



# The Cadet Guide to Airline Travel

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*Help for Rookie Fliers & Their Parents*



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## INTRODUCTION

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Taking an airplane flight alone, without mom or dad, can be a good experience that teaches a teen how to be responsible. The key to a good experience is knowing what will happen throughout the event. This guide offers rookie fliers and their parents' helpful tips about airlines, airports, and personal security.

## WHEN TO BUY AIRFARE

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Wait until your activity director or encampment commander says it is OK to buy airfare. Find out the dates that you are supposed to travel on and the times that you are supposed to arrive and depart the activity. Generally, airfare is cheapest if you purchase it at least 3 weeks in advance; the earlier, the better. However, most airline tickets are non-refundable, so only buy a ticket once you are sure that you can attend.

## HOW AND WHERE TO BUY AIRFARE

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There are many ways to purchase airline tickets. You can use a travel agent, an online travel service or buy the ticket directly from the airline. Travel agents will charge a fee for their service, but they can make the task much easier. Online travel services, such as Orbitz, Travelocity or Priceline, will offer you multiple choices in airlines, usually resulting in the cheapest airfare, but not all airlines (i.e. Southwest) are available. You will need a credit or debit card to purchase tickets online. Be sure to select an itinerary that delivers you to the correct airport at the proper time. You should check alternate airports to see if the prices are significantly cheaper. It might be a little drive from home, but the savings can add up.

Most tickets sold now are e-tickets. You will receive a flight itinerary with all of the information for your trip. Airlines will use your id to check your flight information. They may prefer to have the confirmation number, but it isn't required. The important information is knowing when to show up at the airport and which airline you will be using.





## PACKING FOR YOUR TRIP

It is important to remember to pack special items in your carry-on luggage. All of your medications, electronics, identification and contact information should be in your carry-on, so that you have quick access to those items. In addition, you will need to pack at least one change of clothing, just in case your checked baggage is delayed or lost.

Pack emergency services equipment in your checked baggage. Items such as knives and other survival gear cannot go through security.

Read the Travel Tips in the back of this guide for additional ideas to help you pack.



## PREPARING FOR TRAVEL

**Travel in appropriate civilian clothing, not your uniform.**

It is important to keep the activity director's name and phone number with you when you fly, just in case you need it at your destination airport. Also, get the packing list for your activity and make sure that you have everything well in advance. Checking off each item as you pack it will help ensure that you have what you need. If you are going through a connecting airport, make sure to review the terminal layout to see where the gates are located. Maps are usually available on the airline's web site or each airport's web site.



## PERSONAL SECURITY

Always keep your carry-on bags with you. Do not leave them unattended, even for a moment. Never make jokes about having a bomb, being a terrorist, etc. No one finds it funny and the police will question you, which could result in you missing your flight. Air travel is very safe, but if you see something that does not look right, tell someone immediately.



**3-1-1 for Carry-Ons**  
Play Your Part →

- 3** 3 ounce or smaller containers of liquid or gel. More than 3 ounces permitted in checked baggage. Container size is a security measure. (Illustration: 3 ounce bottle)
- 1** 1 quart-size, clear plastic, zip-top bag holding 3 ounce or smaller containers. Bag limits total volume per person. (Illustration: Quart bag)
- 1** 1 bag per traveler placed in the security bin. Isolating liquids speeds screening. (Illustration: Security bin)

## AT THE AIRPORT

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Arrive at the airport at least 2 hours before your flight, unless you are a seasoned flier or you are departing from a small airport.

- Your first stop should be your airline's ticket counter or self-service kiosk. Have your itinerary and picture ID in hand for the ticket agent. They will give you a boarding pass. Keep it handy. You will receive boarding passes only for that day's flights. Some airports will then send you to a baggage security station, usually located a few yards from the airline's ticket counter.
- Your next stop is security. Have your boarding pass and photo ID in hand.
  - Put your keys, loose change, wristwatch and other metallic items in your carry-on luggage or in a container to pass through the X-ray machine.
  - You will need to remove your shoes and jacket, which will also go through the X-ray machine.
  - You will need to remove your laptop from the bag and run the laptop through the X-ray machine, if you brought one.
  - Check the travel tips for what liquids you can bring through security. (All liquids must be separated from the rest of the luggage and contained in a one-quart bag.)

