

CCF (RAF) STAFF INSTRUCTIONS
ACP 22
(THIRD EDITION)

1. These Staff Instructions are issued for the information, guidance and, where mandatory, compliance of CCF Contingent Commanders, CCF (RAF) Section Commanders and all VR(T) officers of the CCF. This publication is, therefore, to be readily available to all concerned at all times.
2. To reduce the size and complexity of this volume, references are made to other publications containing relevant and valid information, which are to be read in conjunction with these Instructions.
3. It is intended that this ACP shall be a concise guide to the efficient management of CCF (RAF) Sections. Accordingly, such amendments as are issued from time to time are to be incorporated without delay and brought to the attention of those required to comply with them.

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Wing Commander
for Commandant Air Cadets

HQ Air Cadets
RAFC Cranwell
May 2000

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Spares for New Sections	15
	<hr/>
	250

CCF (RAF) STAFF INSTRUCTIONSINDEX

<u>INSTRUCTION NO</u>	<u>TITLE</u>
1	CCF (RAF) Section Training
2	Guidelines for RAF Section Organisation and Cadet Promotion
3	Minimum Age Limits
4	Written Examinations
5	The Affiliation and Parenting Schemes
6	Field Days
7	Overseas Visits Organised by CCF (RAF) Sections
8	Air Experience Scheme
9	Gliding
10	RAF Flying Scholarship Scheme
11	Air Cadets Pilot Navigation Training Scheme
12	Overseas Flight Scheme
13	Flights in non-Service aircraft
14	Appointment of Flight Staff Cadets to Air Experience Flights
15	Appointment of Flight Staff Cadets (FSC) to Volunteer Gliding Schools
16	The Sir John Thomson Memorial Sword
17	The Air Squadron Trophy - National Ground Training Competition
18	Weapon Training and Shooting by Cadets
19	Qualifications to Conduct Range Practices
20	The "Assegai" Shooting Trophy
21	The "Kriegie" Trophy
22	The "Newcombe" Cup
23	CCF (RAF) Annual Camps
24	The Air Cadet Leadership Course - Frimley Park
25	Cadet Leadership Course - Frimley Park
26	International Air Cadet Exchange
27	RAF Swimming Proficiency and Training Certificates
28	Adventure Training

ADMINISTRATION

29	Pay and Allowances
30	Cadet Travel
31	Use of Privately Owned Motor Vehicles
32	Spare
33	Dress Regulations
34	Procedures for Commissioning, Promotion, Transfer and Registration of RAFVR(T) Officers
35	Courses for CCF RAFVR(T) Officers
36	Honours and Awards
37	The Wearing of Beards by RAFVR(T) Officers
38	Investigating and Reporting of Accidents Involving Injury to Members of the CCF (RAF) Sections
39	Spare
40	Supply and Accounting for Equipment
41	Training - Aids Publications and Forms
42	Training - Aids - Hazards from Luminised Articles

CCF(RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 1

CCF(RAF) SECTION TRAINING

INTRODUCTION

1. Training in CCF(RAF) Sections is to be planned in accordance with the principles laid down in this instruction. The formal training is in 2 main stages - the Proficiency Certificate Training stage and the Advanced Training stage. In addition, a number of non-syllabus training activities that allow cadets the opportunity to further their aeronautical knowledge and develop their leadership potential, are to be actively encouraged.

POLICY

2. All RAF cadets are to undertake the Proficiency Certificate stage of training. When they have successfully passed this stage, cadets are considered "Proficient" and may be promoted up to, but not beyond, the rank of Cdt Sgt. Cadets should then be encouraged to undertake advanced training. Whenever the requirements of the 3 Service Sections coincide, training may be done jointly.

3. It is appreciated that there are many local factors that will dictate the precise nature and scope of training within Sections; nevertheless it is incumbent on all Section Commanders to arrange an interesting, well-balanced, progressive training and activity programme for all cadets to follow. As a guide, RAF academic training should not normally account for more than 30% of the total training available to cadets. The Combined Cadet Force Manual (JSP 313) requires that about 40% of their time be taken up by "adventurous" type training. The remaining 30% should therefore be devoted to other optional non-syllabus activities.

4. The development of leadership potential is a major objective of the CCF. In order to achieve this aim cadets should, whenever possible, be trained to carry out instructional, administrative and organisational duties in the Section.

5. Activities in both stages of training and in most optional subjects can be completed concurrently, but some are subject to a minimum age or other qualification restrictions. Section Commanders are to consult Instruction No 3 before any aspect of training is commenced.

6. It is important that cadets should know the sequence of their training at an early stage to help them develop a sense of purpose and direction. A chart, copied at Annex A, is to be used as the outline for the programme of training. Full size (A3) versions of the charts are available from HQ Air Cadets (CCF Admin).

DETAILS OF TRAINING SYLLABI

7. Full details of the RAF Proficiency Certificate Training Syllabus are at Annex B. The requirements for the advanced Training Syllabus are at Annex C. The Air Cadet Publications on which the syllabi are based are listed at Annex D.

Annex E gives a list of optional non-syllabus training activities. Details of adventurous training activities, which are common to all 3 services, are to be found in Part II of JSP 313.

Annexes:

- A. Chart - RAF Section Syllabus of Training.
- B. RAF Proficiency Certificate Training Syllabus.
- C. RAF Advanced Training Syllabus.
- D. RAF Section Syllabus of Training - Supporting Publications.
- E. Non-Syllabus Training Activities.

ANNEX B TO
INST NO 1

CCF(RAF) PROFICIENCY CERTIFICATE SYLLABUS

INTRODUCTION

1. The CCF(RAF) Proficiency Certificate Syllabus is compulsory for all CCF (RAF) cadets. It comprises 3 elements: basic recruit training, elementary training and aviation knowledge. The first 2 elements prepare cadets for station visits, flying, gliding and camps with the RAF in the UK, they must, therefore, be completed as soon as possible if the cadet is to derive the maximum benefit from membership of the RAF Section. The last element provides an intellectual challenge and, at the same time, gives cadets a greater understanding of the flying experience. The basic recruit and elementary training phases together are known as Part 1 proficiency and the aviation knowledge stage, Part 2.

PROGRESS AND NOMENCLATURE

2. Entrants, new to the RAF Section are known as “recruits”. Once they have passed the “Recruit Test” they become “cadets”. There is no distinguishing badge to signify a pass at this stage of training but the fact is to be recorded in the cadets’ Record of Service Book (ROSB).

3. A “Cadet” who passes Part 1 Proficiency is classified as a “First Class Cadet” and is entitled to wear the appropriate badge (a star) in accordance with Inst No 33. Successful completion of each component of the Part 1 is to be recorded in the cadets’ ROSB.

4. A “First Class Cadet” who passes Part 2 is declared “Proficient” and becomes a “Leading Cadet”. The cadets’ ROSB is to be annotated accordingly. At this stage, the cadet is also eligible for the award of the RAF Proficiency Certificate and to wear the Leading Cadet badge (a propeller). An example of the application form for the award of the Proficiency Certificate is at Appendix 1.

TRAINING AND TESTING RESPONSIBILITIES AND METHODS

5. The RAF Section Commander, in conjunction with the visiting RAF TEST SNCO, is responsible for overseeing the training of his Section’s cadets. The Parts 1 and 2 are designed to be taught by senior cadet NCOs. The tests for Part 1 are to be locally produced in consultation with the TEST SNCO and administered by the Section’s officers. The examination for the Part 2 is set by HQ Air Cadets, delivered and marked by the TEST SNCO and invigilated by the Section’s officers (See Inst No 4 for full details). The L98 Shooting and Safety Tests can only be done by suitably qualified personnel - usually the Army’s Cadet Training Teams or, sometimes, the RAF TEST SNCO.

6. Training in certain subjects common to other Service Sections; drill and turnout, badges and ranks, map reading and shooting for example, may be taught on a Contingent basis but it is important that even where this is so, the RAF cadets should identify with their own Service and undertake training in aviation topics separately.

7. Wherever possible proficiency syllabus subjects should be taught practically and not confined to the classroom environment. They should also be interspersed with other, non-syllabus, activities (see Annex E for examples).

PROFICIENCY PART 1 SYLLABUS

8. The syllabus for the Part 1 is set out below by subject, periods and method of testing. The number of periods is intended only as a guide and would include the relevant test. A period should not exceed 30 mins.

Serial No	Subject and Study Reference	Periods	Method of Testing
1	Drill, Turnout, Badges of Rank and Saluting	8	“Recruit Test” (A locally produced practical test)
2	The RAF - ACP 31 Sect 2	3	Locally produced test based on sample questions in ACP 31 Sect 2
3	Airmanship - ACP 34 Vol 1 (Chap 1, 3, 4 and 5*)	2/3	Locally produced test based on sample questions in ACP 34 Vol 1
4	The Bulldog or Tutor Video	1	Show Video
5	Map Reading - ACP 32 Vol 1	5	Locally produced test based on sample questions in ACP 32 Vol 1
6	Shooting and Safety (No 8 Rifle) ACP 31 Sect 3 Chap 1 OR Cadet Training Manual Chap 4, Sect 4	6	Test of Elementary Training (ToET) ACP 31 Sect 3 Chap 1 Para 56 OR Cadet Training Manual Annex B to Chap 4

*Only necessary if Section is affiliated to a Vigilant VGS.

Notes

- a. Cadets not to visit any military establishment until Serial 1 completed.
- b. Cadets not to attend AEF until Serials 1, 2, 3 and 4 completed.
- c. Cadets not to attend AEG until Serials 1, 2 and 3 completed.
- d. Cadets not to attend RAF camps until whole of Part 1 completed.
- e. Shooting and safety training on the L98 cadet rifle may start at this stage but RAF cadets are not to fire the weapon until they are over 14 years and have passed the shooting and safety test. Details on L98 training can be found in para 9.

PROFICIENCY PART 2 SYLLABUS

9. The syllabus for Part 2 is set out below by subject, periods and study reference. Again, the number of periods is intended only as a guide. It is recommended that a period lasts for 25 - 30 mins.

Serial No	Subject	Periods	Study Reference
1	Principles of Flight	8	ACP 33 Vol 2
2	Airmanship	8	ACP 34 Vol 2
3	Basic Navigation	8	ACP 32 Vol 2
4	Shooting and Safety L98 (see note a)	13	Cadet Training Manual Chap 4 Sects 5-12 The Test is at Annex C to Chap 4

Notes

- a. The submission of the application form and the subsequent award of a Part 2 pass is not to be delayed where local factors have prevented the L98 Shooting and Safety Test from taking place. However, where this is the case, the cadets involved must take the test at the earliest opportunity and are not, under any circumstances, to fire the L98 in the interim.
- b. Serials 1, 2 and 3 will be tested by cadets undertaking a HQ Air Cadets set examination. Details on the nature and conduct of the examinations are set out in Inst No 4.
- c. The L98 shooting and safety test can only be carried out by properly qualified personnel - Cadet Training Teams or TEST SNCO.

APPENDIX 1 TO
ANNEX B TO
INST NO 1

APPLICATION FOR THE AWARD OF THE CCF(RAF) PROFICIENCY CERTIFICATE

Application is made for the following cadets of:

_____ School/College CCF

to be granted the authority to wear the CCF(RAF) proficiency badge and to be awarded the RAF Proficiency Certificate.

Cadets:

_____	Dates of passing Pt 1 _____	Pt 2 _____
_____	Dates of passing Pt 1 _____	Pt 2 _____
_____	Dates of passing Pt 1 _____	Pt 2 _____
_____	Dates of passing Pt 1 _____	Pt 2 _____
_____	Dates of passing Pt 1 _____	Pt 2 _____
_____	Dates of passing Pt 1 _____	Pt 2 _____
_____	Dates of passing Pt 1 _____	Pt 2 _____
_____	Dates of passing Pt 1 _____	Pt 2 _____
_____	Dates of passing Pt 1 _____	Pt 2 _____

I certify that the above details are accurate and that the cadets are eligible for the award of the RAF Proficiency Certificate. I have endorsed the cadets' Record of Service Book.

Date _____ Signature _____

Name in Capitals _____

When complete send this form to HQ Air Cadets marked for the attention of CCF Admin.

ANNEX C TO
INST NO 1

CCF(RAF) ADVANCED TRAINING

AIMS OF ADVANCED TRAINING

1. Once cadets have passed Parts 1 and 2 of the proficiency syllabus, they should be encouraged to undertake further training. The aims of this training, known as “Advanced Training” are:
 - a. To qualify for promotion beyond Cdt Sgt.
 - b. To further develop qualities of leadership, self-reliance and responsibility so the cadet may take a more active part in running the RAF Section.
 - c. To augment cadets’ capabilities and knowledge so that they may become more capable instructors.
 - d. To provide an opportunity for cadets to widen their knowledge of the Armed Forces.

FORM OF ADVANCED TRAINING

2. Advanced Training for CCF(RAF) cadets consists of the following 3 elements:
 - a. NCO Training. Successful completion of a formal course of NCO Training. The alternatives are detailed in para 4.
 - b. Aeronautical Study Subject. Passing an examination, set by HQ Air Cadets on one aviation subject from those listed in para 5. Please note that cadets are not to attempt the advanced examination until they have been declared “proficient”.
 - c. Specialist or Adventurous Training. Reaching an acceptable standard in one of the variety of specialist or adventurous type activities listed at para 6.

AWARD OF ADVANCED BADGE AND CERTIFICATE

3. A cadet who has reached the required standard in the 3 elements listed above is classified as a Senior Cadet; a certificate is awarded and the cadet becomes entitled to wear the advanced badge - a combined star and propeller. An example of the application form for the certificate is shown at Appendix 1 and copies may be obtained from the CCF Branch at HQ Air Cadets. Once the certificate has been awarded the fact is to be recorded in the cadet’s “Record of Service Book” and the badge worn in accordance with Inst No 33.

ADVANCED TRAINING DETAILS

4. Acceptable NCO Training Courses. Successful completion of one of the following alternative training courses satisfies the “NCO Training” element of advanced training.
 - a. Air Cadet Leadership Course.
 - b. Cadet Training Centre Leadership Course.
 - c. HQ Land Command Leadership Course.
 - d. HQ Land Command Leadership Development Course.
 - e. NCO cadre run by the Army Cadet Training Team.
 - f. Residential NCO cadre run by RAF TEST Staff at RAF station.
 - g. Contingent run NCO cadre or NCO selection course.
 - h. NCO selection course run by RAF TEST Staff at school.

5. Aviation Study Subjects. The study subjects shown below are available. One subject only is required to be studied and a pass in the relevant HQ Air Cadets set exam is necessary.
 - a. Air Navigation. Training handbook ACP 32 Vol 3. A pass in this subject is a prerequisite for those cadets applying for the Air Cadet Pilot Navigation Course (see Inst 11).
 - b. Aircraft Handling. Training handbook ACP 34 Vol 3.
 - c. Propulsion. Training handbook ACP 33 Vol 3.
 - d. Advanced Radio and Radar. Training handbook ACP 35 Vol 3.

6. Specialist and Adventure Training Activities. Examples of specialist and adventure training activities and the standards to be reached are given below. One activity only is required and it may come from either the specialist or adventure training list.
 - a. Specialist Training Options.
 - (1) Gliding. The award of Gliding Scholarship Certificate and wings (see Inst No 9).
 - (2) Flying Scholarship. The award of RAF or RN flying scholarship badge (see Inst No 10 for RAF).
 - (3) Air Cadet Pilot Navigation Course. The award of the Pilot Navigation Badge (see Inst No 11).
 - (4) Microlight Flying. The award of the Air Cadet Microlight Flying Badge.

- (5) Flying. Award of Civil Pilots Licence.
 - (6) Royal Navy or Army Specialist Courses. Successful completion of one of a range of RN or Army Specialist Courses.
 - (7) First Aid. Award of the St John Ambulance First Aid Certificate (The British Red Cross equivalent is no longer acceptable to the ACO).
 - (8) Life Saving. Award of the Royal Life Saving Society Bronze Medallion.
- b. Adventure Training Activities
- (1) Canoeing. Pass at 3-star level of the Canoe Union tests.
 - (2) Duke of Edinburgh's Award. Expedition Section to "Silver" standard.
 - (3) Hang Gliding. Completion of a course run by the Joint Services Centre, Cwrt-y-Gollen.
 - (4) Parachuting. Completion of a RN, Army or RAF sponsored "one jump" parachuting course.
 - (5) Sailing. Royal Yachting Association (RYA) single-handed or offshore sailing qualification.
 - (6) Sub-Aqua. Completion of the Snorkel Dives Training to the British Sub-Aqua Club Tests A, B and C standard.
 - (7) Windsurfing. RYA basic award standard.
- c. Other Activities. Specialist and Adventure Training activities other than those listed above may count towards the advanced badge. Applications for a specific alternative activity to count are to be made to HQ Air Cadets (Sqn Ldr CCF) stating the type of training undertaken, the assessing body and the standard achieved.

Appendix:

1. Application for the award of the CCF(RAF) Advanced Training Badge and Certificate.

APPENDIX 1 TO
ANNEX C TO
INST NO 1

APPLICATION FOR THE AWARD OF THE CCF (RAF) ADVANCED TRAINING
BADGE AND CERTIFICATE

To: HQ Air Cadets (Attn CCF Admin)

Application is made for the following cadets of _____
School/College CCF to be awarded the Advanced Training Certificate and granted the authority to
wear the CCF (RAF) Advanced Training Badge. The cadets were awarded the RAF proficiency
certificate on the dates shown and have attained the required standard in the 3 elements as indicated
below:

Name and Initials _____ Rank _____

Date of Award of Proficiency Certificate _____

Advanced Activities:

a. NCO Training. Type _____

Date Completed _____ Assessed by _____

b. Study Subject. _____

Date Passed _____

c. Specialist/Adventurous Training. Type _____

Date Completed _____ Assessed by _____

Name and Initials _____ Rank _____

Date of Award of Proficiency Certificate _____

Advanced Activities:

a. NCO Training. Type _____

Date Completed _____ Assessed by _____

b. Study Subject. _____

Date Passed _____

c. Specialist/Adventurous Training. Type _____

Date Completed _____ Assessed by _____

Name and Initials _____ Rank _____

Date of Award of Proficiency Certificate _____

Advanced Activities:

a. NCO Training. Type _____

Date Completed _____ Assessed by _____

b. Study Subject. _____

Date Passed _____

c. Specialist/Adventurous Training. Type _____

Date Completed _____ Assessed by _____

Name and Initials _____ Rank _____

Date of Award of Proficiency Certificate _____

Advanced Activities:

a. NCO Training. Type _____

Date Completed _____ Assessed by _____

b. Study Subject. _____

Date Passed _____

c. Specialist/Adventurous Training. Type _____

Date Completed _____ Assessed by _____

Signature of RAF Section Commander _____

Name in Capitals _____

Date _____ Rank _____

ANNEX D TO
INST NO 1

RAF SECTION SYLLABUS OF TRAINING
SUPPORTING PUBLICATIONS

ACP NUMBER TITLE AND COVER COLOUR	FIRST CLASS CADET PROFICIENCY PART 1	LEADING CADET PROFICIENCY PART 2	SENIOR CADET ADVANCED TRAINING
ACP 31 GENERAL SERVICE TRAINING	<u>GENERAL SERVICE TRAINING</u> Section 2: The RAF Section 3: The Rifle *Section 4: Initial Exped Trg *Section 5: First Aid *Section 6: (See ACP 35 below)	Not applicable	Not applicable
ACP 32 NAVIGATION	<u>Vol 1 MAP READING</u> Maps, Map Language Scales Grids Relief Gradients and Inter-visibility	<u>Vol 2 BASIC NAVIGATION</u> Basic Navigation The Compass Practical Navigation Weather	<u>Vol 3 AIR NAVIGATION</u> Distance, Speed and Time Triangle of Velocities One in Sixty Rule Aircraft Compasses Weather
ACP 33 FLIGHT	<u>Vol 1 HISTORY OF FLIGHT</u> Lighter-than-air Craft Heavier-than-air Craft	<u>Vol 2 PRINCIPLES OF FLIGHT</u> Lift and Weight Stalling Thrust and Drag Stability and Control Gliding Helicopters	<u>Vol 3 PROPULSION</u> Piston engines Propellers Jet engines
ACP 34 AIRCRAFT OPERATION	<u>Vol 1 AIRMANSHIP 1</u> Airfields The Bulldog/Tutor Pre-Flight Briefings VGSs and Gliding The Vigilant	<u>Vol 2 AIRMANSHIP 2</u> Air Traffic Control Rules of the Air Aircraft Knowledge	<u>Vol 3 AIRCRAFT HANDLING</u> General Handling Instrument Flying Night Flying Aerobatics
ACP 35 COMMUNICATION S	<u>Vol 1 * BASIC RADIO COMMS</u> (ACP 31 Section 6 "Radio Comms" to become ACO 35 Vol 1 "Basic Radio Comms" when reprinted)	<u>Vol 2 * COMMS MANUAL</u> Short Range Procedures Long Range Procedures Codes Abbreviations Procurement, Admin Experiments Exercises	<u>Vol 3 ADVANCED RADIO AND RADAR</u> Communicating Receivers Radar Equipment

ANNEX E TO
INST NO 1NON-SYLLABUS TRAINING ACTIVITIES

1. Activities Suitable for Normal Parades.
 - a. Practical leadership exercises.
 - b. Aeronautical Films and Videos.
 - c. Field Exercises.
 - d. Survival Exercises.
 - e. Confidence Courses.
 - f. Orienteering.
 - g. Campcraft.
 - h. Project work - Practical and Written.
 - i. Computer Flight Simulation.
 - j. Model Aircraft Construction and Flying.
 - k. Balloon Construction and Flying.
 - l. Continuation Shooting (Indoor Range).
 - m. Training for CCF(RAF) Inter-Section Competitions.
 - n. Aircraft Recognition training.
 - o. Radio Communication.
 - p. Presentation by Visiting CCF(RAF) TEST Officer.
 - q. Presentation by Visiting RAF Aircrew Officer (Aircrew Presentation)

2. Activities Suitable for Field Days and Training Weekends.
 - a. Air Experience Flying.
 - b. Air Experience Gliding.
 - c. RAF Station visits.

