77.0
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	41.0	30	86.0
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	50.0	35	95.0
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	59.0	40	104.0
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	68.0	45	113.0
21	69.8	46	114.8
22	71.6	47	116.6
23	73.4	48	118.4
24	75.2	100	212.0

### 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	3.10
10	6.21
15	9.30
20	12.43
30	18.64
40	24.85
50	31.07

## US EMBASSY CONTACT INFORMATION

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For more information about US Embassies worldwide, go to <http://travel.state.gov/links.html>

### Australia

American Embassy, Moonah Place, Yarralumla ACT 2600  
Switchboard Tel: (02)-6214-5600 (8am-5pm Mon-Fri) American Citizen Services  
Fax: (02) 6214-5970  
Website: <http://www.csaustralia.org/> Email: [Sydney.office.box@mail.doc.gov](mailto:Sydney.office.box@mail.doc.gov)

### Belgium

U.S. Embassy Consular Services -- Regentlaan 25 Boulevard  
du Régent, B-1000 Brussels  
Ph: +32-(0)2 508-2111  
Fax: +32-(0)2 513-0409  
Hours: Monday through Friday 1:30 to 4:30 p.m  
[Closed on U.S. and Belgian holidays](#)

### Canada

The Consular Section of the U.S. Embassy is located at 490 Sussex Drive in Ottawa, Ontario. The Embassy and Consular Section's mailing address is P.O. Box 866, Station B Ottawa, Ontario K1P 5T1  
Phone: 613.238.5335  
Fax: 613.688.3082  
The Embassy's Consular Section is open for routine consular business from 8:00 until 11:00 am Monday, Tuesday, Thursday and Friday. Emergencies should be reported to the Consular Section at 613.238.5335 (24 hours/7 days a week).

### Hong Kong

U.S. Consulate General  
Hong Kong and Macau  
26 Garden Road, Hong Kong  
Tel: (852) 2523-9011 Fax: (852) 2845-1598  
<http://www.hongkong.usconsulate.gov/>

### Netherlands

U.S. Consulate General	US Embassy
Amsterdam	The Hague
Museumplein 19	John Adams Park 1
1071DJ Amsterdam	2244 BZ Wassenaar
	+31 70 310-2209

**New Zealand, Consulate General of the United States of America**

For ALL American Citizen Services

Postal Address: Consulate General of the United States of America  
Private Bag 92022,  
Auckland,  
New Zealand

Street Address: 3rd Floor,  
Citibank Building,  
23 Customs St,  
Auckland (cnr. Commerce St)

Phone: +649 303 2724

Fax: +649 366 0870

Hours: 8.00 - 12.00pm Monday through Friday for walk-in service.  
2.00 - 4.00pm Monday through Friday for phone inquiries.

**Republic of Korea**

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London, W1A 2LQ  
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