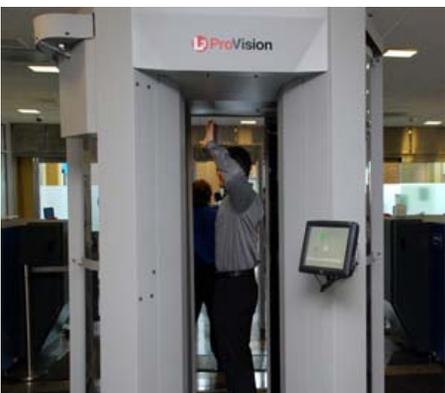


Metal Detector

Only ticketed passengers may pass through security. (If traveling as an unaccompanied minor, the gate agent will give your parent a pass.) Say goodbye to family and friends before you get in line.

At this point, you'll be asked to go through a metal detector or an AIT (Advanced Imaging Technology) scanner. If it's a normal metal detector machine, just simply walk through, making sure not to touch the walls of the machine. If you have to go through an IAT scanner, make sure that everything is removed from your pockets and then walk in. You will have to put your hands up and stand in the machine for 3 seconds.

Once through security, find your gate and then relax. Listen to the announcements made over the intercom in case they affect your flight. You can go to a nearby store or restaurant if you like, but be back at the gate area at least 30 minutes before the plane leaves. Make sure to go to the bathroom before you board the plane. There are times when you will not be able to get out of your seat during the flight, and there is usually a line for the bathroom on the plane.



AIT Scanner

## ON THE PLANE

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Place the items that you might need during the flight (snacks, books, electronics, etc.) in the seat back or other handy place and read the safety card for your aircraft. Make sure you locate the emergency exits and listen to the flight attendants. Then, sit back and relax. You can read a book or magazine throughout the flight and you can listen to your iPod or other electronic device during times the flight attendant says it is OK to do so (above 10,000 feet). When departing the aircraft, double check to ensure that you have everything that you brought onto the aircraft.



## LAYOVERS

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Chances are you will pass through a connecting airport on your way to your final destination. Upon deplaning, look for message boards to find the gate your next flight departs from. Go immediately to that gate. Find where it is, make sure the plane is set to leave on time and that the gate has not suddenly changed. If you checked your bags, the airline will automatically put them on your connecting flight. Then relax. Visit a nearby store or restaurant in the airport if you like, but be back at the gate at least 30 minutes before departure.



## PROBLEMS AT THE CONNECTING AIRPORT

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Sometimes travelers miss their connecting flights. If so, there is no need to panic. Simply see an airline employee and politely tell them your problem. They will rebook you on a different flight. It can be frustrating, but usually it is not a big deal. Call the activity director and tell them when your new flight is arriving. Call home and tell your parents what is going on as well.



## AT YOUR DESTINATION

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Once you deplane, follow the signs to baggage claim. In the baggage claim area, message boards will tell you which carousel will have your luggage. It is standard to have to wait 20 minutes or more for the bags to arrive at the carousel. Most luggage looks the same; make sure that the luggage you get is yours. Most activities use baggage claim or some other nearby landmark as their rally point for connecting cadets with the CAP adult staff. Carefully read your activity's welcome letter for instructions on where to meet and who to call if you have a problem. Once you meet your senior staff, phone home.



## TRAVEL TIPS

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Here are the top 20 travel tips you may find useful that will help with your packing and make your trip more enjoyable:

1. Use “wash and wear” clothing wherever possible. They take less room, weigh less, and are easier to keep clean.
2. Mark all clothing with your name to help facilitate laundering.
3. When packing suits, slacks, and coats, place dry cleaning bags in between items to prevent wrinkles.
4. Pack anything that might leak inside an airtight plastic bag.
5. Rolling up clothing, especially socks and underwear, takes up less room.
6. Use shoe bags for your extra shoes and put rolled-up socks inside the shoes. Put dryer sheets in your shoes to keep packed socks fresh.
7. If you wear eyeglasses or contact lenses, take an extra pair or a current eyeglass prescription.
8. Take a small wind-up or battery alarm clock. Also, if bringing electronics, remember to bring the charging cord.
9. Minimize shoeshine equipment. A small self-contained unit of polish, a dauber, and a shine cloth will do the job and eliminates the need for a brush. Include an extra pair of shoestrings.
10. Do not burden yourself with excess clothing or equipment. Ensure that you have everything on the packing list and other items that you cannot do without.
11. Don't overstuff your bag. It is more likely to be damaged if it is overstuffed.
12. Pack most of your clothing/equipment in your checked luggage. Pack at least one set of clothing (a shirt, pair of pants, underwear and socks) in your carry-on bag just in case you or your checked bag is delayed. Also, pack cameras and other personal items in your carry-on bag.
13. If you are taking prescription medication, it must be in the original container with your name, type of medication, dosage and physician's name on the label. Be sure you have a sufficient amount of medication to last the entire activity, **and be sure to pack it in your carry-on luggage, not in checked luggage.** Consider carrying a duplicate physician's prescription with you.
14. Include one heavy plastic bag to pack wet clothes and one plastic bag to pack dirty clothes in your suitcase.
15. Remember to bring something to keep you occupied during the trip. Either a book or an MP3 player will help keep you from being bored while on the flight.
16. Since the airlines now charge for food, it is best to pack some food in your carry-on, instead of buying it on the airline. In addition, you can bring a water bottle, though the bottle will have to be empty. You can fill it up after you have gone through security.
17. Include two 25-gallon plastic bags for covering your luggage should it have to sit outside.
18. Pre-measure laundry detergent into ziplock bags and include dryer sheets or use the Purex 3-in-1 sheets. Keep in mind that you may need to occasionally hand-wash clothes. We also recommend a string to hang dry clothing.
19. TSA has strict rules about carrying liquids in your carry-on bag. The 3-1-1 rule is a guideline for carrying liquids or gels aboard aircraft in carry-on baggage. The guideline states that you can carry liquids and gels aboard if they fit into a container of 3 ounces (or 100 ml) or less; the containers must fit into a single, one-quart sized zip-lock bag.
20. **You may NOT carry or pack such things as knives, firearms, munitions, fireworks, or any other items that may be considered weapons or resemble weapons.**

## INTERNATIONAL TRAVEL TIPS

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Additional tips for cadets participating in IACE.

21. In most overseas countries, the electrical current is 220 volts and 50 hertz. Therefore, check any electrical items you plan to use to see if they will accept 220 volts. The electrical outlets are different and require an adapter. Disposable razors are cheaper, lighter, and take less space - even with a can of shaving cream - than an electric razor.

22. A small paperback dictionary that translates English into the language of your host country and vice versa is necessary if you do not speak the language. It may save you a lot of trouble should you become separated from your group and have to get by without the assistance of your host.

23. Take along pictures of your family to show your new friends. They are interested in the way you and your family live in America. Pictures of family and friends engaged in activities are best.

24. Letters mailed from a foreign country must possess stamps from that country. U.S. stamps are not acceptable.

25. Your cell phone may not work in your host country. Take prepaid phone cards (and instructions, especially country codes). These are often cheaper than regular phone cards and are always cheaper than a collect call. Be sure that the cards can be used in the country you are visiting.

26. Often, ATMs can offer lower fees and a better exchange rate for converting US dollars into local currency.

27. Consider obtaining a credit card with a low spending limit (i.e. \$200). One benefit is that if your card is stolen, you can cancel it immediately. If you decide to obtain a credit card, be careful in your selection. Thoroughly review all service fees and charges and look for one that provides 24-48 hour emergency replacement (just in case). Keep in mind that you will still need to take some cash/foreign currency because credit cards are not accepted at many establishments. If you decide not to take a credit card, use a debit card connected to your bank account. It offers most of the benefits of a credit card, including access to cash through ATM machines.

28. Keep all of the customer service information for your credit cards on a separate sheet of paper in case you need to cancel a card while you're aboard.

29. Lifetime friendships are often formed as a result of IACE. While you are abroad, take the time to write down the names and addresses of your hosts and other ambassadors. A letter of thanks should be written to your host family within the first few days of your return home. Remember, many of these families went to great lengths to open their homes to you.

## STANDARD EQUIPMENT CHECKLIST

This list covers the usual items that you would need to bring to a CAP activity. Not all items listed here will be needed for all CAP activities and there might be items needed for specific activities that are not listed here. Use the equipment list that is provided by the specific activity that you are attending, if available.