- d. Aeronautical Establishment Visits. (Museums, Civil Airports, Aircraft Factories, Air Traffic Control Centres etc).
- e. Full Bore Shooting.
- f. Overnight Exercises.
- g. CCF(RAF) Inter Section Competitions.
- h. Adventure Training.
- i. Combinations of the above.

ANNEX A
TO INST NO 1

RAF SECTION - SYLLABUS OF TRAINING

TITLE	PROFICIENCY CERTIFICATE		ADVANCED TRAINING		
LEVEL	PART 1 - BASIC TRAINING		PART 2 - AVIATION KNOWLEDGE		LEADERSHIP
	<u>REQUIREMENT</u>		<u>REQUIREMENTS</u>		<u>REQUIREMENTS</u>
D	Basic Knowledge of Relevant Topics		Basic Knowledge of 3 Aviation Related Subjects		Formal NCO Training or Leadership Course plus one study subject plus one activity
E	<u>TOPICS</u>		<u>AVIATION SUBJECTS</u>		<u>STUDY SUBJECTS</u>
T		<u>REFERENCES</u>		<u>REFERENCES</u>	<u>REFERENCES</u>
A	1. Drill and Turnout with Badges, Ranks & Saluting		Principles of Flight	ACP 33 Vol 2	Air Navigation *
I	2. The RAF	ACP 31 Sect 2	Basic Navigation	ACP 32 Vol 2	Propulsion
L	3. Airmanship	ACP 34 Vol 1	Airmanship II	ACP 34 Vol 2	Aircraft Handling
S	4. The Bulldog	Video AF 9493			Advanced Radio and Radar
	5. Map Reading	ACP 32 Vol 1			* Prerequisite for Air Cadet Pilot Nav Course
	6. Shooting and Safety (.22)	ACP 31 Sect 3			
	<u>ADDITIONAL</u>		<u>ADDITIONAL</u>		<u>SPECIALIST ACTIVITIES</u>
	Shooting and Safety (L98)		Shooting and Safety (L98) - if not done with Pt 1		<u>ADVENTUROUS ACTIVITIES</u>
	<u>OPTIONAL</u>		<u>OPTIONAL</u>		Gliding Scholarship
	Communication	ACP 31 Sect 6 (ACP 35 Vol 1)	Communication II	ACP 35 Vol 2 (This is a study subject and is not examined)	Flying Scholarship
	First Aid	ACP 31 Sect 5			Air Cadet Pilot Nav Course
					RN/Army Advanced Course
					First Aid
					Life Saving
					Parachuting
					Hang Gliding
					Paragliding
					Sub Aqua
					Yachting
					Windsurfing or similar
	SEE ACP 22 - INST 1 ANNEX B FOR DETAILS		SEE ACP 22 - INST 1 ANNEX B FOR DETAILS		SEE ACP 22 - INST 1 ANNEX C FOR DETAILS
METHOD OF TESTING	*1. Recruit Test *2. Written or oral Test *3. Written or oral Test 4. View Video *5. Practical Exercises *6. Shooting and Safety Test (.22) * Tested locally by arrangement with TEST SNCO - See Pt 2 for L98 Test		HQ AIR CADETS EXAMINATION FOR AVIATION SUBJECTS L98 Shooting and Safety Test Conducted by Cadet Training Team or TEST SNCO		HQ AIR CADETS EXAMINATION FOR STUDY SUBJECTS ACP 22 STANDARDS FOR ADVENTUROUS ACTIVITIES RECOGNIZED CERTIFICATES FOR SPECIALIST ACTIVITIES
RANK	RECRUIT	CADET	JNCO		SNCO
N	1. Cadets not to visit Military Establishments until Test 1 completed		1. Cadets not to attend Cyprus Camp until Part 2 completed		1. Cadets not to be promoted beyond Sgt until Advanced Trg completed
O	2. Cadets not to fly until Tests 1,2,3 & 4 completed - Min age 13.3		- Min age 16		2. Cadets cannot become AEF or VGS Staff Cadets until Advanced Trg completed - Min age 16
T	3. Cadets not to glide until Tests 1,2 & 3 completed - Min age 13		2. Cadets not to do GS until Part 2 completed - Min age 16		3. Cadets not eligible for IACE until Advanced Trg completed - Min age 17
E	4. Cadets not to attend camp until Part 1 completed - Min age 13.3		3. Cadets not to be put forward for overseas flights until Part 2 completed - Min age 16		
S	for UK				
	5. Cadets not to fire L98 until over 14 years				

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 2

GUIDELINES FOR RAF SECTION ORGANISATION AND CADET PROMOTION

INTRODUCTION

1. Subject to the very limited guidance in JSP 313 (which deals mainly with Army sections) the organisation and cadet NCO establishment of CCF (RAF) Sections has been left to Section and Contingent Commanders. Over the years, since the CCF in its present form came into being, this has led to some Sections having excellent organisations with superb training and selection procedures for their cadet NCOs. Other Sections, because of this lack of guidance, have produced systems which give cadets little or no leadership training, impart to cadets a very false notion of the responsibilities of, and the qualities required by, NCOs both in the cadet forces and in the Services at large, and have led to a gross imbalance in the ratio of cadet NCOs to cadets. As CCF Contingents are established in many different types of schools across the country, with different traditions and practices, it would be inappropriate for HQ Air Cadets to impose an organisational and cadet promotion structure which was at total variance with established and approved Contingent arrangements. This Instruction therefore describes ideal arrangements for Section organisation, cadet NCO establishment and training, and cadet NCO selection. Although there may be a need for some modification in the light of local circumstances, it is considered from experience that such occasions will be rare. When Section or Contingent Commanders consider modifications are necessary and unavoidable, they are requested to implement them only after discussion with the TEST staff.

SECTION ORGANISATION

2. Introduction. The flight, normally consisting of between 10 and 14 cadets, is to be the basis of the RAF Section organisation in a Contingent. This flight should be under the command of one cadet corporal with the assistance of one junior corporal. For every 2 cadet corporals and flights established one cadet sergeant should be established, and for every 2 cadet sergeants (4 flights) a cadet flight sergeant should be established. Once 2 cadet flight sergeants are established (ie 8 flights) a cadet warrant officer may then be established. Each flight should normally consist of a proportion of cadets at various stages of training, and except for necessary proficiency instruction, flights should be encouraged to carry out activities as a flight. (Annexes A and B refer).
3. Leadership Responsibilities. Within each flight and CCF (RAF) Section, cadets promoted to NCO rank should be allowed to exercise responsibility for their flights within an established chain of command. It is therefore important that cadets chosen to command have received adequate instruction on their duties and have proved their ability to command before selection for NCO rank.
4. Administrative Responsibilities. With each CCF (RAF) Section, there are many administrative requirements including Cadet Records, Section Parade Attendance Rolls and the maintenance of Cadet Record of Service Books. Although these routine tasks are the responsibility of the Section Commander there is no reason why reliable cadet NCOs cannot be tasked with their maintenance. These tasks should be in addition to any leadership responsibility.
5. Training Responsibilities. It is MOD policy for the CCF that cadets should, as far as possible, be instructed by cadet NCOs. Except in the smallest of Sections, the cadet establishment (at Annex A) allows for cadets with instructional and training responsibilities to be NCOs.

CADET NCO TRAINING

6. Introduction. Leadership training should be included for all cadets in order that cadet NCOs may be seen to be chosen in competition and after an adequate amount of instruction. This should take place on normal parade days as a break from Proficiency Part 2 training or instead of some of the optional training activities. Formal and final NCO training should then follow when cadets have completed Parts 1 and 2 of the Proficiency training syllabus. No cadet is to be promoted to the rank of sergeant or above until he or she is “Proficient”, ie completed Proficiency Parts 1 and 2. (JSP 313, para 0138 refers).

7. Training Syllabus. Leadership training should be given to all cadets irrespective of whether they are assessed as NCO material or not. It is important, even for junior NCOs, that they have received some training before promotion. ACPs 40 and 41 (available from the CCF Branch at HQ Air Cadets) contain comprehensive notes for both cadets and officers on the requirements for an NCO selection course and these should be followed by CCF (RAF) Sections. The minimum requirements for any cadet who is to be selected for NCO duties is that he or she should receive instruction on leadership and carry out assessed leadership exercises before undertaking NCO duties. These duties should be clearly defined. In this area of cadet activity the normal rules of cadets instructing cadets is cancelled and any leadership training and exercises must be conducted by an officer of the CCF, SSI or regular Service officer or NCO. When it can be included, public speaking instruction and practice are an important part of this training. For those cadets who will be required to act as instructors, it is important that they receive training in instructional techniques as this area is often a weakness in otherwise excellent Sections.

Annexes:

- A. CCF (RAF) Sections - Cadet NCO Establishment Table
- B. CCF (RAF) Section Organisation

ANNEX A TO
INST NO 2

CCF (RAF) SECTIONS - CADET NCO ESTABLISHMENT TABLE

CDT STRENGTH		CDT NCO ESTABLISHMENT				
MINIMUM	MAXIMUM	J/CPL	CPL	SGT	FS	WO
(See Note 1)		(See Note 2)		(See Note 3)		
25	33	2	2	1	*	*
34	49	3	3	1	*	*
50	65	4	4	2	1	*
66	85	5	5	2	1	*
86	98	6	6	3	1	*
99	118	7	7	3	2	1
119	135	8	8	4	2	1
136	151	9	9	4	2	2
152	170	10	10	5	3	2
171	189	11	11	6	3	2

*See Note 4

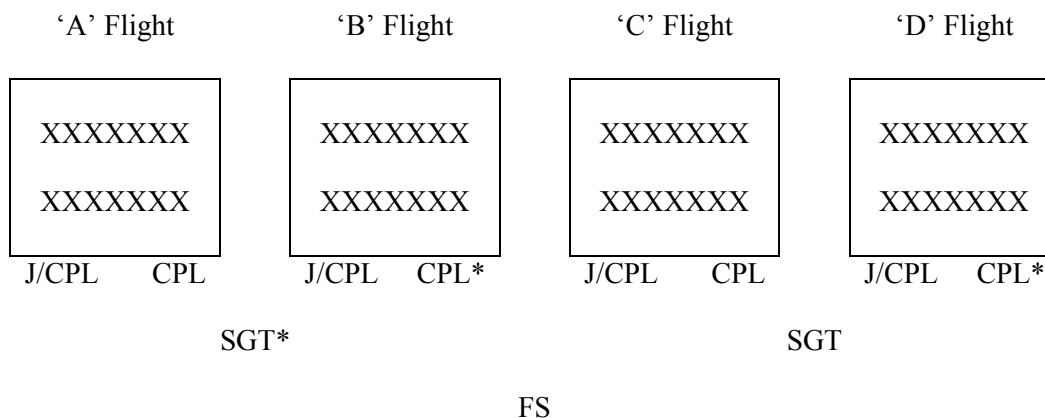
Notes:

1. Section strength refers to actual cadets numbers in and under the direct control of the Section.
2. Before promotion to these JNCO ranks a cadet should have passed Proficiency Part 1 (ie 1st Class Cadet) and have had some leadership instruction.
3. Sections may promote cadets up to and including Sgt on their own authority. For promotion to Sgt a cadet should be "Proficient" ie passed Proficiency Parts 1 and 2 (Leading Cadet) and have completed a formal NCO selection/cadre course. For promotion beyond Sgt a cadet should have completed the "Advanced" stage of proficiency training and Sections have applied for the issue of an "Advanced" Certificate. TEST officers are to approve promotion to FS and WO after checking the cadet's eligibility.
4. In small Sections, promotions to the ranks of FS and WO may be made in the case of exceptional individuals.

ANNEX B TO
INST NO 2

CCF (RAF) SECTION ORGANISATION

1. The following guide to CCF (RAF) Section organisation should be read in conjunction with the previous pages of this instruction. The diagram below is based on a Section of 65 cadets.



2. One Sgt*, Cpl* and J/Cpl* doubling as HQ Staff leaving one Sgt, 3 Cpls and 2 J/Cpls to instruct/carry out training duties.

3. The flights should consist of a cross-section of ages and proficiency training stages and, apart from classroom proficiency training, cadets should be encouraged to carry out activities in their flights.

4. Suitable HQ Staff activities might include the maintenance of flight/section cadet progress boards, assistance with the running of the programme, maintenance of cadet records, training records and publications, assistance with stores maintenance and clothing records and the maintenance of up-to-date and accurate Record of Service Books.

CCF(RAF) STAFF INSTRUCTIONSINSTRUCTION NO 3MINIMUM AGE LIMITS

1. Introduction. There are minimum age requirements for CCF(RAF) cadet activities. The table below gives the age limits and the number of the instruction where details may be found. The list is not comprehensive. Age limits not covered by this instruction will be published in Branch Routine Orders giving details of the activity concerned.

Serial No	Activity	Minimum Age		Instruction No
		Y	M	
	<u>FLYING AND GLIDING</u>			
1	Air Experience Flying (Bulldog/Tutor)	13	3	8
2	Air Experience Gliding	13	3	9
3	Gliding Induction Course	14	6	9
4	Gliding Scholarship	16	0	9
5	Flying Scholarships (Applications for age 16)	17	0	10
6	ACPNTS	16	0	11
7	Overseas Flights in RAF Aircraft	15	0	12
8	Flights in Civil Aircraft - Opportunity Flt	15	0	13
	- Passenger Flts	13	3	13
9	AEF Staff Cadet	16	0	14
10	VGS Staff Cadet	16	0	15
	<u>GROUND TRAINING</u>			
11	0.22 in Rimfire Shooting	13	3	18
12	L98 Centrefire Shooting	14	0	18
13	UK Camps	13	3	23
14	Overseas Camps:			
	Germany	15	0	23
	Cyprus	16	0	23
15	The Air Cadet Leadership Course - RAF Stafford	16	0	24
16	Leadership Course - Frimley Park	16	0	25
17	IACE	17	0	26

CCF(RAF) STAFF INSTRUCTIONSINSTRUCTION NO 4WRITTEN EXAMINATIONSINTRODUCTION

1. A cadet is required to sit two formal written examinations which are set and marked by HQ Air Cadets during his career in an RAF Section of the CCF, namely:
 - a. RAF Proficiency Part 2.
 - b. RAF Advanced Training - Aviation Subjects.

EXAMINATION PROCEDURE

2. Examinations are normally held twice each year at dates and times that are arranged between RAF Section Commanders and TEST SNCOs. TEST SNCOs will provide the question papers, mark them and notify HQ Air Cadets of the results. The examinations themselves are to be conducted in accordance with the regulations at Annex A to this instruction.

FORM OF WRITTEN EXAMINATIONS AND PASS STANDARDS

3. HQ Air Cadets examination questions will be set from material in the ACPs specified in Instruction No 1. Questions will be in "multiple choice" form, with 50 questions on the Part 2 paper and 25 on the Advanced papers. One hour will be allowed for the Part 2 paper and 30 minutes for the Advanced. One mark is awarded for each correct answer and the pass mark is 26 for the Part 2 paper and 13 for the Advanced paper.

SPECIAL EXEMPTION FROM PROFICIENCY EXAMINATIONS

4. To provide recognition for the respected and able cadet who may lack the innate ability to pass the written proficiency examinations, applications to HQ Air Cadets will be entertained to waive the written papers and substitute the Duke of Edinburgh Bronze Award. In such cases, which should be exceptional, Section Commanders are to write a very strong recommendation concluding with the statement 'academic examinations are therefore inappropriate to this cadet'. Section Commanders should appreciate that this procedure could produce an NCO limited in capability to practical instruction only.

Annex:

- A. Regulations for Conducting Examinations.

ANNEX A TO
INST NO 4

REGULATIONS FOR CONDUCTING EXAMINATIONS

1. The Invigilating Board is to consist of a President and not less than one member, both of whom are to be adult members of the Contingent, teachers of the school or members of HM Forces.
2. The President is to ensure that:
 - a. Nothing is exhibited in the examination room which might help the candidates.
 - b. Each candidate has a pen or ballpoint with black or blue ink.
 - c. Candidates do not bring text or note books, or any paper, into the examination room. Scrap paper, if needed, is to be supplied by the invigilators.
 - d. Candidates do not speak or communicate with anyone.
 - e. Candidates who arrive more than 15 minutes after the start do not sit the examination.
 - f. Once a candidate has handed in his papers and leaves the examination room he or she does not return while the examination is in progress.
3. Question papers are issued in sealed envelopes. The seals are to be broken by the President in the presence of the candidates immediately before the examination is due to begin.
4. Candidates are to be told to write their names, CCF unit and, where appropriate, the subject title in the spaces provided at the head of the question papers.
5. At the conclusion of the examination, the Certificate of Invigilation, on all copies of Form 4093 is to be signed by all members of the Invigilating Board. The president is to list, on 3 copies of the Form 4093, the candidates taking part, ensuring that they are listed in the same order on each. The answer sheets should then be placed in order of the names listed and the whole, including question sheets, despatched immediately to the CCF TEST SNCO.
6. Results will be notified on F4093. Section Commanders are then to update the examination record of each successful cadet and apply for the Certificates and Badges as detailed in Instruction No 1.

CCF(RAF) STAFF INSTRUCTIONSINSTRUCTION NO 5THE AFFILIATION AND PARENTING SCHEMESINTRODUCTION

1. The success of RAF Section training depends to a great extent on the interest and encouragement of the Royal Air Force. To this end all CCF(RAF) Sections are affiliated to RAF Stations.

THE AFFILIATION SCHEME

2. Object of the Affiliation Scheme. The object of the Affiliation Scheme is to enable Stations to provide direct and effective assistance to specified CCF(RAF) Sections. Assistance can be given in 2 main ways:

- a. By accepting RAF Section cadets on Field Day visits.
- b. By providing RAF personnel to visit Sections to assist with their training programmes.

3. Command Air Cadet Liaison Officers. All commands in the United Kingdom appoint a staff officer of rank not lower than squadron leader to fill the post of Command ACLO as a secondary duty. He is responsible for Air Cadet liaison by stations within his Command, and for liaison with HQ Air Cadets for affiliations and annual camps.

4. RAF Station ACLOs. Each Station Commander appoints an Air Cadet Liaison Officer (ACLO) to co-ordinate the activities of the station in respect of affiliated units of the ATC, CCF(RAF) and a number of other air-orientated youth organisations.

5. RAF Station Community Relations Officers. At selected RAF Stations, a full-time Community Relations Officer (CRO) is appointed who, directed by his Station Commander, will seek all reasonable opportunities for bringing the RAF to the attention of the local community. His duties may include the fostering and maintenance of close liaison with CCF(RAF) Sections.

6. Affiliation Procedure. Every CCF(RAF) Section is affiliated to an RAF Station. Arrangements for visits are made by RAF Section Commanders directly with ACLOs at the affiliated stations. All correspondence regarding proposed visits is to be addressed to the Officer Commanding the Station and marked for the attention of the ACLO.

7. Personal Contact. Experience has shown that direct contact between CCF(RAF) Section Commanders and their affiliated RAF Stations results in a better utilisation of facilities. Accordingly, Section Commanders are urged to establish a personal contact with the ACLO whenever possible. It is emphasised that an RAF Section should request visits only to its affiliated RAF Station since every other suitable station has its own allocation of CCF(RAF) Sections and ATC Squadrons to absorb on visits. However, Sections may arrange one visit per year to their nearest flying station with the agreement of the ACLO. The aim should be one visit per cadet per year.

THE PARENTING SCHEME

8. Responsibility is placed on selected RAF Stations for the parenting of ATC Squadrons and CCF(RAF) Sections, Gliding Schools and Air Experience Flights for equipment supply and accounting. RAF Sections may also seek advice from any RAF Station on matters of day-to-day procedure. Equipment is to be exchanged or returned only on the authority of the parenting RAF Station and Section Commanders should normally make such arrangements through their TEST SNCOs.

CCF (RAF) STAFF INSTRUCTIONSINSTRUCTION NO 6FIELD DAYSINTRODUCTION

1. The number of Field Days allotted to a Contingent is a matter for the Headmaster but the use that is made of the training time available is a Contingent responsibility. It is recommended that CCF (RAF) cadets should be permitted to carry out some of the activities listed in Annex B to Instruction No 1. A Field Day provides an excellent opportunity for:

- a. Gaining practical experience in flying matters by visiting their affiliated flying station, air experience flights or by gliding.
- b. Taking part in outdoor training such as map reading exercises, initiative tests and escape and evasion schemes.
- c. Visits to approved government or private establishments which have an instructional or training value in Service matters.

VISITS TO RAF STATIONS

2. In accordance with para 6 of Instruction No 5, CCF (RAF) Sections have been affiliated to RAF Stations.

3. Requests for Field Day visits are to be made directly to the ACLO of the affiliated station. Section Commanders are advised that the earlier an application is made the more likely it is that the stations will be able to accept. Messing charges are to be forwarded to the ACLO at least 14 days before the visit is made.

FLYING AND GLIDING

4.
 - a. Cadet Flying Scheme. Facilities to provide cadets with air experience flying and gliding training are explained in Instruction Nos 8 and 9 of this publication.
 - b. Passenger Flying. Passenger flights may be made available to cadets whilst visiting RAF Stations. Cadets are not, however, permitted to fly in RAF high-performance aircraft without prior examination by an RAF Medical Officer and appropriate medical aviation instruction. Where such flights are intended, arrangements are to be made with the nearest available RAF Medical Officer who will advise on the training required. A certificate from a civilian medical practitioner is NOT valid for this purpose.

OUTDOOR TRAINING

5. There is an almost unlimited range of outdoor training exercises and schemes that provide a recognised training activity for air cadets. A few examples are:

- a. Map Reading and Orienteering.
- b. Escape and Evasion Exercises.
- c. Survival Training.
- d. Assault Courses.
- e. Practical Leadership Exercises.

