

## **The IACE Escort Officer Duties and Timeline**

Congratulations on being selected as an IACE Escort Officer! IACE is the preeminent special activity Civil Air Patrol has to offer to our cadets. Most IACE participants, including escorts, make lifelong friends in both the host country and among the other participants with whom they visit. Likewise, most escorts form lifetime friendships with the cadets sharing this unique travel experience.

There is great diversity in experiences among CAP cadets. Some cadets are well travelled, both nationally and internationally. A few may have previously visited the county they are assigned while others may have never traveled out of the state in which they were born. Regardless of your cadets' experience, remember that due to their relatively young ages they have most likely travelled with family members or escorts from other programs. Your cadets may express different degrees of reliance on your guidance as their escort.

It is important for the escort officer to establish a professional relationship with their cadets as soon as possible. There are stories about escorts whose first communication with their cadets is when they meet at their airport of embarkation in the United States!

While it is expected the escort officers have a good time, you must remember service as an IACE escort officer is a duty; as such your first responsibility is the safety and security of your assigned cadets.

### **Escort's Critical Timeline**

It is imperative the escort officer ensure his/her group meets all critical timelines in the IACE preparation process. Failure to meet timeline due dates may result in an individual's removal from the program. Your cadets' compliance with these tasks will provide you an early indication of their attention to detail and ability to follow specific instructions. Should you encounter repeated problems with a cadet, please let the IACE Director know immediately.

<b>Time</b>	<b>Task*</b>
Upon Notification	Make email contact with your cadets
Within 30 days	Research your assigned country
March 5 <sup>th</sup>	Confirm participation with Activity Director
April 1 <sup>st</sup>	Visit IACE Participant Webpage, read and download documents
April 15 <sup>th</sup>	Required Documents due
May 1 <sup>st</sup>	Send supplemental email to cadets and inform them of homework
May 15 <sup>th</sup>	Activity Fee payment and Additional Required Documents due
June 1 <sup>st</sup>	If required, have you and your cadets obtained a visa?

\*Detailed guidance and instructions are provided below on the "Timeline Checklist"

### **Timeline Checklist**

The following timeline checklist is to assist you in preparing for a smooth departure and exchange visit. The checklist elaborates on the actions, information and documentation required in the table above.

- **Upon initial notification of being selected as an escort:** Make Email Contact with Your Assigned Cadets – When you are notified of your selection as an escort you will also be informed of the country you have been assigned and the names and contact information of the cadets you will be escorting. Please be sure to make contact with your cadets within the first week of notification. Include the following information in your initial email.
  - Your name, grade, home wing and duty assignment
  - Your contact email and telephone number
  - How would you like the cadets to address you during the exchange? (First Name; CAP Grade, Mr., Mrs. or Ms. and Last Name; etc.)
  - Summary of your prior IACE participation and/or experience with international travel, if any
  - A brief, one paragraph CAP biography (CAP experience, cadet experience, etc.)
  - Instruct them to visit the IACE Participant’s webpage ([www.ncsas.com/iace-participant/](http://www.ncsas.com/iace-participant/)), download and read thoroughly the Ambassador Guide, and begin completing all the required forms listed on the page

You should also task your cadets with providing you the following information in an email reply. Be sure to set a specific due date no longer than one week from their receipt of your email. If you have trouble communicating with your cadets, please notify the IACE Director within the first two weeks of your efforts to make contact.

- Cadet’s contact phone number
  - Cadet’s parent contact email and phone number (you should copy their parents on all email correspondence once you receive this information)
  - Mailing address
  - A brief, one paragraph CAP biography
  - Acknowledgement they have gone to the IACE Participant’s webpage and downloaded the Ambassador’s Guide and other required documents
- **Within the first 30 days:** Research Your Assigned Country – Review the IACE Association website ([www.iacea.com](http://www.iacea.com)) to find your trip itinerary; some itineraries won’t be posted until June. Consider the following issues and how you and your cadets will deal with them.
    - Did we send a delegation to your country in the previous year? Do you have the escort’s name and contact information for questions? Do you have a copy of their End of Activity Evaluation Report? (Most are available from the IACE staff.)
    - Does your country require a visa to visit?
    - Are any vaccinations required and/or recommended? Some vaccinations require several injections over several weeks or even months to be beneficial. (Check the following website: <http://wwwnc.cdc.gov/travel/destinations/list>)
    - Is any special equipment or clothing required? (For example, the months of June, July and August are *winter* months in the Southern Hemisphere where Australia and New Zealand are located.) Some countries will have a recommended ‘Kit List’, ask the IACE Director if your assigned country has provided a list.
    - Recharging Electronics: Will you require a transformer and plug adapter to use and recharge your cameras, phones, tablets, etc.?
    - What language does your host country speak? What are some common greetings or phrases you and your cadets should be familiar with prior to arrival?