UNIFORM ITEMS - MANDATORY			PERSONAL ITEMS - MANDATORY	
✓	quantity	Description	✓	Description
	1 Each	Cadet Rank and CAP cutout (as needed)		Toilettes (soap, Deodorant, etc.)
	2 Each	Shirt, Fatigue (BDU), Woodland Camouflage, nametape, CAP		Toothbrush and Toothpaste/Mouthwash
	2 Each	Trousers, Fatigue (BDU), Woodland		Razor w/ Shaving Cream or Electric Razor
	1 Each	Jacket, Civilian or Military, Warm, Dark Color		Feminine Hygiene Products - Female
	5 Each	T-shirt, Black, Crew Neck		Comb/Brush
	1 Each	Utility Cover, BDU Hat		Shower Shoes
	1 Each	Web Belt, Dark Blue, with black buckle/tip		Sunscreen/SPF 15 or Higher
	5 Pair	Boot Socks, Black or White, Heavy		Bath Towel, White
	1 Pair	Boots, Black, Military Issue / Well broken in		Wash Cloth, White
	2 Each	Shirt, Blues		Laundry Bag
	1 Each	Nametag, CAP		Flashlight with 2 sets of batteries
	1 Each	Trousers, Blues		Shoe Shine Kit (Polish, Brush, Rag)
	4 Each	T-shirt, White, V Neck		Sewing Kit (Thread, Needle, Buttons)
	1 Each	Garrison Cap (Flight Cap)		Current CAP Membership Card
	1 Each	Hat device		Cadet Programs Binder with books
	4 Pair	Black socks		Notebook Paper/Ballpoint Pens (three)
	1 Pair	Shoes, Black Military Issue, Low quarters	PERSONAL ITEMS - OPTIONAL	
	1 Pair	Blousing Bands (For use with BDU)		Iron
	1 Each	Gym Shorts, black or dark blue		Spray Starch/Fabric Finish
	1 Pair	Gym Shoes or Tennis shoes or Running		Foot Powder
	4 Pair	Gym Socks, White		Hair Dryer/Hair Spray/Hair Gel
	1 Each	Athletic Supporter - Male		Canteen with Web Belt
	7 Each	Underwear		Bathrobe
	4 Each	Bras - Female		Wrist Watch
	1 set	Civilian Clothes		Shower Cap
				Hairpins/Rubberbands (Required for long hair) - Female
				Makeup (minimal) - Female
				Camera
<b>Double-check to insure that you have properly packed everything that you checked on this list.</b>				

## SAMPLE ITINERARIES

1 Round-Trip Ticket

All flight times are local to each city.

Please check in with **Pinnacle Db Delta Connection** on the day of departure for your boarding pass.

**Wed, Aug 17, 2011** Online check-in code: G4GRO7

<b>Depart:</b> 10:50 am <b>Arrive:</b> 01:05 pm	Chicago, IL (MDW) Detroit, MI (DTW)	Delta Air Lines, Flight 3882 Economy Class Operated by PINNACLE DBA DELTA CONNECTION
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Travel time: 1 hr 15 mins  
 Seat request: 9A

1 Stop - change planes in Detroit, MI (DTW)  
 Connection Time: 2 hrs 23 mins

<b>Depart:</b> 03:28 pm <b>Arrive:</b> 04:51 pm	Detroit, MI (DTW) Louisville, KY (SDF)	Delta Air Lines, Flight 6515 Economy Class Operated by COMAIR DBA DELTA CONNECTION
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Travel time: 1 hr 23 mins

<b>Washington, DC, US - to - Charlotte, NC, US</b>		Check In
<b>Departs: Friday, July 22</b>		Flight# 0966
<b>Carrier:</b> US Airways		
<b>Departs:</b>	Washington National Airport (DCA)(Terminal:TERMINAL C)	Friday - July 22 - 9:20 AM
<b>Arrives:</b>	Douglas International Airport (CLT)	Friday - July 22 - 10:47 AM
<b>Seat #:</b> 17A	<b>E-Ticket #:</b> 0378662346962 3328662346963	
<b>Carrier Locator:</b> GMDVGP	<b>Meal:</b> N/A	
<b>Status:</b> Segment Confirmed	<b>Info:</b> Stops: 0, Time: 1.27, Miles: 327	
<b>Class:</b> Economy/Coach Class (K)	<b>Equipment:</b> Airbus Industrie (2 Engine Jet)	

**Notes:**

1. Itineraries are usually sent via email. Once you have received your itinerary, look it over to ensure that you are leaving from and going to the correct place on the correct dates.
2. The three-letter airport designator, such as Chicago, IL (MDW) in the first sample, can be used to find out the airport information. Go to <http://www.airnav.com/airports/> and type in the three letters.
3. The six digit code is the confirmation code that you'd use to look up your information on the airline's web site and can be used at the airline kiosks at the airport.