OTHER VISITS

6. Responsibility for the arrangements for visits to non-RAF establishments rests with the RAF Section Commander. Where there is doubt as to the authenticity of a selected activity, guidance should be obtained from Sqn Ldr CCF to ensure any expenses or pay entitlements will be met.

TRAVEL ARRANGEMENTS

7. Travel arrangements for Field Days should be made in accordance with Instruction No 30 of this publication.

CCF (RAF) STAFF INSTRUCTIONSINSTRUCTION NO 7OVERSEAS VISITS ORGANISED BY CCF (RAF) SECTIONS

1. Introduction. From time to time RAF Sections may organise overseas visits, not involving adventurous training, on an "unofficial" basis. Such visits are quite acceptable but must be entirely self-funding and are not to involve the wearing of uniform by either RAFVR(T) officers or cadets. However, where such visits are in response to an invitation from a military source and would be enhanced by the wearing of uniform, they must have the prior approval of HQ Air Cadets. Applications for approval are to be made to HQ Air Cadets (Wg Cdr CCF) using the form at Annex A. Because the approval process involves diplomatic clearance being obtained from the country being visited, long lead times are necessary. This instruction sets out the conditions under which CCF(RAF) Sections may undertake officially recognised overseas visits.
2. Visit Itinerary. To receive approval from HQ Air Cadets, the visit must promote the aims of the CCF. Visits which are solely for sightseeing or other leisure purposes will not receive recognition. Also there must be evidence that the visit is soundly organised with special attention paid to travel plans, insurance arrangements and levels of supervision.
3. Finance. Where an approved visit involves activities which would normally attract pay in the UK, pay may be admissible but will normally be limited to the number of adults permitted for UK activities and to the days on which the qualifying activities are taking place. In all respects other than pay the visit must be entirely self-supporting.
4. Insurance. HQ Air Cadets approval for an overseas visit will be conditional upon each person travelling having the insurance cover detailed below. Cover may be arranged privately or through the CCFA Insurance Scheme.
 - a. For visits to Europe:
 - (1) For countries with reciprocal health care agreements with the UK, A DHSS Form E111
 - (2) For all countries, sickness/medical insurance of at least £100,000 (Note: reciprocal agreements between countries do not provide 100% cover).
 - b. For visits to North America, sickness/medical insurance of at least £1,000,000.
 - c. For visits to other than Europe or North America, insurance for the particular visit, as specified by HQ Air Cadets (Finance Officer) on application by the RAF Section Commander concerned.

Note: The cost of the sickness/medical insurance cover required at a(2), b and c above cannot be met from public funds.

5. Applications must reach HQ Air Cadets (CCF) at least 42 days before a proposed departure to Europe (except France) and 60 days for France and other destinations. Overseas visits which take place without HQ Air Cadets' approval are entirely private ventures, no articles of uniform are to be worn and all costs must be met from non-public funds.
6. Adventurous training overseas does not fall within the scope of this instruction. All overseas adventurous training is to be planned and authorised in accordance with the regulations contained in Section 3 of JSP 313.

Annex:

- A. Application for Overseas Visit

ANNEX A TO
INST NO 7

APPLICATION FOR OVERSEAS VISIT

To: HQ Air Cadets,) Note: This must reach HQ AC at least 42
for Wg Cdr CCF) days before a visit to Europe (Except France)
) and 60 days for visits to France and elsewhere.

CCF (RAF) SECTION		
PROPOSED DESTINATION(S)		
SUMMARY OF PROPOSED ACTIVITIES		
DETAILS OF ANY MILITARY BASES, INSTALLATIONS OR AREAS TO BE VISITED (WITH DATES), AND OF ANY CONTACTS		
DETAILS OF ANY OCCASION FOR WHICH UNIFORM IS REQUIRED		
IF VISIT STEMS FROM AN INVITATION - NAME, ADDRESS & TEL NO OF PERSON OR ORGANISATION ISSUING IT		
TRAVEL DETAILS:	Date	Place
UK point of exit		
Country of Destination: point of entry		
Country of Destination: point of exit		
UK point of entry		
Method of travel		
ACCOMMODATION AND MESSING ARRANGEMENTS ABROAD		

NO OF CADETS (A full nominal roll is to reach HQ Air Cadets at least 28 days before date of departure)

_____ Male _____ Female

DETAILS OF ALL ADULTS (leader first)	Name	Rank	M/F
REQUEST FOR PAY (Note: Pay, if authorised, will be only for activities normally valid for pay in the UK and at UK supervisory levels)	Activity	Dates	No of Adults

CERTIFICATE BY CONTINGENT COMMANDER

I have appointed _____ to make detailed arrangements for the visit. I shall ensure that:

- a. There will be no charge to public funds, except as may be approved for pay.
- b. On departure, the party will have tickets for the return journey or the means to purchase them.
- c. The party will have sufficient funds for daily expenses.
- d. The health care and insurance requirements of Inst No 7 para 4 will be met.

Signature

Contingent

Date

CCF (RAF) STAFF INSTRUCTIONSINSTRUCTION NO 8AIR EXPERIENCE FLIGHTSINTRODUCTION

1. The Air Experience Flights (AEFs) are established as part of the University Air Sqns to provide flying for air cadets at home airfields and at AEF detachments to RAF stations during Easter and Summer Camps. Each CCF(RAF) Section is affiliated to one of the AEFs detailed in Annex A and cadets are flown in Bulldog or Tutor aircraft.

CADET ELIGIBILITY

2. To be eligible for an Air Experience Flight a CCF(RAF) cadet must meet the following conditions:

- a. Be at least 13 years and 3 months old.
- b. Have passed the "Recruit Test", been examined under Contingent arrangements on the contents of ACP 34 Vol 1 - Airmanship 1 and viewed the video "The Bulldog"(AF 9493).
- c. Possess a Cadet's Record of Service Book (ROSB) in which the certificate of parents' or guardians' consent to fly has been signed.

3. Medical Fitness.

- a. No certificate of fitness is required unless any of the following medical conditions are present or have been experienced:
 - (1) Chest or Heart Conditions. Not mild chest infections but any history of chest or heart problems, including wheezing, asthma or bronchitis.
 - (2) Epilepsy.
 - (3) Loss of Consciousness or Blackouts. Including a history of fainting episodes.
 - (4) Ear and Sinus Problems.
 - (5) Diabetes.
 - (6) Severe Headaches.
 - (7) Major Illness or Injury.
 - (8) Any Condition Requiring Regular Medication.

(9) Any Condition Resulting in a General Anaesthetic.

(10) Any Condition which may affect Swift and Successful Evacuation of the Aircraft in an Emergency.

b. Any medical query must be referred through the cadet's Section Cdr to HQ Air Cadets (CCF Branch) who will seek RAF Medical Authority advice. Initial queries should ideally contain:

(1) A medical report from the cadet's doctor with a history of the condition and the treatment/medication required. Note that any medical charges levied for this report are not recoverable from public funds.

(2) Consent by the person with parental responsibility or by cadets over 16 years of age for the cadet's doctor to be approached for further information is necessary.

AEF VISIT PREPARATION

4. Applications. Applications for AEF flying should be made directly to the affiliated AEF. Section Cdrs should establish a close liaison with the Flight Commanders (Flt Cdr) of the AEF to which they are affiliated and then adopt the method of obtaining air experience flying for their cadets most suitable to the AEF and to themselves. In any event, requests should normally be made at least one month in advance of the date flying is requested. Once arrangements are made, section cdrs must inform the AEF Flt Cdr if places cannot be filled. Conversely, the AEF Cdr will inform all parties concerned if flying has to be cancelled. Section Cdrs should then liaise with the AEF Flt Cdr to make further visit arrangements.

5. Briefings. Cadets must at least be familiar with:

a. Airmanship aspects of flying to First Class standard.

b. The Air Experience Syllabus which is used for the airborne tuition of cadets:

(1) The exercises of the Syllabus are designed for intensive cadet flying operations where the pilot establishes the cadet's flying experience while taxiing out and debriefs while taxiing in. The objective is for the cadet to handle the controls and to fly the aircraft (not below a height of 500 ft) as much as possible while airborne.

(2) The Syllabus at Annex B shows the small proforma on which cadets record their experience to date and the exercises for the flight (Part 1). This proforma is handed to the pilot on entering the aircraft and is handed back to the cadet after the flight with Part 2 completed by the pilot. At some AEFs, this procedure may be slightly different but the cadets' flying requirements and achievements should still be met.

c. The Air Experience Flying Video (AF 9493). The AEF video, which covers the basic procedures and emergencies for flight in the Bulldog aircraft, must have been viewed and understood within 7 days of the planned flight. The video will be shown as a matter of routine during an AEF visit but CCF TEST SNCOs also have copies. In due course a Tutor version of the video will be made available.

- d. Clothing Requirements for AEF Flights. Flying clothing will be provided and fitted by the AEF.
- e. Air Experience Flying Programme Sheet. The CCF (RAF) Section Cdr is to raise an “Air Experience Flying Programme Sheet” (example at Annex C) and is to ensure that columns (a) to (h) are completed. He is then to pass the sheet to the escort for final completion at the AEF. Additional copies of the AEF Programme Sheet can be obtained from the CCF TEST SNCOs.

ESCORT DUTIES

6. General. Cadets visiting an AEF are to be accompanied by an officer or authorised civilian instructor. Exceptionally, cadet SNCOs aged 18 years or over who are competent, and willing may be used as escorts providing the party does not exceed 15 in number. Cadet escorts are always to have an adult member of staff on call throughout their period of duty. Escorts are eligible for air experience flights provided the achievement of the cadet flying programme will not be affected.
7. Before Flying. Escorts must check each cadet:
- a. Is eligible for the flight (paras 2 and 3).
 - b. Is in possession of their Record of Service Book (Para 4).
 - c. Is properly briefed (para 5a and b).
 - d. Has the correct flying clothing available (para 5c).
 - e. If fit for the flight. Para 3 action should be complete, if required, and authority obtained. Cadets must be alert, not dizzy, listless or overtired. Sinuses should not be blocked as the result of a cold. The current use of medication, bandage or plaster should be brought to the attention of the AEF Cdr who will make the final decision on fitness for flying.
8. During Flying. Escorts are to:
- a. Pass each Cadet's ROSB to the AEF Cdr for signature.
 - b. Complete the cadet passenger manifest.
 - c. Assist in the preparation of cadets for flying if requested but only after receiving training from the AEF Cdr and being authorised by him on each occasion.
 - d. Complete the AEF Flying Programme Sheet.

Annexes:

- A. The Air Experience Flights
- B. Air Experience Proforma (and Syllabus details)
- C. Air Experience Flying Programme Sheet.

ANNEX A TO
INST NO 8THE AIR EXPERIENCE FLIGHTS

NO 2 AEF	DTEO Boscombe Down, Salisbury, Wilts SPA 0JF (01980 664000 Ext 3551)(RAFTN 95431 Ext 3551)
NO 3 AEF	c/o Azinghur Barracks, Colerne, Chippenham Wilts SN14 8DR (01225-743240 Ext 5347) (RAFTN 94738 Ext 53475349)
NO 5 AEF	Royal Air Force Wyton, Huntingdon, Cambs PE17 2EA (01480 446319) (GPTN 95371 Ext 8585)
NO 6 AEF	Royal Air Force Benson, Oxon OX10 6AA (01491 837766 Ext 7620/7619) (RAFTN 95261 Ext 7620/7619/7621)
NO 7 AEF	Royal Air Force Newton, Nottingham NG13 8HL (01400 261201 Ext 4105) (RAFTN 95751 4105)
NO 8 AEF	Royal Air Force Cosford, Wolverhampton, WV7 3EX (01902 372393 Ext 7836/7108) (RAFTN 95561 Ext 7836/7108)
NO 9 AEF	Royal Air Force Church Fenton, Tadcaster, Yorks LS24 9SE (01347 848261 Ext 7932) (RAFTN 95871 Ext 7932)
NO 10 AEF	Royal Air Force Woodvale, Formby, Merseyside L37 7AD (017048-72287 Ext 72207239) (GPTN 95512 Ext 7220/7239)
NO 11 AEF	Royal Air Force Leeming, Northallerton, North Yorks DL7 9NJ (01677-423041 Ext 7342/2277/2361) (RAFTN 95851 Ext 7342/2277/2361)
NO 12 AEF	Royal Air Force Leuchars, Fife KY16 0JX (01334 839471 Ext 5120)(RAFTN 95151 Ext 5120)

Notes:

1. The address given is for correspondence.
2. The telephone number is the one to call, and is not necessarily located at the postal address.
3. Nos 1 and 4 AEFs refer to detachments to RAF St Athan and to Glasgow Airport by Nos 3 and 12 AEFs respectively.

ANNEX B TO
INST NO 8

AIR EXPERIENCE PROFORMA FOR COMPLETION ON EACH CADET FLIGHT

OBVERSE

<p><u>SUMMARY OF AIR EXPERIENCE</u></p> <p>PART 1 - to be completed by cadet and handed to pilot before flight.</p> <p>Cadet's Name _____</p> <p>My /Bulldog/Tutor experience to date is</p> <p>_____ flight; total _____ hrs _____ mins</p> <p>I have completed the exercises marked in the boxes overleaf.</p> <p>Special requests for this flight:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>PART II - to be completed by pilot after flight (cadet retains form).</p> <p>On _____ the cadet completed the following exercise(s):</p> <p>(Initials)</p>

REVERSE**AIR EXPERIENCE FLIGHTS****EX 1 - FAMILIARISATION**

- a. Introduction to the cockpit
- b. How to read heading, height and airspeed
- c. Use of horizon for visual flying
- d. "Following through" on the controls.

EX 2 - EFFECTS OF CONTROLS (1)

- a. On straight and level flight
- b. Maintaining level flight

EX 3 - TURNING

Using about 20° of bank

EX 4 - EFFECTS OF CONTROLS(2)

- a. Changes of power
- b. Elevator trimmer

EX 5 – AEROBATICS

- a. How to loop the aircraft
- b. Other aerobatics

EX 6 – PILOT NAVIGATION

AEF FLYING PROGRAMME SHEET – INSTRUCTIONS FOR USE

1. OC ATC Sqn/OIC CCF (RAF) Section. The OC is to ensure the form is completed at columns a to h before it is handed to the officer or adult in charge of the party of cadets. After the form is returned to him on completion of the AEF, the OC is to feed back to the AEF any comments (good or bad) about the flying or the visit. The OC should also find out why any cadets failed to attend after having their names put on the list. The completed form is to be retained for the Annual Report and a copy is to be forwarded to the Wg HQ or CCF Liaison Officer..
2. Officer or Adult in Charge of Party. The officer or adult in charge of the party travelling to the AEF is to use the form for roll calls and is to amend it as necessary. He is to liaise with the AEF Cdr on arrival, make arrangements for completion of columns i to k during the day, collect the form on departure, and return it to the OC ATC Sqn or CCF (RAF) Section.
3. OIC AEF. The OC AEF or a deputy is to make arrangements so that columns i to k can be completed by the Officer or Adult in Charge of the Party or by another individual such as an AEF flight staff cadet.
4. Details for completing the form are as follows:

<u>Column a.</u>	Show <u>first name</u> and <u>surname</u> .
<u>Column b.</u>	Show cadet class (eg Leading Cadet) or adult rank or class (eg Fg Off/ CI/etc)
<u>Column c.</u>	Show age in years.
<u>Column d.</u>	Check that the F3822 or B/Cadets 2 (Cadet's Record of Service Book) has been signed for permission to fly, and then initial column d.
<u>Column e.</u>	<u>Tick</u> if the individual has <u>never had an AEF flight before</u> .
<u>Column f.</u>	<u>Tick</u> if the individual has <u>flown AEF before but not this year</u> . (Note – the year starts on 1 Apr and finishes on 31 Mar).
<u>Column g.</u>	<u>Tick</u> if the individual has <u>already flown AEF this year</u> .
<u>Column h.</u>	<u>Tick</u> if adult staff <u>and wishes to fly</u> .
<u>Column i.</u>	Record the pilots' name. (If Required)
<u>Column j.</u>	Record the aircraft tail number. (If Required)
<u>Column k.</u>	Record the duration of the flight in minutes. (Mandatory)
<u>Column l.</u>	<u>Comments on the Visit</u> . Provide <u>brief</u> comments, eg 'curtailed due to bad weather', or 'transport late to arrive', or 'shortage of aircraft', etc..

AIR EXPERIENCE FLYING PROGRAMME SHEET

AEF No _____ AEF Telephone No _____ ATC Sqn and Wg _____
 Date to Fly _____ Time due to Arrive _____ OR _____
 CCF(RAF) Section _____

TO BE COMPLETED BY THE ATC SQN BEFORE DEPARTURE TO THE AEF								TO BE COMPLETED AT THE AEF BY THE ACCOMPANYING ADULT		
First Name and Surname of Cadet or Adult Staff to Fly (a)	Class or Rank (b)	Age (c)	Record of Service Book Complete (d)	Never Flown AEF before (e)	Flown before but not this year (f)	Already flown this year (g)	Adult Staff (h)	Pilot's Name (i)	Aircraft Tail Number (j)	Duration of Flight (Minutes) (k)
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
Signature of OC ATC Sqn or CCF (RAF) Section _____								COMMENTS ON THE VISIT (l)		
Name and Rank _____										
								Signature of Accompanying Adult _____		
								Name _____		

(See Instructions for use overleaf)

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 9

GLIDING TRAINING FOR CCF(RAF) CADETS

Reference:

- A. AP 1919 (Not issued to CCF Units)

INTRODUCTION

1. The regulations for gliding training for cadets are contained in Reference A. This instruction amplifies those regulations.

TYPES OF GLIDING TRAINING FOR CADETS

2. Air Experience Gliding (AEG). The aim of Air Experience Gliding, also known as Familiarisation, is to provide passenger flying for cadets under the age of 14½ years; ie those who are not yet old enough for a Gliding Induction Course (GIC), consisting of 3 launches in a winch glider or 20 minutes in a motor glider. Subsequently cadets may also get AEG on an opportunity basis.
3. Gliding Induction Course (GIC). The GIC course consists of approximately 5 launches in a winch glider or 30 minutes in a motor glider for cadets who are 14½ years and above. Cadets aged 15 have priority. The course is dual only and all cadets who complete it receive a certificate.
4. Gliding Scholarship (GS). GIC is a desirable but not essential prerequisite for selection. GS, potentially culminating in solo flight, will be awarded to cadets who demonstrate to Volunteer Gliding School (VGS) staff and Section Cdrs, aptitude for further training and strong motivation to continue with flying training. The target age group will be 16+ with the main aim of achieving solo standard. Achievement of a solo will merit the award of silver wings. Satisfactory completion of 40 launches/8 hrs will earn blue wings. At approximately 40 launches/8hrs there will be an assessment sortie for the award of the blue wings. Students deemed at this stage unlikely to achieve a solo will not be invited to continue the course.
5. Advanced Gliding Training (AGT). There are 3 grades of AGT. AGT 1 and 2 may be carried out at VGSs but the higher grade of AGT 3 is carried out by the Air Cadet Central Gliding School, (ACCGS), either at Syerston or at an annual gliding camp at Portmoak in Scotland. The aim of AGT is to provide opportunities for approximately 150 selected cadets each year to undertake training in advance gliding techniques with the prime aim of developing the seed corn for the future staff of VGSs. On successful completion of the AGT 1 course the cadet will be awarded a certificate and gold wings. These courses are aimed at candidates with an ambition to join the RAF or VGS as a staff member.

ELIGIBILITY

6. To be eligible for AEG a cadet must:
- a. Be not less than 13 years and 3 months old and have passed the "Recruit Test".

- b. Have their Record of Service Book "Particulars of Cadet" and "Consent to Undergo Gliding" completed and signed.
 - c. Meet the medical standard laid down in Annex A.
 - d. Have demonstrated that he/she is capable of exerting the 11 kgf pull necessary to deploy the parachute. This test is carried out at the VGS.
7. To be eligible for GIC a cadet must:
- a. Be aged 14½ years or older, preferably aged 15 years.
 - b. Be a first class cadet ie have passed Pt 1 of the Proficiency syllabus.
 - c. Have their Record of Service Book "Particulars of Cadet" and "Consent to Undergo Gliding" completed and signed.
 - d. Meet the medical standard laid down in Annex A.
 - e. Have demonstrated that he/she is capable of exerting the 11 kgf pull necessary to deploy the parachute.
8. To be eligible for GS a cadet must:
- a. Be aged 16 years or over.
 - b. Be a leading cadet ie have passed Pt 2 of the Proficiency syllabus.
 - c. Have their Record of Service Book "Particulars of Cadet" and "Consent to Undergo Gliding" completed and signed.
 - d. Pass the medical requirements laid down in Annex A.
 - e. Have demonstrated that he/she is capable of exerting the 11 kgf pull necessary to deploy the parachute.

SELECTION

9. The following guidelines should be followed when selecting a cadet for GIC, GS and AGT:
- a. Motivation. The cadet must have a genuine wish to undertake pilot training. This is particularly important in the case of GS when a first solo is in prospect. It is a mistake to pressure a cadet who is not keen, or is too nervous. Lack of interest makes gliding training difficult and is a de-motivator for VGS staff and other cadets.
 - b. Knowledge. For all levels of training above GIC, cadets will have passed examinations in Principles of Flight and Aircraft Operations to have achieved the appropriate rank. Often this knowledge has been forgotten or is very rusty and the VGS staff have to spend time re-teaching the basic principles of flight. Simple revision beforehand is very beneficial and saves valuable time which could otherwise be spent in the air.