- **No later than March 5th:** Notify NHQ of acceptance of your IACE selection via email: IACE@capnhq.gov.
- **No later than April 1<sup>st</sup>:** Visit the IACE Participant Webpage – Be sure to read the information on the page and download all applicable documents. Instruct your cadets to do the same. They will have to complete the forms and send them to NHQ by the deadlines specified later in this informational letter. *Remind your cadets of the due dates!* Failure to adhere to the due dates could result in dismissal from IACE. The IACE Participant webpage address is [www.ncsas.com/iace-participant/](http://www.ncsas.com/iace-participant/).
- **No later than April 15<sup>th</sup>:** Electronic copies to [IACE@capnhq.gov](mailto:IACE@capnhq.gov) of the following items are required: Copies of the required forms may be obtained from the following web address: [www.ncsas.com/iace-participant/](http://www.ncsas.com/iace-participant/)
  - IACEA Form 2017 (Fillable PDF)
  - One Official Passport Photo in an electronic format
  - Consent Form *Not required for escorts, only by cadets*
  - Certification Form (Must be typed.) *Not required for escorts, only by cadets*
  - Online Information Form
  - Copy of Passport and Insurance Card (Front & Back)
- **No later than May 1<sup>st</sup>:** Send Supplemental Email to Cadets – Based upon your country research, send a second email to your cadets, informing them of additional requirements (visa, vaccinations, clothing, equipment, etc.). *Also, you will need to make them aware of the homework they are required to complete in the eServices Learning Management System (LMS).* When one of your cadets completes any portion of the homework in LMS you will receive a notification email. It will be the escort officer's responsibility to review and grade the completed homework. The purpose of the homework is to help the cadet prepare for the exchange, making unfamiliar things a bit more familiar through education. The review of their homework will also help you get to know your cadets better.

Some addition items or issues not covered in the homework you may want to address are:

- Brief history of assigned country (date of founding, colonial history, if any, national holidays and events, significant names of persons and places, important dates in history)
  - Basic information about the host organization (name, governance, funding, youth member participation, etc.)
  - Unique foods and other items of interest (historical locations, scientific discoveries, innovations, etc.)
- **No later than May 15<sup>th</sup>:** Full payment of Activity Fee through eServices
  - **No later than June 1<sup>st</sup>:** If a Visa is required; such as for China or Hong Kong (China portion) – It is highly recommended that you and your cadets use a visa expediting service to process your visa application. Australia requires an Electronic Travel Authorization, which are obtained online and cost approximately \$20. Obtaining any required visas and application costs are the responsibility of the program participants. Most visa applications require you to submit your original passport for examination and issuance of the visa. There are horror stories of individuals

who sent their visa application by US Mail, along with their passport, only to be lost somewhere along the way. Obtaining a replacement passport and making application for a visa is time consuming and may result in the inability to participate in the exchange. An expediting service reduces this potential and has, through experience, made the process of obtaining a visa much less stressful. If your destination country requires a visa, please ensure you and your cadets do the following:

- Apply for a visa as soon as you have your passport and have confirmed your participation. (*Make several photocopies of the passport's information page before you send your passport with your visa application!*)
- Ensure the cadets tell you when they have applied for a visa and notify you when they have their passport with visa returned to them.

**Additional Contact Requirements to Consider**

- **Require Cadets to Email You on April 15 and May 15** – To ensure they have met all the date requirements specified in the Ambassador Guide, require your cadets provide you with a confirmation email they have complied with the due dates set for April 15 and May 15. This email should be sent to you whenever they have completed the required actions but no later than the specified due dates.
- **Email Cadets When Necessary** – Supplemental emails may be necessary either to share information you have learned about the host country and to relay any concerns about the trip which may arise prior to departure (travel restrictions, civil unrest, changes to itinerary, additional clothing or equipment requirements, etc.). Whenever you email your cadets ensure they are instructed to send you a confirmation email that they have received and acknowledged the communication.
- **Parental Contact** – Don't be surprised if your cadets' parents contact you by email or phone. Their child's participation in IACE might be the longest and the farthest their child has been away from them. You will be doing both your cadets and their parents a favor and great kindness by being open and available to them to answer their questions. Any unanswerable questions should be brought to the IACE Director.

**Important Contact Information**

Title	Name	Phone	Email
Director	Lt Col Peggy Myrick	(805) 453-0224	IACE@capnhq.gov
Deputy Director	Lt Col Randy Petyak	(703) 431-6649	IACE@capnhq.gov
Program Manager	Ms. Wendy Hamilton	(334) 953-7748 ext 417	IACE@capnhq.gov