## SAMPLE BOARDING PASSES

# BOARDING PASS

Royal Dutch Airlines

**FLIGHT NO:** DL0235     **START BOARDING PROCESS:** 11.35     **GATE:** E19     **CLASS:** Y     **SEAT:** 29H

\* CHECK MONITORS IF YOUR GATE NUMBER IS DIFFERENT TO DATE. AFTER BOARDING CLOSURE TIME PASSENGERS WILL BE REFUSED.

**NAME:** TR     **FREQUENT FLYER NO:** DL/23765!     **SILVER**

**FROM:** AMSTERDAM/AMS     **DATE:** 23SEP11     **DEPARTURE TIME:** 13.10

**TO:** DETROIT/DTW     **SELF SERVICE C/I-ELITE**

**YOU ARE FLYING WITH: DELTA AIR LINES**

**ETKT:** 30062355044037     **SECURITY NO:** 019     **PASSPORT:** 46034

**CODESHARE:** KL6035     **NATIONALITY:** US

KLM 7887-08.07

### BOARDING PASS

**THOMPSON / T**     2 027 7460377622 0  
EN4FQD

TA03B3SY

FLIGHT	DATE	CLASS	ORIGIN	DEPARTS
DL31	15DEC	T	NYC-KENNEDY	510P
OPERATED BY		COACH	DESTINATION	
DELTA AIR LINES INC			SEATTLE	

DEPARTURE GATE 29

\*\*SUBJECT TO CHANGE\*\*

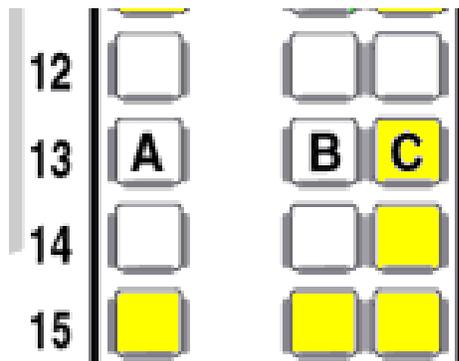
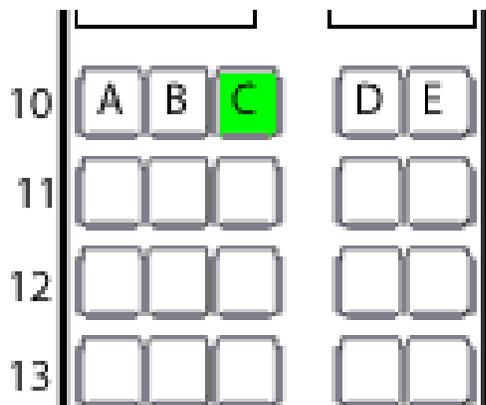
SEAT  
**26E**  
ZONE 4

JFK04FD33/KI

**Notes:**

1. Check if the time on the boarding pass is the Boarding Time or Departure Time. There is a difference.
2. Check the monitors to see if your gate assignment is different from what is on your boarding pass.

# AIRPLANE LAYOUTS



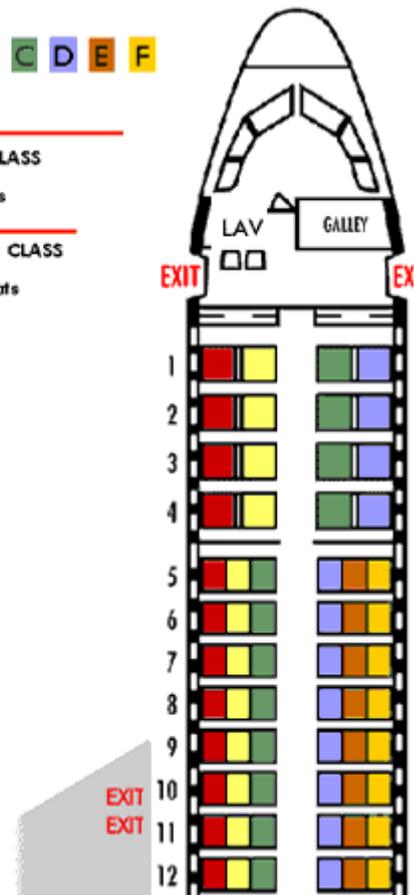
A B C D E F

FIRST CLASS

16 Seats

COACH CLASS

132 Seats



Notes:

1. Ensure that you know your seat assignment, row and position, (such as 10C) before boarding the plane.
2. Get out of the aisle as soon as you can when you get to your seat, so that others can get to their seats.