- c. Mental Skill and Physique. The cadet must have sufficient command of the English language and be bright enough to absorb flying instruction, bearing in mind that verbal communication in the air can be difficult. Flight safety can be compromised if the cadet is of low mentality and unable to understand and act upon instructions in an emergency. A small number of cadets lack the appropriate mental skills and should not be selected. For AEG and GIC, the problem of cadets who are possibly mentally or physically unsuitable for gliding training needs very careful handling. This category should only be excluded if flight safety is affected as the emphasis is on the experience with a qualified pilot at the controls. Discreet discussion with the OC VGS should enable a sensible decision to be made. There are certain physical criteria which affect selection of cadets for training in the different types of glider. Guidelines are set out in Annex B. Also, if a sqn cdr is in doubt about a cadet's physical or mental suitability, advice is to be obtained from ACCGS or the VGS concerned at an early stage. In particular, the demoralising situation whereby cadets are selected and sent to a VGS and are then found to be physically or mentally unsuitable for gliding must be avoided.
- d. Authorisation. Parents or guardians consent is essential. The appropriate entry in the Record of Service Book should be checked well before the day.
- e. Medical. For GS and AGT, the Form 6424 must be obtained in good time so that any queries can be resolved before the course starts. Form 6424 lasts for 2 years and may, therefore, be obtained well in advance of the course start date.
- f. Summary. Careful selection and preparation of cadets improves the training and the utilisation of valuable gliding resources. Early discussion between the CCF Section Cdr and the OC VGS is essential to enable any problem to be resolved in good time.

ALLOCATION OF TRAINING PLACES

10. Responsibility for Allocation. AEG and GIC are arranged directly between the VGSs, their affiliated CCF(RAF) Sections and the TEST staffs. GSs and AGTs are allocated centrally by HQ Air Cadets and Section Cdrs will be sent offers of places, joining instructions and a deadline for acceptance. If a place is not taken up by the deadline, it will be immediately reallocated.

ATTENDANCE AT GLIDING SCHOOL

11. Admin Instructions/Check List. The Admin Instructions/Check List for ensuring a cadet is properly prepared to report for gliding training, including necessary documentation, is at Annex B.
12. Clothing. Section Commanders are to ensure that cadets attending for all forms of gliding are suitably clothed, bearing in mind likely weather and the exposed airfield environment. Bulky protective footwear such as wellington boots may be worn on the airfield but, together with footwear with deep treads on the soles which could transfer mud or stones into the cockpit, are not to be worn for gliding. The Cadet Anorak (Foul Weather Jacket Mk 2a) is not to be worn in the cockpit, nor any other jacket or coverall with buttons, as they constitute a loose article hazard. At Vigilant motor glider schools either a flying suit provided by the VGS or the cadet overalls are mandatory.

13. Supervision. Gliding operations present potential hazards to the inexperienced. VGS staff are responsible for the supervision of individual cadets on GS and AGT. Parties of cadets attending for GIC and AEG are to be escorted by an adult member of the Section. HQ Air Cadets Air Staff Instructions give VGS Commanders or their Duty Executives discretion to refuse a visiting party if they consider it to be inadequately escorted.

14. Gliding Induction Courses and Air Experience Gliding – Gliding Programme Sheet. The CCF (RAF) Section Cdr is to raise a ‘Gliding Programme Sheet’ (example at Annex C) and is to ensure that columns (a) to (g) are completed. He is then to pass the sheet to the escort for final completion at the VGS.

COMPLETION OF TRAINING

15. Badges and Certificates. GIC certificates are presented to the cadets by VGS Commanders when they have completed their course. GS badges are also presented by the VGS on completion of the course, but GS certificates are signed by the Comdt Air Cadets and then forwarded through the cadets’ Contingent. Cadets who qualify at ACCGS Syerston will normally receive both badges and certificates before they leave.

16. Non-Completion. Cadets who are suspended from training through lack of aptitude or poor attendance are not to be put forward for another course. However, cadets who do not complete a course through no fault of their own, such as bad weather or aircraft unserviceability, may be nominated for further training provided they are still eligible.

Annexes:

- A. Medical Fitness for Gliding Training
- B. Check List – Preparation of Cadets for gliding Scholarship Courses.
- C. Gliding Induction Courses and Air Experience Gliding – Gliding Programme Sheet.

ANNEX A TO
INST NO 9

MEDICAL FITNESS FOR GLIDING TRAINING

AIR EXPERIENCE AND GLIDING INDUCTION COURSE

1. Section Commander's Responsibility. A certificate of medical fitness is not normally required for AEG and GIC but certain medical and physical conditions are incompatible with flying as they could place the cadet at risk and compromise flight safety. It is the Section Commander's responsibility to check that the cadet does not have a history of any condition likely to cause sudden incapacitation in flight or which might be aggravated by the flight environment. If the cadet is believed to suffer from any of the conditions listed below, he or she is not to fly. The cadet's doctor is to be consulted, and details of the problem together with supporting notes from the GP forwarded to HQ Air Cadets (GL AO) in good time. The Command Flight Medical Officer (CFMO) at HQ PTC will then decide on the cadet's fitness. (But see also para 5 about consent for release of medical records)

2. Conditions Needing Medical Opinion.
 - a. Chest and Heart Conditions. Other than mild chest infections, any history of chest or heart problems is significant; this includes any history of wheezing, asthma or bronchitis.

 - b. Epilepsy.

 - c. Any loss of Consciousness or Blackouts. This includes a history of fainting episodes.

 - d. Ear and Sinus Problems.

 - e. Diabetes.

 - f. Severe Headaches.

 - g. Any Other Major Illness or Injury.

 - h. Any Condition Requiring Regular Medication.

 - i. Any Condition Resulting in a General Anaesthetic.

 - j. Any Condition Affecting Emergency Evacuation. This includes any condition - medical, physical, mental, etc - which might affect the cadet's ability to evacuate the aircraft swiftly and successfully in an emergency.

GLIDING SCHOLARSHIP AND ADVANCED GLIDING TRAINING

3. Medical Examination. A course involving solo flying requires the cadet to have been declared fit by a doctor, using RAF Form 6424 "Air Cadet Medical Certificate of Fitness for Glider Pilot Training" (see Appendix 1). The procedure for arranging this is as follows:

- a. The RAF Section Cdr is to enter the cadet's contingent details on Part C of F6424 (ie the detachable part). Both Part A and Part C are to be authenticated with the Section or Contingent stamp.
 - b. The form is then to be handed to the cadet together with an unsealed envelope addressed to the RAF Section Cdr and the cadet is to be told to take it by appointment to his or her doctor.
 - c. The doctor should normally be able to complete the F6424 by reference to the cadet's medical records. A medical examination should not, therefore, be necessary. Having completed the F6424, the doctor will give the top part back to the cadet, who is to put it in the envelope and return it to his RAF Section Cdr. The doctor will send the bottom part of the form (Part C) to HQ AC for payment. **Cadets are not to pay any fee to the doctor for this service.**
 - d. Provided the doctor has signed the form without any reservations about the cadet's fitness (other than the need to wear ordinary corrective spectacles such as would be acceptable for a car driving licence), the RAF Section Cdr is finally to complete the Certificate of Fitness to undergo Glider Pilot Training in the cadet's "Record of Service Book", adding "Glasses to be worn when flying" if the doctor has specified this on the F6424.
 - e. Cadets must ensure that they take their F6424 with them when they attend a GS course otherwise they will not be allowed to fly solo.
4. Period of Validity. A Form 6424 clearance lasts 2 years unless some other illness occurs in the meantime.
 5. Medical Fitness in Doubt. Current legislation requires the written consent of the parent or guardian, or of the cadet personally if over 16 years of age, before a GP is allowed to discuss the cadet's medical history with a third party. If the doctor discloses any medical condition, other than the wearing of ordinary spectacles as mentioned above, the RAF Section Cdr is to send the F6424, together with a completed copy of a consent form to HQ AC (GL AO) in good time (see Appendix 2). HQ AC will then obtain the decision of HQ PTC (CFMO) on the cadet's fitness for training to solo standard.

IMPORTANCE OF CORRECT INFORMATION

6. Record of Service. It is essential that the cadet's Record of Service Book is accurate and current. Section commanders are to make sure parents or guardians realise the importance of keeping the consent up to date and of declaring any change in the cadet's fitness level. Gliding schools are under orders not to fly cadets with incorrect documentation or medical clearance in view of the legal repercussions should there be an accident.

Appendices:

1. RAF Form 6424
2. Consent Note or Proforma

APPENDIX 2 TO
ANNEX A TO
INST 9

FORM OF CONSENT

To be attached to the F6424 and returned to HQ AC **ONLY** if there are any additional comments of a medical nature, other than a requirement to wear corrective spectacles.

_____ (Address)

_____ (Date)

HQ Air Cadets (GL AO)
Royal Air Force College
Cranwell
Sleaford
Lincolnshire NG34 8HB

Dear Sir

FORM OF CONSENT

I, _____ (name of) _____

_____ (address), hereby
give

my consent for the Command Flight Medical Officer to approach my medical practitioner(s), to obtain whatever medical information you require.

Yours faithfully

(Signature)

*In the case of a child under the age of 16 years this form should be completed by the parent or guardian.

Name and Address of General Practitioner

Name and Address of Hospital Specialist

ANNEX B TO
INST NO 9

CHECKLIST - PREPARATION OF CADET FOR GLIDING TRAINING

1. Selection. Has the cadet:
 - a. Reached the specified minimum age and training standard?
 - b. Obtained Parents' Consent signature in the Record of Service Book?
 - c. Been checked against the following weight and size requirements?
 - (1) For all flying in both Vikings and Vigilants, a maximum weight fully clothed, less parachute, of 103 kg.
 - (2) For GS and AGT in the Viking (ie flying in the front seat), a minimum weight fully clothed, less parachute, of 48 kg. There is no minimum for flying in the rear seat of the Viking.
 - (3) For GS and AGE in the Vigilant (ie courses which involve solo) a minimum weight fully clothed, less parachute, of 48 kg. There is no minimum for passenger flying or GIC in the LH seat of the Vigilant.
 - (4) For all Vigilant flying, a maximum height from base of spine to top of head of 992 mm.
 - d. Been medically cleared iaw Annex A (note that this is time critical. Allow at least a month if a query has to be referred to the CFMO).
 - e. Any difficulties that might interfere with regular attendance over the course period. Can these be resolved?
2. Reporting for Training. Does the cadet have the following:
 - a. Joining instructions for the gliding school?
 - b. Record of Service Book fully signed up (including Parent's Consent and details of Next of Kin)?
 - c. F6424 and any accompanying notes (for GS and AGT).
 - d. The necessary railway warrant or other means of travel?
 - e. Sufficient money, including any messing contribution specified in the joining instructions?
 - f. Appropriate clothing and footwear?

GLIDING TRAINING WILL NOT BE GIVEN UNLESS ALL THE REQUIREMENTS LISTED UNDER ELIGIBILITY AND DOCUMENTATION ARE SATISFIED.

PERSONAL KIT

3. Uniform is to be worn at all times during working hours throughout the course but the cadets may travel to and from the course in civilian clothes. Cadets will also require overnight clothing, the usual toilet requisites, an adequate supply of personal clothing and an unbreakable drinking mug. In addition, cadets should bring a waterproof covering, gloves, scarf and a warm sweater. There are no restrictions as to the type of footwear which may be worn while operating on the airfield but the following forms of footwear which can readily pick up and transfer soil are not to be worn in the cockpit of Air Cadet gliders:

- a. Service type boots with heavy direct moulded soles (DMS).
- b. Wellington boots.
- c. Boots or shoes with deep tread soles.

Shoes or lightweight boots with a smooth sole are the preferred footwear for wearing in the cockpit but shoes or lightweight boots having a shallow tread are acceptable. Cadets in possession of flying overalls or denims may bring them to wear when gliding. For flight safety reasons coveralls must have buttonless fastenings. The Cadet Anorak (Foul Weather Jacket Mk2a) is not to be worn in the cockpit, nor are any other jackets or overalls having buttons which could become detached. Nylon clothing may not be worn when flying. Swimming kit should also be brought as a pool may be available.

HAIRCUTS

4. Hair must meet the following requirements:
- a. It must be kept clear of the face and ears.
 - b. Sideburns must be trimmed and not extend below the ears.
 - c. It must be off the collar.
 - d. It must be kept tidy and trimmed.

CIVILIAN CLOTHES

5. Wearing of civilian clothes is permitted after working hours provided a neat and tidy appearance is maintained.

AWARD OF GLIDING WINGS AND PROFICIENCY CERTIFICATE

6. On successful completion of the course cadets will be presented with a Gliding Scholarship Badge and their Record of Service Books will be endorsed by the OC of the Gliding School. A GS Certificate signed by the Commandant, Air Cadets, will be forwarded to the cadets CCF Commanding Officer by HQAC for presentation at a later date.

COURSE WITHDRAWAL

7. If cadets are unable to attend the gliding scholarship course to which you have been allocated they are to inform their CCF Section Commander **immediately** or, if at home, contact HQAC GL AO by the quickest possible means. The telephone number is 01400 261201 Ext 7614.

8. There are always more applications for Gliding Scholarship places than there are vacancies. Notifying the Section Commander or Headquarters Air Cadets of the inability to attend for training as soon as possible gives HQ AC the greatest opportunity to re-allocate the place to another CCF cadet.

QUERIES

9. Any query relating to gliding courses should be addressed to the gliding school to which a cadet has been allocated and HQAC - GL AO on 01400 261201 Ext 7614.

ANNEX C TO
INST 9
(Revised Sep 99)

GLIDING INDUCTION COURSES AND AIR EXPERIENCE GLIDING – GLIDING PROGRAMME SHEET

VGS No VGS Telephone No. ATC Sqn or CCF(RAF) Section
Date to fly Time due to arrive No of places allocated at the VGS

TO BE COMPLETED BY THE ATC SQN OR CCF (RAF) SECTION BEFORE DEPARTURE TO THE VGS							TO BE COMPLETED AT THE VGS							
First Name and Surname of Cadet or Adult Staff to fly	Class or Rank	Age (if cadet)	Cadet's Record of Service Completed	Flown in VGS Gliders Before (Yes/No)	Weight of Cadet in Kg	Previously Completed GIC (Yes/No)	Pilot's Name	Glider Tail Number	Duration of Flights (Minutes)					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)					
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
Signature of OC ATC Sqn or OC CCF (RAF) Section.....							Signature of OC VGS							
Name and Rank							BRIEF COMMENTS ON THE VISIT (k)							
							Signature of Accompanying Adult							
							Name							

(See Instructions for use overleaf)

GLIDING PROGRAMME SHEET - INSTRUCTIONS FOR USE

1. OC ATC SQN or OC CCF (RAF) SECTION. The OC is to ensure the form is completed at columns a to g before it is handed to the officer or adult in charge of the party of cadets. After the form is returned to him on completion of gliding, the OC is to feed back to the VGS any comments about the gliding or the visit. The OC should also find out why any cadets failed to attend after having their names put on the list. The form is to be retained for the Annual Report and a copy is to be forwarded to the Wg HQ or CCF TEST Officer.

2. OFFICER OR ADULT IN CHARGE OF ATC OR CCF PARTY. The officer or adult in charge of the party travelling to the VGS is to use the form for roll calls and is to amend it as necessary. He is to hand the form to the at the VGS on arrival, assist with completing it during the day, collect it on departure, and return it to the OC ATC Sqn or CCF (RAF) section.

3. VGS DUTY INSTRUCTOR. The VGS Duty Instructor is to arrange for columns h to j to be completed during the day.

4. Details for completing the form are as follows:

<u>Column a.</u>	Show <u>first name</u> and <u>surname</u> .
<u>Column b.</u>	Show cadet class (eg Leading Cadet) or adult rank or class (eg Fg Off/CI/etc.)
<u>Column c</u>	Show cadet's age in years.
<u>Column d.</u>	Check that the Cadet's Record of Service Book has been signed for permission to fly, and then initial column d.
<u>Column e.</u>	Show whether or not the individual has flown in a VGS glider before.
<u>Column f.</u>	State the cadets weight (fully clothed less parachute) in Kg.
<u>Column g.</u>	Show if the individual has already completed a Gliding Induction Course (GIC)
<u>Column h.</u>	Record the pilot's name.
<u>Column i.</u>	Record the glider tail number. (All Vikings are prefixed ZE and all Vigilants prefixed ZH).
<u>Column j.</u>	Record the number of launches and total duration of the flights in minutes. Five columns are provided – which should be enough to record 5 Viking launches for a GIC.

- k. Comments on the Visit. Provide brief comments, eg 'curtailed due to bad weather', etc.

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 10

RAF FLYING SCHOLARSHIP SCHEME AND OTHER FLYING SPONSORSHIP

RAF FLYING SCHOLARSHIPS

1. The RAF Flying Scholarship Scheme (FSS) provides a 20-hour course of flying training in light aircraft and is open to students, including ATC and CCF (RAF) cadets, in full-time education. Full details are provided in PAM (Air) 431. The FSS is administered by the Directorate of Recruiting and Selection (DofR and S) and HQ AC involvement is limited to the issue of FSS badges to air cadets who successfully complete the course.
2. Where the candidate is a member of the ATC or CCF (RAF), the application form should be submitted to the local RAF Careers Information Office or RAF Careers Liaison Officer via the unit Commander who will provide a suitable recommendation reflecting the applicant's cadet record. Applicants will be interviewed at their Careers Office or by the SCLO prior to submission of the form to DofR and S. Applications from 16 yrs, minimum age is 17 yrs.
3. Even though the educational requirements have not been achieved, Sect Cdrs may nominate very high calibre and otherwise qualified cadets through HQ AC for consideration. Scholarships gained in this way are few in number but, nevertheless, this possibility provides an incentive for those whose conventional route to a Scholarship is blocked.
4. Candidates should be prepared to discuss their academic ambitions and career aspirations during the interview. They will also be asked simple questions about the RAF and its aircraft. They should be able to discuss the FSS and, in simple terms, the various methods of entry into Commissioned Service.
5. CCF (RAF) Sections are to charge all expenses connected with attendance at DofR and S, including travel warrants issued to cadets, against the DofR and S budget on UIN F4080E. Cadets who are awarded a Flying Scholarship are required to pay for their own travel to the flying school. Accommodation and messing at the flying school are provided free of charge.

OTHER FLYING SCHOLARSHIPS

6. Cadets completing flying scholarships (usually for 15 to 20 hrs flying) provided by other organisations (eg Air League, or London TAVRA) may apply for and be considered for issue of the FSS badge. HQ AC will consider each case on its merits, and the normal caveats are:
 - a. The course must be flown at a RAF FSS accredited flying school.
 - b. The candidate must complete at least 20 hrs - albeit some of the hours could have been privately funded by the individual.
 - c. The club must confirm that the candidate has reached the RAF FSS standard at 20 hrs.
7. Any cadet achieving a UK CAA or European JAE private pilots licence (PPL), for example through the RAFA Flying Scholarship Scheme, is entitled to wear the FSS badge regardless of where the course was conducted.

CCF (RAF) STAFF INSTRUCTIONSINSTRUCTION NO 11AIR CADETS PILOT NAVIGATION TRAINING SCHEME (ACPNTS)INTRODUCTION

1. The ACPNTS provides a 2 week Pilot Navigation Course (PNC) for selected air cadets, flying up to 8 hours in AEF aircraft. The Scheme is complementary to the RAF Flying Scholarship Scheme (Inst No 10) but successful completion of a PNC does not preclude cadets from applying subsequently for a Flying Scholarship.
2. Cadet applicants attend the RAF Officer and Aircrew Selection Centre (OASC) at RAF Cranwell for assessment of aptitude, personal qualities and a medical examination. The OASC recommendations are passed to HQ Elementary Flying Training (HQ EFT) where the final selection of PNC students plus reserves for each year is made.

ELIGIBILITY

3. To be eligible for the Scheme, a cadet must:
 - a. Be 16 years of age or above.
 - b. Hold GCSE Grade A, B or C in English Language, Mathematics and 3 other subjects, only one of which may be a non-academic subject (eg Art, Music, Handicrafts), or the equivalent in SCE.
 - c. Have passed the Air Navigation examination or be assessed by their Commanding Officer to be able to pass the examination during the PNC (with tuition by AEF instructors).
 - d. Have their parent's or guardian' written consent for the PNC if under 18 years of age (see application form at Annex A).
 - e. Be able to attend for a continuous residential period of up to 14 days on an RAF station.
 - f. Be a member of the CCF(RAF) at least until training is completed. For those leaving school, membership may be extended to include the course.

APPLICATION AND SELECTION PROCEDURE

4. Cadets may apply at any time for a PNC but only through their Section Commander and using the application form at Annex A. Completed application forms are to be sent to:

The Officers and Aircrew Selection Centre (OASC)
 PO Box 1000
 RAFC Cranwell
 Sleaford
 Lincs NG34 8HB

5. Selection is throughout the year and successful applicants will be placed on the next convenient course. Cadet applicants will be called forward by OASC for a 2-day assessment during which period cadets will be accommodated at RAF Cranwell. Previous attendance at OASC for other purposes or previous ACPNTS competitions does not preclude further applications except when OASC has indicated otherwise.
6. Air Cadets who have been awarded an RAF Sixth Form Scholarship by OASC may also be offered a PNC by OASC if this is considered to be appropriate.
7. Air Cadets who are under assessment at OASC for an RAF Flying Scholarship may instead be recommended for a PNC. Such a recommendation is at the discretion of OASC and will depend on the suitability of the air cadet for PNC training and course vacancies.

SUPERVISION OF CADETS ON A PNC

8. During the working day, cadets on a PNC are on duty under the command of the AEF Cdr. Cadet students are to be dressed in uniform or in flying clothing approved by the AEF Cdr.
9. Outside working hours, cadets are to be under the command of the Air Cadets' Camp Commandant at the RAF station where the PNC is being undertaken.

TRAVEL

10. Cadet students are entitled to a travel warrant issued by their unit for a return journey on public transport to attend a PNC. They will normally be accommodated during their course with the camp in residence unless they prefer to travel daily from home at their own expense.

POST-SELECTION CORRESPONDENCE

11. OASC will inform cadets whether they have been recommended for a PNC. Subsequent correspondence with cadets will be from HQ EFT or the AEF nominated for training, OASC will take no further part.

