



CIVIL AIR PATROL
United States Air Force Auxiliary
105 South Hansell Street/Building 714
Maxwell Air Force Base, Alabama 36112-6332

28 November 2016

MEMORANDUM FOR ALL CAP MEMBERS

FROM: National Cadet Team

SUBJECT: International Air Cadet Exchange (IACE) Slotting Procedures

1. **Unique Slotting.** Due to the limited slots and financial commitment of the corporation and the USAF, there is a special slotting process for IACE. In addition, the role of an ambassador of CAP requires a more thorough review than what is offered with the automated slotting process for the other activities.
2. **Application Process.** When applying through eServices, members that have selected IACE are required to complete a supplemental application. The supplemental questionnaire for IACE is available on the web site www.capmembers.com/iace. Read the directions carefully and answer each question completely.
3. **Scoring.** IACE employs a separate, manual process to slot cadets and escorts. It is based primarily on the responses to the IACE Supplemental Questionnaire. The questionnaire evaluates the applicants' experience in the Cadet Program, the International Air Cadet Exchange, travel experience, and ability to adapt to foreign cultures. Each question has a point value and is graded individually by members of the IACE Selection Committee. Lower scores usually occur when a participant simply gives a list for a response that asks for a description or does not completely answer a question.
4. **IACE Selection Committee.** The committee is comprised of three volunteer members who have extensive CAP Cadet Programs experience, including serving in the role of escort officer and/or as local and national hosts.
5. **Role of the Activity Director.** The Activity Director (AD) compiles the scores, adds additional points for Green lights and ranks the cadets (rankings remain confidential). The AD then slots the cadets and escorts in individual countries, based on their preferences. If none of the participants' top three preferences is available, the Participant is slotted for a country based upon the needs and fit of the remaining slots.
6. **Role of the Squadron Commander.** To be selected for IACE, all participants must be approved by their Squadron Commander. Select the 'Disapproved' button next to the applicant's name and provide a brief description for those whose personal conduct or attitude is deemed unsatisfactory to attend IACE.
7. **Role of the Wing Headquarters.** Wing HQ will also need to approve the applicants in order for the members to attend IACE. Place the applicant's name in the "not approve" section for those whose personal conduct or attitude is deemed unsatisfactory. The wing will only be able to see those applications that have been approved by their unit commanders.
8. **Notification Procedures.** Participants who have been selected to attend IACE will receive an email from the Activity Director with their selected country. Participants will then need to follow directions outlined in the Ambassadors Guide.

Peggy A Myrick, Lt Col, CAP
IACE National Activity Director