FOLLOW-UP REPORTS TO OASC

12. Cadets on PNCs will be assessed and graded by the AEF Cdr in a final report. This report will be sent for further comments to HQ Air Cadets and on to OASC for retention in a personal folder on the cadet pending future RAF Flying Scholarship or RAF entry applications.

Annex:

- A. Application for Air Cadet Pilot Navigation Training.

ANNEX A TO
INST 11

APPLICATION FOR AIR CADET PILOT NAVIGATION TRAINING

<u>DATE OF BIRTH</u>	<u>FORENAMES</u>	<u>SURNAME</u>	
<u>PLACE OF BIRTH</u>	<u>NATIONALITY AT BIRTH</u>	Were bot your parents of British Nationality of Birth? YES/NO* If no give details:	
<u>FULL ADDRESS</u>		<u>ALTERNATIVE ADDRESS</u> (Complete where appropriate. Give dates applicable)	
<u>TELEPHONE NUMBER</u>			
<u>NEAREST RAILWAY STATION</u>			
Dates when you could not attend OASC			
OASC previous attendance (date)			
<u>ACADEMIC QUALIFICATIONS</u>			
<u>YEAR</u>	<u>LEVEL</u>	<u>SUBJECT</u>	<u>GRADE</u>
Use a separate sheet if more space is needed. Please differentiate clearly between English Language and English Literature			
<u>Air Cadet Air Navigation Exam</u> . Date of Pass and Grade _____ If not passed, state the reason:			
<u>ATC/CCF (RAF) QUALIFICATIONS</u>	Unit Address:		
	Membership Dates:		
	Rank:		
	Tests Passed: (Tick)	ATC – LC/SC/STAFFC CCF – RAF Prof Pts I/II/ADV	
	Gliding Qualifications:	AEG/IGT/BGT/AGT	
	Flight Staff Cadet AEF:		

STATEMENT BY APPLICANT:

I wish to undertake an Air Cadet Pilot Navigation Course. I will be available for 14 days continuous flying training during either Easter or Summer holiday period.

Date _____

Signature _____

CONSENT BY PARENT OR GUARDIAN (for air cadets under 18 years of age)

I consent to my son/daughter/ward undertaking an Air Cadet Pilot Navigation Course at a Royal Air Force Air Experience Flight for a residential period of about 14 days at a Royal Air Force Station.

Date _____

Signature _____

COMMANDING OFFICER'S RECOMMENDATION

(To be completed only by the Commanding Officer of the applicant's ATC Squadron or CCF (RAF) Section)

I certify that the foregoing particulars are correct and that this cadet is eligible for Pilot navigation Training under Air Cadet Publication 20A or 22. The Headmaster's permission for absence from school of up to 2 days for OASC selection procedures will be obtained.

I have the following comments to make on his/her achievements and personal qualities:

Address: _____

Signature: _____

Name in Capitals: _____

Appointment/
Rank _____

Date: _____

On completion this form is to be submitted direct to OASC, RAFC Cranwell, Sleaford, Lincs NG34 8GZ

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 12

OVERSEAS FLIGHT SCHEME

1. Introduction. The purpose of the Overseas Flight Scheme is to enable selected CCF (RAF) cadets to see the operation of RAF transport aircraft at first hand and to visit some of the overseas bases to which these aircraft fly.
2. Overseas Flight Destinations. Overseas Flights go to bases in Germany, Cyprus and Sardinia.
3. Authority for Flights. No air cadet is to travel as a passenger on Royal Air Force aircraft going overseas unless authority has been given by HQ Air Cadets.
4. Eligibility. Cadets selected for Overseas Flights must be of above average appearance and bearing, must have passed RAF Proficiency Parts 1 and 2, must be at least 15 years old and have at least 4 months remaining as a pupil of the school at the time of application. Due account should be taken of a cadet's interest in a RAF career, and of the extent to which this might be heightened by an overseas flight. They must also be in possession of a current UK passport.
5. Consent. No cadet may go on an Overseas Flight without the specific written consent of his or her parent or guardian. Parental consent is part of the nomination form, see Annex A.
6. Nominations. From time to time Section Commanders will be asked by a member of the Liaison Staff to nominate a suitable cadet using the nomination and consent form at Annex A. The form is to be completed in duplicate, one copy retained by the Section Commander and the other passed to the LSNCO. The cadet is to be prepared to go on the flight at a few weeks notice but need not be vaccinated (if vaccination is required) until called for by HQ Air Cadets.
7. Allocation of Flights. HQ Air Cadets place the nominations on a waiting list and each month the cadets at the top of the list are allocated flights. Detailed instructions concerning each flight are sent direct to the cadet's Section Commander, together with a written brief sheet, 2-3 weeks before the flight. The relevant papers together with any necessary railway warrants are then to be forwarded to the cadet as soon as possible.
8. Passports. Valid full passports are required by cadets undertaking overseas flights under this scheme and details of the passport are to be entered on the nomination form. Visitors passports as issued by Post Offices are not acceptable.
9. Vaccination. Civilian travellers to Cyprus, Sardinia or Germany are not required to hold valid certificates of vaccination against Smallpox so there is no requirement for cadets to be vaccinated when travelling to these destinations, but see para 13 for overseas flights outside the official scheme administered by HQ Air Cadets.
10. Travel. All cadets going on Overseas Flights are entitled to travel at public expense between their homes and their departure airfield. CCF (RAF) Sections are to issue the necessary travel warrants when detailed instructions concerning a specific flight are issued.

11. Ration Money. Cadets are required to pay a messing charge when carried on RAF aircraft on Overseas Flights. This money is to be sent to HQ Air Cadets (Accounts) in advance of the flight, once flight details have been forwarded. Postal orders/cheques are to be made payable to Public Sub-Account HMG 3615. The charge is subject to review annually.
12. Post Flight Procedure. Having completed an overseas flight, cadets are required to make a brief report on the form at Annex B. Section Commanders are to ensure that cadets raise a report and are responsible for returning completed report forms to HQ Air Cadets (Attn GL Admin).
13. Authority for Overseas Flights Outside the Regular Scheme. Cadets who are given the opportunity of going on an Overseas Flight in a RAF aircraft but which is not part of the regular scheme, must obtain the authority of HQ Air Cadets. This authority will only be given on receipt of a completed application form, an example of which is at Annex C. The necessary details and signatures are to be obtained by the cadet concerned as HQ Air Cadets will not undertake any of the arrangements for this type of flight. Note that travel to some destinations may require the cadet to hold a valid International Vaccination Certificate in addition to a passport and these requirements must be checked.

Annexes:

- A. Nomination and Consent Form - Overseas Flight Scheme
- B. Cadet Report Form
- C. Application for Authority to go on an Overseas Flight in a Royal Air Force Aircraft Outside the Overseas Flight Scheme.

ANNEX A TO
INST NO 12

OVERSEAS FLIGHT SCHEME - CONSENT FORM

I hereby give my general consent to my son/daughter/ward

Cadet (Name in Full): _____

Date of Birth: _____

CCF Section: _____

being carried in an aircraft of the Royal Air Force on an Overseas Flight.

Date _____

Signature _____

Relationship: *Father/Mother/Guardian

Name: _____

Address: _____

Tel No: _____

*delete as appropriate.

ANNEX B TO
INST NO 12

CADET REPORT ON OVERSEAS FLIGHT

NOTES FOR CADETS

1. Having completed an Overseas Flight, you are required to make a brief report. The object of the report is to inform HQ AC of your experience so that future flights can be made as interesting as possible. The completed report s to be handed to your CCF (RAF) Section Commander who will sign and return the report to HQ AC.

2. Brief remarks only are required unless there was an aspect of special interest or concern. Use additional paper if needed.

3. Flight Details

- a. Rank/Name _____
- b. RAF Section _____
- c. Date _____
- d. UK Departure Airfield _____
- e. Overseas Airfield _____
- f. Type of Aircraft _____

4. Warning and Travel

- a. How much notice did you receive of the flight and was it sufficient:

—

- b. Were you and the person with parental responsibility satisfied with the information provided?

—

5. Airfield Reception

- a. Date and time of arrival at UK Airfield _____
- b. Date and time of take-off _____
- c. What did you do in the interval between a and b?

d. Were you recognised as supernumerary crew? _____

e. Did you meet any RAF air or ground crew associated with your flight? If so, were you given any information on pre-flight procedures?

6. The Outbound and Inbound Flight:

a. Did you meet the aircrew?

(1) Outbound? _____

(2) Inbound? _____

b. Did you visit the flight deck?

(1) Outbound? _____

(2) Inbound? _____

c. What explanation of flight procedures/equipment etc were you given:

(1) Outbound? _____

d. Were you involved in any task?

7. The Overseas Airfield

a. How long were you at the overseas airfield? _____

b. What did you do during this period?

8. Post-Flight

a. Did you enjoy the flight? _____

b. Would you encourage others to go on a flight? _____

c. Did you thank the Captain and crew? _____

9. Any Other Remarks?

Signed (Cadet) _____

Endorsed (Section Cdr) _____

ANNEX C TO
INST NO 12

APPLICATION FOR AUTHORITY TO GO ON AN OVERSEAS FLIGHT IN A ROYAL AIR
FORCE AIRCRAFT OUTSIDE THE OVERSEAS FLIGHT SCHEME

Note: This application is to be used only by CCF cadets who wish to apply for authority to go on an overseas flight other than one which is sponsored by HQ Air Cadets under the Overseas Flight Scheme.

PART I

1. I (Name and Initials)

of (CCF Unit) _____ apply for permission to go on an overseas flight in a RAF aircraft. The details of the flight are as follows:

OUTBOUND

From	To	Date of Departure	
_____	_____	_____	_____

INBOUND

From	To	Date of Arrival in the UK	
_____	_____	_____	_____

*2. I certify that I am in possession of the following certificates of inoculation/vaccination required for the area(s) to which I shall be travelling:

_____	valid until (date)	_____
_____	valid until (date)	_____
_____	valid until (date)	_____

*3. I am also in possession of a valid passport No

expiring on (date) _____ Signed:

* Delete if not required.

PART II (Parent's/Guardian's Consent)

4. I hereby give my consent to my son/daughter/ward Cadet
_____ being carried in an aircraft of the Royal Air Force on an

overseas flight. I understand that I may be required to contribute towards the cost of his/her messing and accommodation while he/she is overseas.

Signed _____

Relationship: Father/Mother/Guardian

Address : _____

Tel No: _____

PART III (For use by CCF (RAF) Section Commander)

5. Cadet _____ has my approval to undertake the flight detailed in Part I.

CCF Signed _____

Section Commander

_____ School

PART IV (To be signed by the Station Commander of the aircraft's parent unit)

6. I certify that Cadet _____ is authorised to travel on the flight detailed in Part I, and that the aircraft captain, or his representative will be responsible for the above mentioned cadet during the flight.

Signed . _____

Officer Commanding

Royal Air Force _____

PART V (Group/Command Authority)

7. Certified that Cadet _____ is authorised to travel as supernumerary crew on the overseas flight detailed in Part I.

Signed _____
for Air Officer Commanding (in Chief)

Headquarters _____ Group
_____ Command

8. When Part V has been completed, the Command/Group Headquarters (or Station Commander) is requested to forward the application to:

HQ Air Cadets
RAFC Cranwell
SLEAFORD
Lincs NG34 8HB

9. On receipt, HQ Air Cadets will give verbal authority through School CCF, and also notify the Station Commander that this authority has been given.

CCF (RAF) STAFF INSTRUCTIONSINSTRUCTION No 13FLIGHTS IN NON-SERVICE AIRCRAFT – PASSENGER FLIGHTS

1. From time to time, cadets will be offered passenger flights in privately owned and operated aircraft other than on commercial passenger services. This Instruction details the conditions under which those flights may be authorised by Wg Cdr CCF.

CONDITIONS

2. The following conditions apply:

- a. Cadets are First Class or above.
- b. Flights are restricted to the UK.
- c. No expense to public funds is involved except any payment that may be due to the cadet in the event of accidental injury.
- d. Specific parental consent is obtained; parental consent is to take the form at Appendix 1 to this Annex and is to be specific as to aircraft registration and pilot's name.
- e. The owner is comprehensively insured for passengers and that no disclaimer, covenant or exclusion be required to be signed that in any way reduces the passenger's legal right to compensation in the event of accident or death under the terms of the insurance.
- f. The aircraft is maintained in accordance with Civil Aviation Authority maintenance instructions.
- g. The pilot holds at least a PPL and has a minimum of 500 hours flying experience, of which 300 hours, and at least 60 hours in the last 12 months, are as first pilot.
- h. The flights are not to include any of the following:
 - (1) Stalling and spinning.
 - (2) Aerobatics (but see para 4).
 - (3) Low flying.
 - (4) Practice forced landings.
 - (5) Practice emergencies of any kind.
 - (6) Short landings.

RELAXATION OF CONDITIONS

3. Wg Cdr CCF may, based on his knowledge of the pilot and aircraft, relax the criteria at 2g above to a minimum in one or all of the following criteria:
 - a. Total hours: 250.
 - b. Total First Pilot hours: 150.
 - c. Hours on type: 20.
 - d. Currency: 10 hours in past 3 months and 3 hours in past month.

4. Additionally, Wg Cdr CCF may, based on his knowledge of the pilot and aircraft, permit aerobatics to be carried out provided that:
 - a. The pilot holds a current Aerobatic Certificate issued by the Aircraft Operators and Pilots Association (AOPA), or an equivalent approved authorisation.
 - b. Parachutes are worn.
 - c. The manoeuvres are limited to positive G.
 - d. All recoveries are completed not below 3,000 feet above ground level.

NOTIFICATION

5. Wg Cdr CCF are to ensure an annual statistical return of any flights he has authorised is made to HQ AC by 1 Apr.

PREPARATION OF CADETS FOR PASSENGER FLIGHTS

6. When selecting cadets the following instructions are mandatory:
 - a. Cadets are to wear uniform on the ground (Northern Ireland cadets excepted).
 - b. The responsibility of the aircraft operator for cadet passengers during any en-route stop is to be determined by the formation seeking authority for the passenger flight and an appropriate briefing is to be given to the cadet concerning money for out of pocket expenses and overnight accommodation in the event of delayed return or weather diversion.

Annex:

- A. Form of Written Consent by Parent or Guardian to Flights under the Passenger Flight Scheme.

ANNEX A TO
INST No 13

FORM OF WRITTEN CONSENT BY PARENT OR GUARDIAN TO FLIGHTS UNDER
THE PASSENGER FLIGHTS SCHEME

Dear Sir/Madam

Subject to their parents' or guardians' consent, cadets of the CCF (RAF) may be given flights in privately owned and operated aircraft under the Passenger Flights Scheme. The aircraft are flown by qualified civilian pilots and flights will be carried out in accordance with the same or similar flight safety regulations as are laid down for the Royal Air Force.

As flights under the scheme will use non-RAF airfields, parents or guardians must ensure that their son, daughter or ward can pay for any out of pocket expenses including meals and, in the event of a delayed return, for overnight accommodation. If no return flight is available then they will be responsible for arranging, and meeting the cost of, the cadet's return home.

As your original consent to your son/daughter/ward being given flights was presumably given on the assumption that such flights would be made in aircraft belonging to the Royal Air Force, I shall be grateful if you will confirm that your consent extends to the flights referred to above.

Yours faithfully

.....
Officer Commanding

Date

.....
CCF (RAF) Section

PARENT'S OR GUARDIAN'S CONSENT - PASSENGER FLIGHT SCHEME

I consent to Cadetbeing given flights under the Passenger Flights Scheme

*(Aircraft type) (Registration No) Piloted by
(Pilots Name)

and to pay for out of pocket expenses incurred by him/her including meals and overnight accommodation if needed. I also agree to arranging his/her return home if no return flight is available. I understand that while flying my son/daughter/ward will be covered by the owner's passenger insurance.

Signature of Parent/Guardian

.....

Date

(PLEASE RETURN THIS LETTER TO YOUR SON/DAUGHTER/WARD DULY SIGNED AND DATED TO TAKE BACK TO HIS/HER SECTION COMMANDER).

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 14

APPOINTMENT OF FLIGHT STAFF CADETS TO AIR EXPERIENCE FLIGHTS

1. CCF (RAF) cadets may be used at Air Experience Flights (AEFs) for duties connected with the supervision of parachute and lifejacket fitting and for strapping other cadets into aircraft. Consistent with flight safety regulations, AEF Cdrs may employ them on other useful work connected with the cadet flying programme. They are to be known as AEF Flight Staff Cadets.
2. The number of such staff cadets employed at each flight is not to exceed 2 per established aircraft. Throughout their period of appointment they are to remain on the strength of their CCF Contingent.
3. To be eligible for appointment a cadet is to meet the following requirements:
 - a. Be a minimum age of 16 years on appointment.
 - b. Hold at least the rank of Cpl and have passed the Advanced Proficiency Test.
 - c. Have completed at least one Bulldog flight and either have gained his Gliding Induction Course Certificate or have a minimum of 5 hours flying on all types of aircraft.
 - d. Be recommended by his/her OC RAF Section and Contingent Commander and considered suitable and competent by the AEF Cdr.
4. Nominations are to be made in duplicate on the proforma at Annex A. After approval the cadet is to be given one copy of the Form and the other copy is to be held by the AEF Cdr. The cadet's suitability to act as an AEF Flight Staff Cadet is to be confirmed annually by the RAF Section Commander, using the renewal certificate on the reverse of the proforma.
5. As an incentive, AEF Staff Cadets may be given a flight when possible at the conclusion of the day's flying programme. AEF Cdrs issue AEF Staff Cadet Log Books in which cadets are to record all their AEF flying. AEF Cdrs complete periodic summaries in the log books every 4 months and should brief AEF Staff Cadets to produce their log books at RAF Cranwell on any OASC attendance.

Annex:

- A. Air Experience Scheme - Flight Staff Cadets

ANNEX A TO
INST NO 14

AIR EXPERIENCE SCHEME - FLIGHT STAFF CADETS

1. Nomination by CCF Section Commander. (Rank) _____ (Name) _____
of _____ CCF is nominated for appointment as a Flight Staff Cadet on
No _____ AEF. He fulfils all the requirements of Administrative Instruction No 231, para 3.
He will be retained on the strength of this unit.

Date _____

OC No _____

2. Recommendation by CCF Contingent Commander.

The above nomination is recommended for approval by the Flight Commander of No _____
AEF.

Date _____

OC No _____

3. Approval by Air Experience Flight Commander.

a. This is to certify that the above named cadet has today been examined by me and
found competent to:

- * (1) Check the fit of parachutes.
- * (2) Check the fit of life-saving waistcoats.
- * (3) Strap passengers into the Bulldog and/or Tutor aircraft.
- * (4) Carry out a 'Before Use Visual' check of parachutes.

b. He has been fully briefed on the care to be taken in the aircraft dispersal and
movement area.

c. He is, therefore, approved for employment as a Flight Staff Cadet on No _____
Air Experience Flight.

*Delete where necessary

4. The cadet's suitability to continue to act as an AEF Flight Staff Cadet is to be confirmed annually by the CCF Section Commander using the reverse of this proforma.

AEF FLIGHT STAFF CADET - RENEWAL CERTIFICATE

It is confirmed that the cadet named overleaf is still a member of _____
and that he remains suitable for appointment as an AEF Flight Staff Cadet at No _____ AEF.

Date _____

OC _____

AEF FLIGHT STAFF CADET - RENEWAL CERTIFICATE

It is confirmed that the cadet named overleaf is still a member of _____
and that he remains suitable for appointment as an AEF Flight Staff Cadet at No _____ AEF.

Date _____

OC _____

AEF FLIGHT STAFF CADET - RENEWAL CERTIFICATE

It is confirmed that the cadet named overleaf is still a member of _____
and that he remains suitable for appointment as an AEF Flight Staff Cadet at No _____ AEF.

Date _____

OC _____

CCF(RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 15

APPOINTMENT OF FLIGHT STAFF CADETS (FSC) TO VOLUNTEER GLIDING SCHOOLS

INTRODUCTION

1. At the discretion of gliding school commanders, selected CCF (RAF) Section cadets may be nominated for appointment to gliding schools as FSC (U/T instructor). Details of eligibility, appointment, duties and termination of appointment are given below.

ELIGIBILITY - FSC (U/T INSTRUCTOR)

2. To be eligible for appointment as a gliding school FSC (U/T instructor) a cadet is to:
- a. Be a senior cadet in the CCF (RAF) (ie have passed CCF (RAF) Advanced Training and have reached the rank of corporal).
 - b. Have successfully completed an Air Cadets Gliding Induction course.
 - c. Be recommended by his RAF Section Commander and Contingent Commander.
 - d. Satisfy the medical requirements given in Instruction No 9.

APPOINTMENT PROCEDURE

3. The Commanding Officer of a gliding school who wishes to appoint a cadet to a gliding school as a FSC is to forward 3 copies of the pro forma at Annex A to the CCF Contingent for signature at Part B. All 3 copies are then to be returned to the gliding school Commanding Officer. When complete, one copy is to be retained by the gliding school, one copy forwarded to the CCF Contingent Commander and one copy sent to the cadet's Section Commander. The Commanding Officer of the gliding school is to record the appointment in the cadet's "Record of Service" Book.

DUTIES

4. Gliding school requirements will normally take precedence over Contingent duties except where FSCs are required for attendance at CCF Annual Camps and other major scheduled events. In such circumstances, the Contingent Commander of the cadet's contingent is to give the gliding school Commanding Officer adequate warning.

5. FSC (U/T Instructors). FSCs (U/T Instructors) are required to undergo gliding training to enable them to qualify as gliding instructors.

TERMINATION OF APPOINTMENT - GLIDING SCHOOL FSC

6. Once appointed to a gliding school, a FSC's attachment normally can only be terminated by the Commanding Officer of the gliding school or by the cadet himself. Exceptionally, a CCF Contingent wishing to terminate a FSC's appointment may refer the matter to HQ Air Cadets. When FSCs qualified as G1 or G2 pilots or 'C' category instructors terminate their appointment, their names are to be forwarded to HQ Air Cadets. When a FSC leaves the CCF(RAF) his appointment with the gliding school automatically terminates. Ex-FSCs are not permitted to fly with a gliding school as a member of the staff unless they have been re-appointed as a civilian gliding instructor in accordance with current regulations.

Annex:

A. Appointment of Flight Staff Cadets (FSC) at Volunteer Gliding Schools.

ANNEX A TO
INST NO 15

OC _____ CCF

APPOINTMENT OF FLIGHT STAFF CADETS (FSCs) AT VOLUNTEER GLIDING SCHOOLS

PART A

1. It is proposed to appoint the undermentioned cadet as a FSC with No _____ Volunteer Gliding School.

Name _____ Rank _____ Classification _____

CCF (RAF) _____

PART B

2. The appointment of the cadet named at Part A above as a FSC is:

Recommended/Not Recommended Recommended/Not Recommended

Sign _____ Sign _____

Name _____ Name _____
RAF Section Commander Contingent Commander

Confirmed _____

Signed _____

Name _____

OC No _____ Volunteer Gliding School

PART C

3. The cadet named above at Part A has left the CCF(RAF).

Signed _____

Name _____

OC No _____ CCF RAF Section Commander

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 16

'SIR JOHN THOMSON MEMORIAL SWORD'

Introduction

1. The Air Squadron, who sponsor the Air Squadron Trophy for the outstanding RAF Section each year, have presented to the RAF Sections of the Combined Cadet Force a sword to be awarded annually to an outstanding RAF cadet to commemorate the late Air Chief Marshal Sir John Thomson GCB CBE AFC RAF who died on 10 July 1994 aged 53. Sir John was a leading member and strong supporter of the Air Squadron and regularly flew cadets on Air Squadron Trophy Day and on Air Experience Flights.

Award

2. The Sword will be awarded each year on the Air Squadron Trophy Day which is usually a Sunday in early July.

Nomination Criteria and Citation

3. Contingent or Section Commanders are to use the form at Annex A to nominate a cadet. The Contingent or Section Commander is required to comment on the candidate's educational attainments and future plans. Any interest in a Service career is also relevant. The winning cadet will have certainly attained SNCO rank, have played a major part in running the Section and be at least 17 years of age on 1 July of the year of the award.

Administration

4. Nominations are to be signed personally by the Section or Contingent Commander. They are to be accompanied by a photograph of the cadet in uniform. Nominations will be requested in the August BRO and are to reach HQ Air Cadets, CCF Branch, no later than 1 November. At the discretion of the Comdt Air Cadets, a short-list of candidates will be selected for interview, usually in school, during March. The winner will be announced after the Easter break.

5. Where a cadet is also nominated to attend the IACE (see Inst No 26), a copy of the Form is to be forwarded to the Area TEST officer by 1 November.

Annex:

A. "Sir John Thomson Memorial Sword" Nomination Form.

ANNEX A TO
INST NO 16

INTERNATIONAL AIR CADET EXCHANGE AND SIR JOHN THOMSON MEMORIAL SWORD

NOMINATION FORM

PART A. To be completed by Cadet (Block Capitals)

1. Rank _____ Surname _____ First Names _____
2. School _____
3. Date of Birth _____ Age on 1 August of year of exchange _____
4. Name of Next of Kin _____
5. Home Address _____

- Home Telephone Number _____
6. Religion _____
7. School Examinations Passed _____

8. Subjects Being Studied _____
9. School Responsibilities _____
10. Foreign Languages Spoken _____
11. List Countries Already Visited _____

CCF Record

12. Date of Joining _____
13. Proficiency and Advanced Exams – Date and Results _____

14. Gliding Experience _____ hrs/launches _____ Gliding Scholarship YES/NO
(or BGT)

- 15. Flying Experience _____ hrs Flying Scholarship YES/NO
- 16. D of E Award _____
- 17. Sports Played, at what level? _____
- 18. RAF Camps Attended _____
- 19. Leadership Training _____
- 20. Other CCF Achievements _____
- 21. Remarks/Additional Comments _____

Certificate of Applicant

22. I have read ACP 22 Instruction No 26 and am willing to comply with its provisions. I also understand that I will have to contribute in the region of £260 (£300 for USA and Canada) for travel and other exchange expenses and provide myself with pocket money.

Date _____ Signature _____

PART B to be completed by Contingent Commander

23.

24. I understand that, if my nominee is selected, my Contingent will be asked to donate £60 towards the expenses associated with the visit of foreign cadets on their exchange to the UK.

25. This nomination is in respect of *IACE/Sir John Thomson Sword/Both

Date _____ Signed _____ Contingent Commander

* Delete as required

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 17

THE AIR SQUADRON TROPHY

INTRODUCTION

1. The Air Squadron has as its membership some 50 very distinguished persons who are all associated with military or civilian aviation. The Squadron sponsors the "Air Squadron Trophy" which, since 1985, has been awarded to the year's outstanding CCF (RAF) Section.
2. From 1998 the Trophy will be awarded to the CCF (RAF) Section that wins the annual National Ground Training Competition. Every RAF Section in the country will have an opportunity to compete for this prestigious award by progressing through the local and then national levels of competition.

AREA GROUND TRAINING COMPETITIONS

3. Each of the 6 CCF (RAF) TEST areas holds an area ground training competition during either the Autumn or Spring Terms. The TEST staff from each area tailors the composition and conduct of their competition to meet local needs. In general however, teams of 13 cadets, drawn from all age groups, compete in a "round robin" of activities that include; shooting, drill, first aid, aircraft recognition, command tasks and a fitness test. Although each activity is assessed and a competitive spirit undoubtedly prevails, the emphasis of the competition is on participation, training value and, not least, fun. A nominal fee is charged to each participating team to cover the cost of trophies, drinks, etc.

NATIONAL GROUND TRAINING COMPETITION

4. The first and second placed teams in each of the Area Competitions will be invited to compete in the National Competition which will be normally held in late April. This event is run along similar lines to those of the area competitions but is organised by a group selected from the TEST staff of all 6 areas and held at a suitably equipped RAF station. Overnight accommodation is offered to teams travelling long distances. Again, a small charge will be levied against each participating team. The rules for each of the elements of the competition are at Annex A.

AIR SQUADRON DAY

5. The overall winning team together with the second and third placed teams will be invited to attend the Air Squadron Day which is held at RAFC Cranwell on the first Sunday in July each year. During the day cadets may be offered flights in aircraft belonging to the Air Sqn members and will attend a formal presentation ceremony.

Annex:

- A. Rules for the National Ground Training Competition.

ANNEX A TO
INST No 17

RULES FOR THE NATIONAL GROUND TRAINING COMPETITION

ENTRY REQUIREMENTS

1. Each team will comprise one Team Captain (cpl or above) and 12 other cadets (male or female) who should ideally represent a wide cross-section of age groups within the parent RAF Section. No reserves will be permitted. The Team Captain's role is to manage the team, to give the orders in the Drill competition and, if he or she wishes, to take part in events, within the limitations specified at Appendix 1. An RAFVR(T) officer should accompany the teams.
2. As the Competition will be largely self-financing, each team must pay a non-refundable entry fee to cover the cost of prizes, hot and cold drinks and incidental expenses.

EVENT INSTRUCTIONS

3. The 6 events and the number of participating team members are as follows:

a.	Drill	13 (one NCO + 12)
b.	Command Task	8
c.	SAT Laser Shooting	6
d.	Aircraft Recognition Test	6
e.	First Aid	4
f.	Trim Trail	4

4. Detailed instructions for each event are attached at Appendix 1. These instructions should be fully understood by all team members prior to each event. Some prior training/practice in Drill, First Aid, Aircraft Recognition and the SMEAC Briefing Procedure is recommended. Failure to report on time for any event may result in the Team being awarded no points for that event. The Trim Trail and Command Task will be conducted concurrently as will Aircraft Recognition and the SAT Laser Shooting.

DRESS

5. Teams should arrive with No 2 Working Dress, including Wedgwood blue shirt, tie, pullover and shoes or boots. For the Trim Trail and Command Task events, sports kit may be worn. All participants must wear No 2 Working Dress for the final parade.

Appendix:

1. National Ground Training Competition – Event Instructions.

APPENDIX 1 TO
ANNEX A TO
INST No 17

CCF (RAF) NATIONAL TRAINING COMPETITION

EVENT INSTRUCTIONS

DRILL

1. Teams will comprise the Team Captain (Cdt Cpl or above), who will give the orders, and a squad of 12 cadets. Details of the drill movements for the competition together with the scores to be allocated for each element are detailed at the end of this Appendix. The formation and sizing of the squad will take place prior to marching on and will not be assessed.
2. Dress will be No 2 (Blue) uniform with pullovers and shoes or boots. Points will be awarded for turnout as well as the smartness and accuracy of drill movements (Teams may wish to bring a shoe cleaning kit and clothes brush with them). This competition discipline will be approximately 30 minutes in duration.

COMMAND TASK

3. Teams will comprise a leader (nominated by the Team Captain) plus 7 cadets.
4. The leader will be briefed on the task by the Directing Staff (DS) and will then be given time to formulate a plan and prepare a brief for his/her team. Ideally, the brief should follow the SMEAC format. At the end of the allotted time for the task, the team will be de-briefed by the DS. The event will be scored using the proforma at the end of this Appendix.
5. Dress will be sports kit. As required, any protective clothing (ie hard hats, goggles, gloves) provided by the DS is to be worn.

SAT LASER SHOOTING

6. Teams will comprise 6 cadets. The competition will be conducted on a Small Arms Training laser range.
7. The team will be briefed on the conduct of the shoot and scores will be recorded at the end. The weapon to be used is the L85. Each Team member must have passed the Test of Elementary Training (TOET) on the L98 and be familiar with the Regular Services version (L85/LSW). A certificate of competence will be required for each member of the team. Each Team member will shoot a total of 20 shots (4 x 5 shots per target). The closest grouping for each Team member will be scored.
8. Dress will be No 2 (Blue) uniform. This competition discipline will be approximately 30 minutes in duration.

AIRCRAFT RECOGNITION TEST

9. Teams will comprise 6 cadets. The competition will concentrate primarily on current and recent aircraft of the Royal Air Force, United States Air Force and NATO. Cadets will be shown 30 aircraft and receive one point for each correct answer. The first 20 will be current or recent past aircraft displayed in 3 different views. The next 5 aircraft will be unusual or difficult pictures. The last 5 aircraft will be aircraft in service since 1940. Where scores are equal the lesser time taken will determine the individual winner.

10. Dress will be No 2 (Blue) uniform. This competition discipline will be approximately 30 minutes in duration.

FIRST AID

11. Teams will comprise a leader (nominated by the Team Captain) plus 4 cadets. Teams will be asked to perform basic first aid procedures with their performance being marked out of 10 and complete a multi-choice question paper of 10 questions (1 point for each correct answer) to be attempted by each Team member.

12. Basic First Aid procedures, in accordance with ACP 31, Section 5, and as advocated by the St John Ambulance Brigade will need to be understood and applied, Dress will be No 2 (Blue) uniform. This competition discipline will be approximately 30 minutes in duration.

TRIM TRAIL

13. Teams will comprise a leader (nominated by the Team Captain) and 3 cadets. Teams will have the opportunity to walk the course with a member of the DS beforehand when the requirement for each obstacle will be explained. The winners will be the team that records the quickest time to complete the course. Penalty points will be allocated for infringements of the rules applicable to a particular obstacle.

14. Dress will be sports kit. This competition discipline will be approximately 30 minutes in duration.

NATIONAL GROUND TRAINING COMPETITION – DRILL MOVEMENTS

Ser No (a)	Introductory (b)	Words of Command (c)	Marks (d)	Remarks (e)
1	FORMATION OF SQUAD	RIGHT MARKER ON PARADE ATTENTION	N/A	
2	SIZING OF SQUAD	TALLEST ON THE RIGHT SHORTEST ON THE LEFT IN SINGLE RANK – SIZE SQUAD – FROM THE RIGHT NUMBER ODD NUMBERS, TWO PACES STEP FORWARD – MARCH NUMBER ONE STAND FAST - RANKS RIGHT AND LEFT TURN FORM SQUAD – QUICK MARCH RIGHT DRESS – EYES FRONT	N/A	The initial information in single rank is to be dressed without intervals. Ensure that cadets, on reaching their places, halt and left turn before taking up their dressing from the right.
3	SQUAD WAITS TO BE CALLED FORWARD	STAND AT EASE STAND EASY	N/A	Cdt SNCO waits with Squad. The next waiting squad stand by.

Ser No (a)	Introductory (b)	Words of Command (c)	Marks (d)	Remarks (e)
4	SQUAD CALLED FORWARD	ORDER FROM DIRECTING STAFF FROM DAIS: MARCH ON THE NEXT SQUAD	N/A	Some time may elapse between the previous squad marching off and the next being called forward.
5	MARCH ON	SQUAD HALT MOVE IN THREES LEFT OR RIGHT TURN	4	Squad marches on and halts with the centre of the Squad (also the location of the Cdt SNCO IC) parallel to the dais then turns and marches to the dais and reports to the judge. The judge is addressed as follows "Sir CCF Section reporting. Permission to carry on". The judge will answer yes. The Cdt SNCO IC will reply "Thank you Sir". He will about turn and return to the Squad.
6	THE INSPECTION	OPEN ORDER MARCH RIGHT DRESS EYES – FRONT	4: For the drill movement. 26: For appearance	The Cdt NCO IC will then about turn. The judge will march to the NCO IC (after the eyes front) who will report "Squad ready for your inspection Sir". The SNCO IC will then escort the judge around the Squad on his inspection.

Ser No (a)	Introductory (b)	Words of Command (c)	Marks (d)	Remarks (e)
7				<p>Each rank is to be inspected in the position of attention. Ranks not being inspected are to be at ease.</p> <p>After the inspection the Squad should be at attention in open order. The judge will order the SNCO IC to “carry on” when his inspection is completed.</p>
8	TURNINGS AT THE HALT	MOVE TO THE LEFT IN THREES LEFT – TURN ABOUT – TURN LEFT – INCLINE	4	During all turning movements the arms are to be kept close to the side.
9	SALUTING AT THE HALT	TO THE FRONT – SALUTE TO THE LEFT – SALUTE RIGHT IN-CLINE	6	

Ser No (a)	Introductory (b)	Words of Command (c)	Marks (d)	Remarks (e)
10	SALUTING ON THE MARCH AND PAYING COMPLIMENTS	<p>BY THE LEFT QUICK MARCH</p> <p>TO THE LEFT – SALUTE (IF PASSING OFFICERS WHEN REQUIRED)</p> <p>TO THE FRONT – SALUTE (FOR APPROACHING OFFICERS WHEN REQUIRED)</p> <p>OFFICER PASSING YOUR FRONT - SALUTE (FOR OFFICERS PASSING YOUR FRONT, ACROSS YOUR LINE OF MOVEMENT WHEN REQUIRED)</p>	10	Dressing is in open order. The Cdt SNCO should wheel the Squad regularly so that it remains within an area to the front of the dais,
11	TURNINGS ON THE MARCH	<p>ABOUT – TURN</p> <p>THE SQUAD WILL RETIRE RIGHT IN THREES RIGHT – TURN</p> <p>THE SQUAD WILL MOVE TO THE LEFT LEFT – TURN</p> <p>THE SQUAD WILL ADVICE IN THREES LEFT TURN</p> <p>SQUAD HALT</p>	10	<p>In front of the Dais</p> <p>When close enough to the Dais</p>

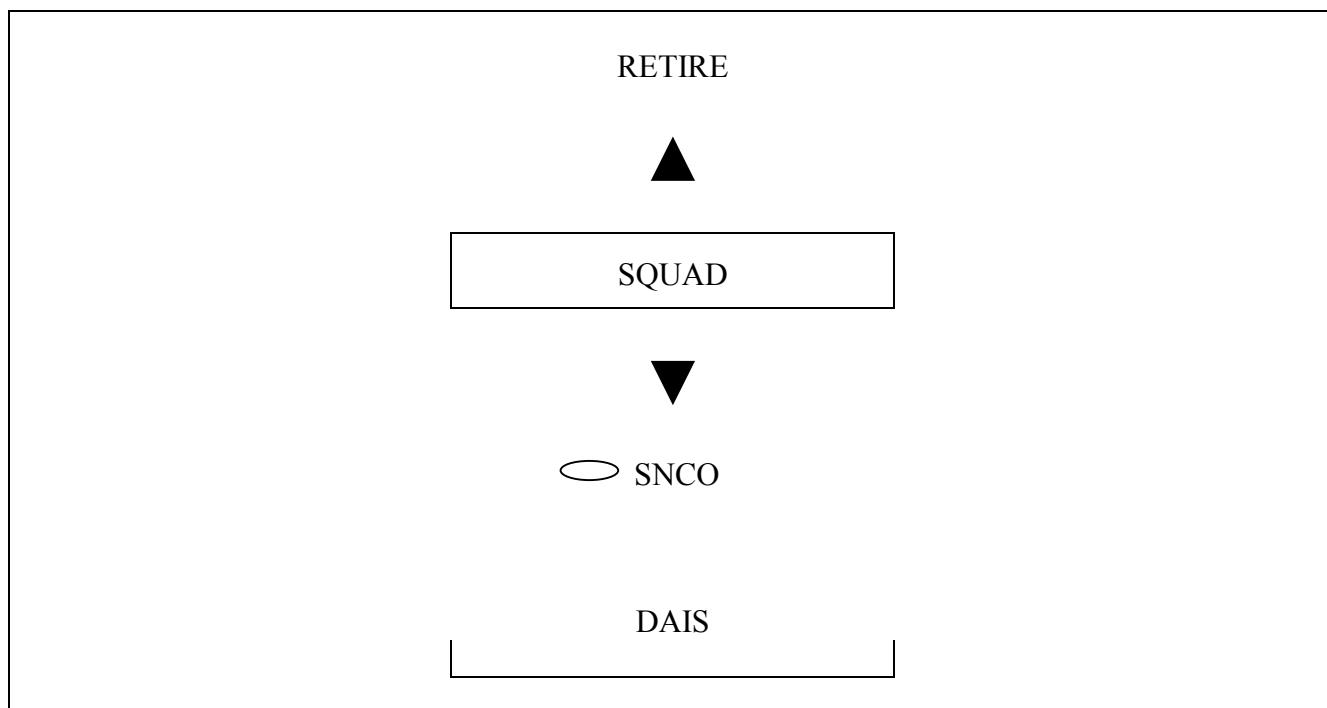
Ser No (a)	Introductory (b)	Words of Command (c)	Marks (d)	Remarks (e)
12	PACES FORWARD BACKWARD AND SIDEWAYS MARCH	CLOSE ORDER MARCH RIGHT DRESS EYES FRONT THREE PACES STEP FORWARD - MARCH THREE PACES STEP BACKWARDS MARCH THREE PACES RIGHT CLOSE – MARCH THREE PACES LEFT CLOSE – MARCH RIGHT DRESS EYES FRONT	10	All paces are at 120 paces per minute. Sideways steps at 12 in paces without a pause.
13	WHEELING AND MARKING TIME	MOVE TO THE RIGHT IN THREES RIGHT – TURN BY THE LEFT QUICK - MARCH RIGHT – WHEEL WHEN WHOLE SQUAD HAS TURNED MARK – TIME CHANGE – STEP	10	

Ser No (a)	Introductory (b)	Words of Command (c)	Marks (d)	Remarks (e)
		<p style="text-align: center;">FOR-WARD</p> <p style="text-align: center;">RIGHT – WHEEL</p> <p style="text-align: center;">SQUAD – HALT</p>		<p style="text-align: center;">In front of Dais (hopefully)</p>
14	CDT NCO IC SQUAD		8	<p>In front of Dais Cdt NCO IC will request permission to march off. Once granted he is to march his cadets off the square and fall out off the square. The NCO IC Squad will be judged on:</p> <ul style="list-style-type: none"> a. Correct commands with the appropriate pause. b. Commands given distinctly with determination and confidence. c. No reference to this script during the competition.

Ser No (a)	Introductory (b)	Words of Command (c)	Marks (d)	Remarks (e)
15	GENERAL PERFORMANCE AND IMPRESSION OF THE SQUAD		8	The bulk of the marks in this section will be given for correct cadence, distance, interval and covering off. The correct height of the arm swing will be evaluated in this section.

TOTAL MARKS AVAILABLE – 100

NATIONAL GROUND TRAINING COMPETITION



REMEMBER THE INTRODUCTORY – CAUTION AND EXECUTIVE COMMANDS

CCF (RAF) NATIONAL GROUND TRAINING DAY**COMMAND TASK ASSESSMENT****SCHOOL** _____**LEADER** _____

QUALITY	1	2	3	4	5	REMARKS
LEADERSHIP SKILLS:						
Appreciation of Problem						
Planning						
Briefing – SMEAC format?						
Control of Team						
Communications						
Standards						
Motivation of the Team						
Re-appreciation						
PERSONAL QUALITIES:						
Confidence						
Impact						
Effective Intelligence						
Determination						
TEAM QUALITIES:						
Overall Unity						
Support to Leader						

TOTAL SCORE _____**OVERALL COMMENTS**

Signature of DS _____

Name _____

CCF(RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 20

THE "ASSEGAI" SHOOTING TROPHY

INTRODUCTION

1. In May 1960, approval was given to institute a .22 rifle shooting competition open only to RAF Sections of the CCF.
2. A Trophy was presented by Flight Lieutenant J R Morris who, at that time, was serving on the staff of HQ Air Cadets. He decided that the competition should be known as "The Assegai Shooting Trophy". The Trophy, a silver assegai, stands approximately 42" high on a plinth 12" in diameter. A silver collar on the plinth is used to inscribe the name of the winning school each year.

ORGANISATION

3. The competition is organised as a postal shoot in the following manner:
 - a. During the Autumn term, HQ Air Cadets invite RAF Sections to signify their intention to enter the competition. Entry is not mandatory but it is hoped that as many Sections as possible will compete in this, the only shooting competition exclusively for RAF Sections of the CCF.
 - b. During the Christmas vacation, each team entered is sent eight stamped targets.
 - c. The competition takes place between 1 Jan and 31 Mar each year in accordance with the Conditions and Rules of Entry (See Annex 'A').
 - d. All stamped targets, fired or unfired, are to be returned to HQ Air Cadets on or before 1 Apr.
 - e. Under the adjudication of an officer of HQ Air Cadets, the team with the highest aggregate for any six of the eight targets is deemed to be the winner.

PRESENTATION OF TROPHY

4. Under normal circumstances the Trophy will be presented to the winning Section by a senior officer from HQ Air Cadets.

ENGRAVING THE TROPHY

5. It is the responsibility of the winning Section to arrange and pay for the engraving of the Trophy; the inscription is to conform in content and format to existing inscriptions.

INSURANCE

6. The Trophy is valued at £200 (Two hundred pounds). The winning section is to insure the Trophy against loss, damage or theft to this value.

RESULTS

7. Results of the competition will be promulgated in HQ Air Cadets CCF Branch Routine Orders.

Annex:

A. Conditions and Rules for the Assegai Trophy.

ANNEX A TO
INST NO 20

**CONDITIONS AND RULES FOR THE CCF (RAF) SECTIONS SMALL BORE RIFLE
COMPETITION FOR THE ASSEGAI SHOOTING TROPHY**

CONDITIONS

1. The competition for the Trophy will be fired during the period 1 Jan to 31 Mar each, under standard postal conditions.
2. Entry is restricted to the RAF Sections of the CCF and to one team per Section.
3. Section teams will comprise 8 cadets, who must not have attained their 19th birthday by 1 April. The best 6 count.
4. The cards may be fired at any time during the period referred to in para 1 above.
5. The firing of all cards must be witnessed by a member of staff.

RULES

6. Range: 25 yards. (Schools with shorter ranges may apply for special targets).
7. Rifles:
 - a. Any .22 rifle as issued by the Government.
 - b. No match rifles permitted.
 - c. Minimum pull-off 3lbs.
8. Slings and elbow pads permitted.
9. Rests - Nil.
10. Sights – Blade, Barleycorn, Bead or Ring all permissible without telescopic.
11. Ammunition - Any brand .22.
12. Coaching - Permitted.
13. Shots - 10 per competitor. Two at each bull.
14. Target - NSRA Cadets and Schools (1971) Target, 25 yards, HQ Air Cadets stamped and dated.
15. Misfires - May be replaced.
16. SAA Defects - Only misfires to be replaced.

17. Rifle Defects - Defective rifles may be replaced and 5 sighting shots permitted
18. Shot Holes - Not to be gauged or otherwise interfered with.
19. Signature - Match cards must be signed by the competitor and the witnessing CCF officer.
20. Scoring - Bulls-eye 10 pts, other circles 9, 8, 7, 6, 5. Shots outside rings - no score.
21. Closing Date - Units are to return all match cards, fired or unfired, to HQ Air Cadets (CCF Branch) on or before 1 Apr.
22. Unless otherwise stated above, NSRA rules for the Competition shooting will apply

CCF(RAF) STAFF INSTRUCTIONS

INSTRUCTIONS NO 21

THE "KRIEGIE" TROPHY

INTRODUCTION

1. Group Captain H M A Day GC DSO OBE RAF, who died in December 1977, served in both World Wars but spent most of World War II in Prisoner-of-war camps, where he became famous as "Wings" Day, Senior British Officer of Stalag Luft III. This camp was built specially to prevent RAF personnel from escaping but was, in fact, the scene of many famous escapes.
2. In July 1981, the Royal Air Force Ex-Prisoner-of-War Association presented the Air Cadets organisation with a trophy in Memory of the late Group Captain Day, to be known as The "Kriegie Trophy".

BASIS OF THE AWARD

3. Each year selected air cadets from ATC squadrons and CCF(RAF) Sections attend Cadet Leadership courses at the Cadet Training Centre, Frimley Park. The "Kriegie Trophy" will be awarded to the air cadet who, in the opinion of the Comdt and staff officers of CTC Frimley Park, was the best of the air cadets who attended the courses in that particular year. It is the prerogative of the Comdt Air Cadets not to make an award if he considers that no cadet achieved a sufficiently high standard.

ADMINISTRATION

4. The Comdt, Cadet Training Centre, will make his recommendations to the Comdt Air Cadets at the conclusion of the Leadership Courses. All action thereafter will be taken by the staff at HQ Air Cadets, including the arrangements for the presentation of the Trophy.
5. The Trophy is valuable, and Corps/CCF insurance requirements dictate that it must be retained at Squadron, Wing or Contingent level, rather than at a winner's home. However, presentation will be marked by the award of a suitable certificate which may, of course, be retained by the winner

CCF(RAF) STAFF INSTRUCTIONSINSTRUCTION NO 22AIR RIFLE COMPETITIONTHE "NEWCOMBE" CUP - THREE POSITIONALELIGIBILITY

1. The Newcombe Cup competition is open to any number of teams from any unit or sub-unit anywhere in the Commonwealth, of a squadron, battery or company or equivalent strength or lower, including:
 - a. Combined Cadet Force.
 - b. Sea Cadet Corps.
 - c. Army Cadet Force.
 - d. Air Training Corps.
 - e. Girls Venture Corps or Girls Training Corps (Scotland).
 - f. Junior sailors, soldiers or airmen in one Establishment.
 - g. Any other body approved by the Committee.

TEAMS

2. Each team shall comprise 8 shooters. The team captain may or may not be one of the 8. The captain and all shooters must be under the age of 19 years on the day of firing the match.

DATE OF FIRING

3. Teams must fire between 1 April and 31 March the following year. The whole team need not fire on the same day.

ENTRY FEE

4. The entry fee is as notified on entry forms. Cheques should be made payable to the Council for Cadet Rifle Shooting (CCRS).

ENTRIES

5.
 - a. Application for targets and certificates together with entry fee should be sent to the Secretary, Council for Cadet Rifle Shooting, Derby Lodge, Bisley Camp, Brookwood, Woking, Surrey GU34 ONY
 - b. On receipt of entry fee, targets and supporting certificates will be posted to the address recorded on the application form.

COACHING

6. Coaching is allowed. An assistant is permitted to act as loader when the shooter is in the prone position. The coach or assistant may not touch the rifle or support the shooter while he is aiming or firing in any position.

RIFLES

7. Any commercially available 4.5mm (0.177 in) calibre air rifle may be used. Maximum weight 5 kilogrammes (11 lb). Slings are not permitted.

LOADING

8. Automatic, semi-automatic or repeating rifles must be used as single shot rifles and will be loaded only with one pellet at any one time.

AMMUNITION

9. The ammunition used must be waisted pellets of lead or lead alloy. The use of round ball shot or darts or pellets containing any propellant is forbidden.

SIGHTS

10. Two sights only are permitted, one front sight and one back sight. The front sight shall not be offset in any way but shall be mounted centrally over the barrel and no part of the sight shall protrude beyond the fore-end of the barrel. The front sight may be an open metal sight or a tunnel sight with separate elements. The rear sight may be an open metal type or aperture and may be adjustable horizontally and vertically. Telescope sights are not permitted.

TARGETS

11. International Shooting Union(ISU) 10 metre Air Rifle targets are to be used. Four per team member, 32 per team. One target for the prone position, 2 targets for the standing position and one target for the kneeling position to be fired in that order

RANGES

12. Indoor or outdoor ranges may be used. The distance will be 10 metres (32 ft 10 ins) measured horizontally from the imaginary perpendicular of the target to the foremost point at which the shooter is allowed to place his front foot or elbow.

SCORING

13. a. One round per diagram, 5 rounds per card, fired in such a manner as to use all diagrams equally. Highest possible score for an individual 200. Highest possible score for a team 1600.
- b. The value of a shot is decided by the edge of the shot hole nearest the centre of the target. When the flange of the gauge touches the outside edge of the line, the highest value will be credited. Shots outside the scoring rings have no value.

- c. Under no circumstances may a shot hole be gauged or interfered with in any way except by the official scorer appointed by the CCRS.

SIGHTING SHOTS

14. A maximum of 10 sighting shots may be fired by each team member before firing his match cards in each position. Total sighting shots; 30.

CLASSIFICATION

15.
 - a. The witnessing officer and team captain will together, by inspection only, determine the score in each position for each shooter and enter it on the official score sheet.
 - b. Each shooter will sign his cards on completion of firing and all cards will be countersigned by the official witnessing officer.
 - c. All targets and the completed certificates must be returned to the Secretary, Council for Cadet Rifle Shooting before 15 April. Unsigned cards or certificates will be disqualified.

TIES

16. Ties will be decided by the highest aggregate score standing, then if still a tie by the highest aggregate score kneeling

PRIZES

17. Prizes that may be awarded are:
 - a. The Newcombe Cup to the winning team.
 - b. If 20 teams enter, a first prize of a set of gold toned medals.
 - c. If 40 teams enter, a second prize of a set of silver toned medals.
 - d. If 60 or more teams enter, a third prize of a set of bronze toned medals.

ADJUDICATION

18. In cases of dispute the decision of the CCRS will be considered final

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 23

CCF (RAF) ANNUAL CAMPS

References:

- A. CCF Regulations (JSP 313) Section 4.
- B. Air Cadet Publication ACP 237.

INTRODUCTION

1. Annual camps at active RAF Stations in the UK are organised each year for CCF (RAF) Sections. A joint ATC/CCF (RAF) camp is also held at RAF Akrotiri in Cyprus. Camps in the UK are normally arranged to take place over 3 periods of one week at Easter and 9 one week periods in the summer. The Cyprus camp lasts 2 weeks and takes place over Easter.

AIM

- 2. The aim of CCF annual camps, as given in Reference A, is to afford officers and cadets an opportunity to undergo wider training than is possible at other times of the year. At the same time it ensures that officers and cadets extend their Service knowledge by establishing contact with regular Service units and other contingents.
- 3. For CCF (RAF) officers this aim is accomplished by:
 - a. Gaining experience of the RAF at work.
 - b. Obtaining an insight into the RAF's way of life, traditions and functions.
 - c. Providing supervision and guidance for cadets.
- 4. The CCF (RAF) cadets achieve the aim of annual camps by:
 - a. Undertaking training in an environment different from that within their sections.
 - b. Gaining experience of the RAF at work.
 - c. Undertaking work experience.
 - d. Sampling Service life and facilities.
 - e. Meeting and talking with regular officers, SNCOs, airmen and airwomen at their place of work.
 - f. Meeting with and competing against cadets from the RAF Sections of other school contingents.

ATTENDANCE

5. Officers. Attendance by officers at camp is an essential part of their duties. Permission to attend a camp or training arranged by the Royal Navy or Army is not to preclude an officer from attending the camp of his RAF Section (but see para 8 below).
6. Cadets. All RAF cadets are encouraged to attend at least one RAF annual camp during their cadet service but attendance is not to be made compulsory. Before being allowed to attend RAF camp however, cadets are to have completed Basic Training (Prof Pt 1) and be above the minimum age limits which are:
- a. UK Camps - 13 years 3 months at the commencement of camp.
 - b. Germany Camps - 15 years at the commencement of camp.
 - c. Cyprus Camp - 16 years at the commencement of camp.

Note: Cadets of other sections may attend RAF camps on a "fill-up" basis subject to the permission of HQ Air Cadets (Sqn Ldr CCF) and the training and age criteria above.

ALLOCATION OF PLACES

7. Allocation of Places - UK Camps. At the beginning of the Autumn term, CCF (RAF) Sections are asked to estimate the number of cadets and officers they expect to attend camp during the following year and state their preferred dates. An allocation of places, based on these requests and the number of places actually available at stations is then made by HQ Air Cadets. Allocations are made on the strict understanding that at least one officer or member of the school staff will accompany a section's cadets to camp and that where female cadets attend, they are accompanied by either a female officer or a female supervisor. Later stages in the administration of camp allocations are explained in Annex A which lists the forms used and their purpose.
8. Allocation of Places - Cyprus Camp. Officer and cadet places for the joint ATC/CCF (RAF) camp at RAF Akrotiri are allocated by HQ Air Cadets from applications called for during the Autumn term. The allocation is mainly on a "first come, first served" basis but spread through as many Sections as possible.
9. Supervisory Ratios. Adequate supervisory levels will be set by HQ Air Cadets by allocating places for officers to Sections in line with the following scale:

Cadet places allocated	Officer Places
1-14	1
15-28	2
29-42	3
43-56	4
More than 56	5

10. The officer nominated as Camp Commandant is excluded from the calculations. Exceptions to the guidelines, to cover such things as female supervision and the attendance at camp of recently commissioned VR(T) officers, are to be the subject of negotiation between HQ Air Cadets (Sqn Ldr CCF) and individual Section Commanders.

11. Where a Section is unable to provide adult staff up to the levels indicated, the shortfall may be taken up by other schools attending the same camp (by agreement with Sqn Ldr CCF) or from volunteers.

12. Visits by Contingent Commanders. Reference B permits Contingent Commanders to visit RAF annual camps in the UK. However, because of budgetary and accommodation considerations such visits are subject to the prior permission of HQ Air Cadets (Sqn Ldr CCF) and will normally be limited to 3 days. These limitations do not apply to those RAFVR(T) Contingent Commanders who volunteer for Camp Commandant duties.

TRAVEL

13. UK Camps. Travel by officers and cadets to camp in the UK will be at public expense. See Instruction No 30 for reimbursement of travel costs.

14. Private Cars. In accordance with Instruction No 31, officers appointed for Camp Commandant duties in the UK may take their private cars to camp and claim motor mileage at the Public Transport Rate(PTR) for the journey to and from camp. Essential "on camp" motor mileage that is authorised by the ACLO, where no Service transport is available, may also be claimed at the PTR.

15. Cyprus Camp. Officers and cadets attending camp in Akrotiri will fly in civil aircraft specially chartered by MOD. The charges involved will be shared between all those travelling and paid in advance. Travel to/from the airport of departure in the UK will be at public expense.

16. Dress. For security reasons, uniform is not to be worn by either officers or cadets for travel to or from RAF stations irrespective of the mode of travel.

ADMINISTRATION

17. Messing.

a. Officers. Messing and other charges incurred by officers at annual camp are to be paid through Mess Bills before departure. At camps overseas, payment is to be in local currency.

b. Cadets. A daily messing charge is payable by cadets for each day or part of a day at camp. The charges are normally collected in advance and paid by an officer to the Station Accountant Officer on arrival. The rate of daily messing charges is published periodically by HQ Air Cadets. At camps overseas messing charges are to be paid in local currency.

18. Camp Levy. A camp levy, currently £7 per week, is to be paid by each cadet attending any RAF Camp. The levy is used to defray administrative and other costs. A cheque for the levy, made payable to "HMG Sub Account 3615", is to accompany nominal rolls.

19. Personal Documents.

a. UK Camps. Cadets are to take their "Record of Service" books to camp. Officers are to take their F1250, "RAF Identity Card" and, if qualified, Certificate of Authorisation to Conduct Range Practice, Instruction No 19 refers. Drivers should also take their DVLC Licence.

- b. Camps Overseas. In addition to the documents required by para 19a above, full passports are required by officers and cadets attending camp overseas. Any requirement for current certificates of inoculation will be notified in the administrative instructions issued prior to each programme of camps abroad.
20. Pay. Officers attending CCF (RAF) annual camp are eligible to claim pay within the annual limit of 28 days, Instruction No 29 refers. As payment is made after claims have been approved, officers are to provide themselves with funds to meet necessary payments at annual camp, eg Mess Bills.
21. Expenses at Camp. Camp programmes usually include items which do not qualify for support from public funds, eg coach hire for recreational journeys and admission charges to places of interest. Cadets should therefore take with them to camp sufficient cash to cover these expenses and their personal needs.
22. Discipline. High standards of personal appearance and behaviour are expected of all personnel attending CCF (RAF) annual camps. Cadets failing to meet these requirements are liable to be refused participation in the camp and returned to their school or home address.
23. Camp Commandants. The duties and responsibilities of Camp Commandants are contained in Reference B. Officers, normally of the rank of Flight Lieutenant and above, will be nominated as Camp Commandants by HQ Air Cadets from among the officers known to be attending the camp.

Annex:

- A. CCF (RAF) Annual Camps in UK - List of Annual Camp Forms (ACF).

ANNEX A TO
INST NO 23

CCF (RAF) ANNUAL CAMPS IN UK

LIST OF ANNUAL CAMP FORMS (ACF)

ACF 2 Bid for places; received by Contingents early in the Autumn term preceding camps in the following year. MUST be completed and returned to HQ Air Cadets (Sqn Ldr CCF) by the end of October. Nil returns are required.

ACF 6 Allocation of places; received by Contingents in Dec for Easter and late Jan/Feb for Summer. Two copies of ACF 7 and ACF 9, and sufficient copies of ACF 13 and ACF 13A will be received with ACF 6.

ACF 7 Sent by Contingent to the RAF Station (attention ACLO), copy to HQ Air Cadets (CCF Admin) by the date stated in the ACF 6 confirming attendance and giving details of Section's address and telephone number.

ACF 8 Received by Contingent, in response to ACF 7, from the host RAF Station giving details of facilities, accommodation, railhead etc.

ACF 9 Sent by Contingents to RAF Station (attention ACLO), with a copy to HQ Air Cadets (CCF Admin), by the date stated in the ACF 6 giving time of arrival, method of travel and nominal roll. A cheque for the "Camp Levy" is to accompany the HQ Air Cadet copy of ACF 9. Cheques are to be made payable to "HMG Sub Account 3615".

ACF 13 Parental Consent and Certification of Health; one copy for each cadet attending taken to camp by officer IC party. There is also a scale of clothing for the information of cadets and parents.

ACF 13A Certificate of Health and Next-of-kin details for all adults attending camp. One copy to be passed to the Camp Commandant on arrival at camp.

ACF 15 Annual camp report, issued by HQ Air Cadets to RAF Station and completed by Camp Commandants and ACLOs at conclusion of camp.

HQ AC ACCTS Form 8. Application for Reimbursement of Travel Costs. (See Annex A to Inst No 30).

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 24

THE AIR CADET LEADERSHIP COURSE

INTRODUCTION

1. Each year in July the Air Cadet Organisation runs 4 one-week Air Cadet Leadership Courses. Dates, application forms and other details will normally be published in November Branch Routine Orders.

AIMS AND OBJECTIVES

2. **Aim.** The course aim is to develop leadership potential and prepare cadets for additional responsibility within their CCF (RAF) Sections.

3. **Objectives.** At the end of the course successful students will be able to:

- a. Explain the Functional Approach to leadership as applied in the RAF.
- b. Plan, organise and carry out, as a leader, practical tasks, safely and within given limitations, using the Functional Approach principles.
- c. Demonstrate the ability to control and motivate a team of subordinates to achieve a given task.
- d. Identify with the role of subordinate and recognise the value of effective teamwork.

ELIGIBILITY

4. To qualify for selection for this course cadets must:

- a. Have reached their 16th birthday but not normally their 18th birthday at the time of attending the course.
- b. Have at least one year left to serve with their unit.
- c. Be medically fit, ie free from any condition which would prohibit their participation in a range of strenuous activities.
- d. Be physically fit. The Section commander is to sign a declaration that the cadet has completed the RAF standard fitness test within the previous 2 months. This test involves running 1½ miles in 11 minutes for males and 12½ minutes for females. Cadets will be tested and those who fail to achieve the required times are likely to be sent home. Unfit cadets constitutes an unacceptable burden on the remainder of the Flt Team.

GENERAL

5. The course instructs cadets in a number of fundamental skills including leadership techniques. Cadets then practice these techniques in a strenuous regime, culminating in a 48 hour exercise under canvas. There is very little free time during the course and the days are long and demanding. The course does not include sport, arms instruction or infantry manoeuvres but concentrates on leadership training. At the end of the week cadets tackle a peer assessment exercise and are then reported on and interviewed by their flight commander.

APPLICATIONS

5. Applications will be invited in December of each year. They must be despatched in time to reach the Project Officer by 28 Feb. Joining instructions will be despatched no later than 15 May.

6. Late applications will only be considered in the event that the course is under-subscribed. Cadets may not attend the Frimley Park Leadership course as well as the Air Cadet course.

Annex:

A. Application for the Air Cadet Leadership Course.

ANNEX A TO
INST No 24

APPLICATION FOR THE AIR CADET LEADERSHIP COURSE RAF STAFFORD- 2000

NOTES FOR COMPLETION

1. The cadet is to complete **PART A**.
2. The Section Commander is to check that the cadet is eligible for the courses (ACP 22, Inst No 24), then complete **PART B** and hand the form to his CCF(RAF) TEST SNCO.
3. The CCF(RAF) TEST SNCO is to complete **PART C** and forward the form to:

CCF Admin
HQ Air Cadets
RAF Cranwell
Sleaford
Lincs
NG34 8HB

PART A - APPLICATION BY CADET

SURNAME: _____ INITIALS: _____

DATE OF BIRTH: _____ SEX MALE/FEMALE*

HOME ADDRESS: _____

_____ TEL NO: _____

PRESENT RANK: _____ TIME IN RANK: _____ YR _____ MTS

DATE JOINED CCF(RAF) SECTION: _____

EXPECTED CCF SERVICE REMAINING: _____

HAVE YOU PASSED THE FOLLOWING?	PART 1 PROFICIENCY	YES/NO*
	PART 2 PROFICIENCY	YES/NO*
	ADVANCED TRAINING	YES/NO*

*Delete as appropriate

CHOICE OF COURSE. (Write your choice - 1st, 2nd, etc in the available spaces. Place X for a negative choice):

CHOICE NO (Week 1) _____

COURSE NO (Week 2) _____

COURSE NO (Week 3) _____

COURSE NO (Week 4) _____

NARRATIVE. Write a short passage on why you are applying for this course.

I certify that I have completed a 1½ mile run in minutes (minimum requirement is 11 minutes (males) or 12½ minutes (females)).

I UNDERSTAND THAT I MUST BE PHYSICALLY FIT FOR THIS COURSE AND THAT IF I AM UNFIT ON ARRIVAL I SHALL BE SENT HOME.

Read notes on pages 3 and 4 before signing.

SIGNATURE: _____ DATE: _____

PART B - SECTION COMMANDER'S REPORT AND CERTIFICATE (SEE NOTES BELOW)

Give your comments on the candidate's appearance, bearing, physical fitness, strength of character, personal qualities and intentions for the future.

I award this candidate priority number _____ out of _____ candidates.

CERTIFICATE. I certify that:

- a. The candidate meets the eligibility CRITERIA of ACP Inst No 24.
- b. The cadet has not previously attended Frimley Park or The Air Cadet Leadership Course.
- c. The cadet unsuccessfully applied for the course in _____*.
- d. The cadet has run 1½ miles in minutes within the previous 2 months.

I UNDERSTAND THAT CADETS WHO ARE NOT PHYSICALLY FIT ON ARRIVAL WILL BE SENT HOME AND I UNDERTAKE TO INFORM HQ AIR CADETS IF AT ANY TIME BEFORE THE COURSE STARTS I HAVE REASON TO DOUBT THE CADET'S FITNESS

Signature: _____ Rank: _____ Name: _____

Date: _____ CCF(RAF) Section: _____

PART C - CCF(RAF) TEST SNCO CERTIFICATE

- a. In terms of fitness and attitude I grade this cadet

(A down to E).

Signature: _____ Rank: _____ Name: _____

NOTES

EQUIPMENT. All candidates are required to supply their own kit for the course. A list of the kit required is printed overleaf for information.

JOINING INSTRUCTIONS. Joining Instructions, including details of the location of RAF Stafford, travel information, full clothing and equipment requirements, will be forwarded to successful candidates in May.

COST. A charge of £25 for messing and incidental expenses will be levied. A non-refundable deposit cheque covering this charge will be required in advance of the course from candidates selected.

MEDICAL. A medical pro forma will be included with nomination letters. This will include a declaration, to be signed by the person having responsibility for the cadet, that the cadet has no medical condition or injury which will hinder him/her on a course which includes very demanding and strenuous activities.

*Delete as appropriate.

CLOTHING AND EQUIPMENT. The following minimum of clothing and equipment is to be taken to Stafford by all cadets:

- a. **All** items of approved blue uniform (including Jeltex jacket) and parade shoes/boots.
- b. Combat Clothing. For hot weather the only acceptable wear under the DP Jacket is a plain dark green T-shirt or a short sleeved KD Shirt. It is advisable to bring a spare set of combat clothing with you.
- c. Coveralls.
- d. Large Poncho/Groundsheet and Bungees /String. (Essential for Bivvy making).
- e. Waterproofs (military and civilian). Woolly hat. Gloves.
- f. Pair of serviceable but well broken in black boots. Spare pair of boots. Boot polish. Spare laces. (Any cadet arriving with new boots could have difficulty in completing the physical aspects of the course).
- g. Sports Kit, including trainers, tracksuit and swimsuit.
- h. Civilian clothes suitable for wear on RAF Stations.
- i. One large rucksack and one small lightweight rucksack for walks etc.
- j. Sleeping Bag and Foam Sleeping Mat. (No bedding will be provided except pillows and pillow slips).
- k. Washing Kit.
- l. Water Bottle, Mess Tins, Knife, Fork and Spoon, Mug.
- m. Compass, Torch.
- n. Notebook, Pen and Pencil.
- o. Basic First Aid Kit - to contain plasters and sun block.
- p. 2 pairs thin socks, 2 pairs thick woollen socks.
1. 1 x 3 ft length of tubi-grip for ankle/foot protection.

ANNEX A TO
INST NO 24

APPLICATION FOR THE AIR CADET LEADERSHIP COURSE

NOTES FOR COMPLETION

1. The cadet is to complete **PART A**
2. The Section Commander is to check that the cadet is eligible for the course (ACP 22 Inst No 24), then complete **PART B** and hand the form to his CCF (RAF) TEST SNCO.
3. The CCF (RAF) TEST SNCO is to complete **PART C** and forward the form to:

CCF Admin
 HQ Air Cadets
 RAFC Cranwell
 Sleaford
 Lincolnshire
 NG34 8HB

PART A – APPLICATION BY CADET

SURNAME _____ INITIALS _____

DATE OF BIRTH _____ SEX: MALE/FEMALE*

HOME ADDRESS _____

TEL NO _____

SCHOOL _____

PRESENT RANK _____ TIME IN RANK _____ YRS _____ MTHS

DATE JOINED CCF (RAF) SECTION _____

EXPECTED CCF SERVICE REMAINING _____

HAVE YOU PASSED THE FOLLOWING	PART 1 PROFICIENCY	YES/NO*
	PART 2 PROFICIENCY	YES/NO*
	ADVANCED TRAINING	YES/NO*

* Delete as appropriate.

CHOICE OF COURSE. (Write your choice – 1st, 2nd, etc in the available spaces. Place X for a negative choice).

COURSE NO	(Week 1)	_____
COURSE NO	(Week 2)	_____
COURSE NO	(Week 3)	_____
COURSE NO	(Week 4)	_____

NARRATIVE. Write a short passage on why you are applying for this course.

I certify that I am able to complete a 1½ mile run in 11 minutes (males) or 12½ minutes (females).

I UNDERSTAND THAT I MUST BE PHYSICALLY FIT FOR THIS COURSE AND THAT IF I AM UNFIT ON ARRIVAL I SHALL BE SENT HOME.

Read notes on pages 3 and 4 before signing.

SIGNATURE _____ DATE _____

PART B – SECTION COMMANDER’S REPORT AND CERTIFICATE
(SEE NOTES BELOW)

Give your comments on the candidate’s appearance, bearing, physical fitness, strength of character, personal qualities and intentions for the future.

I award this candidate priority number _____ out of _____ candidates.

CERTIFICATE. I certify that:

- a. This candidate meets all the eligibility criteria of ACP 22 Inst No 24.
- b. The cadet has not previously attended the Frimley Park or Air Cadet Leadership Courses.
- c. The cadet unsuccessfully applied for the course in _____.
- d. The cadet has run a 1½ miles in 11 minutes (males) or 12½ minutes (females) within the previous 2 months.

I UNDERSTAND THAT CADETS WHO ARE NOT PHYSICALLY FIT ON ARRIVAL WILL BE SENT HOME AND I UNDERTAKE TO INFORM THE PROJECT OFFICER IF AT ANY TIME BEFORE THE COURSE STARTS I HAVE REASON TO DOUBT THE CADET'S FITNESS.

SIGNATURE _____ RANK _____ NAME _____

DATE _____ CCF (RAF) SECTION _____

PART C – CCF (RAF) TEST SNCO CERTIFICATE

In terms of fitness and attitude I grade this cadet _____ (A down to E).

SIGNATURE _____ RANK _____ NAME _____

NOTES

EQUIPMENT AND CLOTHING. All candidates should bring their own clothing and equipment to the course. See overleaf for a list of the clothing and equipment required.

JOINING INSTRUCTIONS. Joining Instructions, including details of the location, travel information, full clothing and equipment requirements, will be forwarded to successful candidates by mid May.

COST. A charge, in the region of £25, for messing and incidental expenses will be levied. A non-refundable deposit cheque covering this charge will be required in advance of the course from candidates selected.

MEDICAL. A medical proforma will be included with the Joining Instructions. This will include a declaration, to be signed by the person having responsibility for the cadet, that the cadet has no medical condition or injury which will hinder him/her on a course which includes very demanding and strenuous activities.

CLOTHING AND EQUIPMENT. The following minimum of clothing and equipment is to be taken to the course by all cadets:

- a. **All** items of approved blue uniform (including, Jeltex jacket) and parade shoes/boots.
- b. Combat Clothing. For hot weather the only acceptable wear under the DP Jacket is a plain dark green T-shirt or a short sleeved KD shirt. It is advisable to bring a spare set of combat clothing with you.
- c. Coveralls.
- d. Large Poncho/Groundsheet and Bungees/String. (Essential for Bivvy making).
- e. Waterproofs (military and civilian). Woolly hat, gloves.
- f. Pair of serviceable but well broken in black boots. Spare pair of boots. Boot polish. Spare laces.
- g. Sports Kit, including trainers, track suit and swim suit.
- h. Civilian clothes suitable for wear on RAF Stations.
- i. One large rucksack and one small lightweight rucksack for walks etc.
- j. Sleeping Bag and Foam Sleeping Mat. (No bedding will be provided except pillows and pillow slips).
- k. Washing kit.
- l. Water Bottle, Mess Tins, Knife, Fork and Spoon, Mug.
- m. Compass, Torch.
- n. Notebook, Pen and Pencil.
- o. Basic First Aid Kit – to contain plasters and sun block.
- p. Walking Boots if possible.
- q. Muesli/Mars Bars for Ex Singleton.

CCF (RAF) STAFF INSTRUCTIONSINSTRUCTION NO 25CADET LEADERSHIP COURSE - FRIMLEY PARKINTRODUCTION

1. Each July the Army runs 3 one-week leadership courses for cadets from the ACF, ATC, CCF and SCC at their Cadet Training Centre (CTC) at Frimley Park near Camberley, Surrey. Regular officers from the 3 Services attend as Directing Staff, and RAFVR(T) officers are attached as assistant Directing Staff. Each year, the best ATC or CCF (RAF) cadet completing the course will be awarded the Kriegie Trophy (see Instruction No 21).

AIM

2. The aim of the course is to develop initiative and self-reliance and to exercise cadets in the problems of practical leadership.

ELIGIBILITY

3. To be eligible cadets must:

- a. Have reached their 16th birthday but normally not their 18th birthday at the time of attending the course; however, the upper limit may be extended by 12 months where an otherwise eligible cadet is particularly recommended for special consideration.
- b. Be a NCO or potential NCO.
- c. Intend to remain in the CCF (RAF) for at least a year after completion of the course.
- d. Be physically fit enough to meet the considerable demands of this strenuous course (note: the Sect Cdr will be required to sign a declaration on the application form - see para 5 below).
- e. Be free from any medical condition which would prohibit their taking part in strenuous activities (note: the parent or guardian will be asked to complete a form on the cadet's medical history and forward it with the application).
- g. Not have attended a previous leadership course at Frimley Park or RAF Stafford.

APPLICATIONS

4. CTC will publish Course dates, supply application and parental medical forms direct to contingent commanders (CC) in the December of the year preceeding the courses. All nominations are submitted through the CCF and returned direct to CTC Frimley Park by no later than April. Cadets may apply for Frimley Park or The Air Cadet Leadership Course (see Instruction No 24), or both, but they will not be selected for both.

PREPARATION FOR THE COURSES

5. Fitness. This is a strenuous course demanding a high degree of physical fitness; therefore, Section Commanders are required to certify, on the application form, that the cadet has passed the RAF standard fitness test (ie has run 1½ miles in 11 minutes for males or in 12½ minutes for females). Cadets who are unfit will be sent home without completing the course.
6. Training. The various skills which will be needed should already have been developed during normal training; however, to gain maximum value from the course, cadets should revise and practice their map and compass work, skill at arms (L98-A1 Cadet GP Rifle) and campcraft.
7. Clothing. Full details of the clothing needed (basically, uniform plus DPM and sports gear) will be given in the joining instructions. However, cadets will need to ensure well in advance that they have boots (2 pairs if possible) that are properly broken in.

FINANCE

8. Food and Accommodation. Accommodation is free and the charges for food are modest. Only a small amount of spending money is needed.
9. Medical Fees. A doctor's certificate will be needed for those attending. The signature should be obtained from a Service doctor whenever possible. If this is impossible, a civilian doctor may be used; if a fee is charged, cadets may be reimbursed. Claims for reimbursement are to be accompanied by receipts and are to be forwarded to HQ Air Cadets (Accounts).

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 26

THE INTERNATIONAL AIR CADET EXCHANGE (IACE)

BACKGROUND

1. The IACE is an association of countries which links air minded youth organizations across the world on a 15 day exchange visit each July/August, the programme of which is decided at an international conference in the previous September. The first such exchange was in 1947 between the Air Training Corps of the United Kingdom (UK) and the Royal Canadian Air Cadets. The project has flourished over the years and some 20 countries are now involved, exchanging about 700 young people and their adult escorts each year. Some countries exchange as few as 6 persons but the top 3 - USA, Canada and the UK exchange about 100 persons with 10-15 countries. Those countries with no air cadet organization nominate one national aviation club or organization to represent them. The exchange is simultaneous and on a one for one basis so that a foreign counterpart will be hosted in the UK while a UK cadet is visiting their country. All visits are required to have an aviation theme within a cultural, adventurous and entertaining programme. English is the common language across the World. The IACE countries and their representative organisations are shown at Annex A.

IACE PROCEDURES

2. General. At the September IACE planning conference, the number of air cadets and adult escorts to be exchanged for the following year is decided. Adult escorts are provided only to meet national supervisory rules and to give guidance during distant visits and in unusual environments; all escorts have international status as supervisors within multi-national groups. Frankfurt airport is used as an Assembly Centre for the Exchange but some parties travel direct to their host countries to save costs/time. Host countries have the responsibility to pay for all travel, meals, accommodation and attendance at programmed events after the exchange of participants at Frankfurt or participants arrive in their country. Insurance is the responsibility of participants or their parent organization. A standard IACE dress for the participants of each nation, preferably not military uniform, for both informal and formal occasions is encouraged. Small gifts with a national link are given and exchanged during the visits to repay hospitality or an individual kindness.

3. UK Procedures. HQAC (TG Branch) coordinates UK participation in IACE. A UK Assembly Centre is set up under a Camp Commandant and civilian air travel is used for transit to and from Frankfurt and other destinations. The programme in the UK for each coach party of visitors, supervised by a Conducting Officer, is a 4-day tour of London, 3 days at RAF Cranwell/Syerston (gliding) and up to 8 days of hosting by the Regions; bilateral arrangements with some countries are made to vary or extend this programme. Regions will be tasked by HQAC with hosting one visiting party every other year and will receive an outline programme in Nov/Dec; they will also be tasked in turn with providing Conducting Officers for the coach parties, the Camp Commandant and Project Officers for the hosting Regions. Cadets are also selected for hosting duties in the UK.

4. UK Participation Overseas. The allocation of cadet places to represent the UK on IACE is based on the Corps strengths of the ATC, CCF (RAF) and the GVCAC taking account of the ratio of male/female cadets. Escorts are ATC RAFVR(T) or CCF (RAFR) officers. The CCF (RAF) and GVCAC cadets are selected independently and the Regional Commandants select ATC cadets and escorts when tasked in Nov/Dec each year using the following criteria:

- a. No participation in the IACE before except for adult escorts when they participated as a cadet.
- b. Age of 17 years but not more than 20 years on 1 Aug in the year of the Exchange (for cadets only).
- c. Ability to participate for the full period of the Exchange programme and in all programmed activities with, for those under 18 years of age, the written consent of the person with parental responsibility. This written consent will be called for as part of the preparation of participants in submitting the IACE Information Form (example at Annex B).
- d. Fitness for the demands of the Exchange visit which vary from country to country but invariably involve long arduous journeys and, usually, hot uncomfortable conditions.
- e. Intelligent, confident and sociable with a proven record of excellent ATC/CCF service.
- f. Knowledgeable of world/current affairs and the ACO.
- g. Deserving of this prestigious award to represent the Organisation and country internationally.
- h. Ability to pay the mandatory contribution required for the transport, insurance and IACE dress, with assistance where available, and to take sufficient money for incidentals on the visit. These sums will be advised each year before the selection.
- i. Willingness to provide the compulsory items of IACE dress not in the IACE package (see Annex C).
- j. Eligible to hold a passport and have a visa issued (where required) for the country to be visited.

5. CCF (RAF) Selection Procedure. Nominations for IACE will be requested in the August BRO. Sect Cdrs are to arrange for each cadet to complete a Nomination Form, an example of which is at Annex A to Inst No 16 together with a copy of the IACE Information Form at Annex A. After comment by the CC, the Form is to be forwarded to the Area TEST Officer by 1 Nov so that interviews can be completed before a final selection board at HQ AC in mid-Dec.

6. Where a cadet is also nominated as a candidate for the award of the Sir John Thomson Memorial sword (see Inst No16) the original paperwork is to be despatched to HQ AC – Wg Cdr CCF with duplicate copies to the Area TEST Officer.

Annexes:

- A. IACE Association - Member nations and their organisations.
- B. IACE information form (for completion by UK participants travelling to host countries).
- C. IACE dress requirements.

ANNEX A TO
INST NO 26

THE IACE ASSOCIATION - MEMBER NATIONS AND THEIR ORGANISATIONS

United Kingdom	Air Cadets Organisation, in cooperation with the Royal Air Force.
Canada	Air Cadet League of Canada, in cooperation with the Canadian Armed Forces.
United States	US Civil Air Patrol, in cooperation with the United States Air Force.
Sweden	Swedish Air Force, in cooperation with the Air Force Association of Sweden.
Norway	Norsk Aero Klubb, in cooperation with the Royal Norwegian Air Force.
Netherlands	Royal Netherlands Aeronautical Association in cooperation with the Royal Netherlands Air Force.
France	Aero Club de France, in cooperation with the French Air Force.
Germany	Club der Luftfahrt von Deutschland eV, in cooperation with the German Air Force.
Belgium	Cadets de l'Air de Belgique, in cooperation with the Belgian Air Force.
Israel	Gadna Avir, in cooperation with the Israel Air Force.
Turkey	Turkish Air League, in cooperation with the Turkish Air Force.
Switzerland	Aero Club of Switzerland, in cooperation with the Swiss Government.
Austria	Aero Club of Austria.
Australia	Air Training Corps of Australia, in cooperation with the Royal Australian Air Force.
Finland	Finnish Aeronautical Association.
Hong Kong	Hong Kong Air Cadet Corps.
Japan	Aerospace Scouts Association, in cooperation with the JAL Foundation.
Philippines	Aerospace Association of the Philippines, in cooperation with the Philippines Air Force.
Romania	Romanian Aeronautical Federation, in cooperation with the Ministry of Youth and Sports.

INTERNATIONAL AIR CADET EXCHANGE
INFORMATION FORM

ANNEX B TO
INST NO 26

PLEASE PRINT CLEARLY

OWN COUNTRY: UNITED KINGDOM		YEAR OF EXCHANGE:	PHOTOGRAPH
FAMILY NAME (SURNAME):			
FIRST NAMES:			
NAME FOR NAME TAG (For example: nickname and surname):			
FULL HOME ADDRESS (including postcode):			
		RELIGION:	
		LANGUAGES SPOKEN: English	
CONTACT TELEPHONE NUMBERS	DAYTIME		
	OTHER		
COUNTRY OF BIRTH:	DATE OF BIRTH:	AGE AS AT 1 AUGUST:	
HOST COUNTRY OVERSEAS:	TICK APPROPRIATE BOXES: Male <input type="checkbox"/> Air Cadet <input type="checkbox"/> Female <input type="checkbox"/> Escort <input type="checkbox"/>		
CADET AND CIVILIAN FLYING (Tick if qualified): Flying Scholarship <input type="checkbox"/> Private Pilots Licence <input type="checkbox"/> Solo Gliding <input type="checkbox"/> Other Qualifications (specify): Gliding Instructor <input type="checkbox"/>		PASSPORT NUMBER: PLACE AND DATE OF ISSUE:	
DIETARY REQUIREMENTS (Nil or other)			
MEDICAL CONDITIONS RELEVANT TO VISIT (allergies, asthma, medications being taken):			
NAME AND ADDRESS OF NEXT OF KIN:			
TELEPHONE NO:		FAX/24 HR CONTACT NO:	
CONSENT BY PERSON WITH PARENTAL RESPONSIBILITY FOR CADETS UNDER 18 YEARS OF AGE: I give my permission for the cadet named above to fly in military and civilian aircraft in the UK and overseas during the International Air Cadet Exchange and to take part in all the programmed activities of the host country. I also give permission for the cadet above to be given any necessary medical or surgical treatment during the Exchange visit:			
DATE:		SIGNED: PRINTED NAME:	

ANNEX C TO
INST NO 26

IACE DRESS REQUIREMENTS

1. The UK IACE dress requirements are chosen to be smart, practical and relatively inexpensive. The ATC/CCF (RAF) uniform is not suitable for the climates and formality of most host nations. Instead, the IACE major participants, including the UK, have both a formal and an informal standard civilian dress which helps to promote a national pride and identity. Some of these dress items are supplied with the IACE package; others must be provided by participants. The UK minimum dress requirements are:

- | | |
|--|--|
| <p>a. <u>Formal</u></p> <p>Navy blue/black blazer ⁽¹⁾
White shirts
(long and short sleeved)
Mid-grey trousers or skirt ⁽³⁾
Black shoes
Grey socks or tights (with skirt)
IACE tie ⁽²⁾
Name tag ⁽²⁾
IACE/UK badges for blazer and shirts ⁽²⁾</p> | <p>b. <u>Informal</u></p> <p>IACE/UK polo shirt ⁽²⁾
IACE/UK T-shirt ⁽²⁾
Casual trousers
Trainers</p> |
|--|--|

Notes

1. The blazer may not be needed in certain countries and should not be purchased unless advised.
 2. These items are provided by HQAC in an IACE package.
2. All UK participants in each party wear one standard dress for each occasion during visits, after advice from their hosts, with options as:

- | | |
|---|---|
| <p>a. <u>Formal</u></p> <p>(1) Long sleeved white shirt, IACE tie, grey trousers/skirt, grey socks, black shoes - with or without blazer.</p> <p>(2) Short sleeved white shirt, with grey trousers/skirt, grey socks, black shoes - with or without IACE tie.</p> | <p>b. <u>Informal</u></p> <p>(1) IACE/UK polo shirt, grey trousers/skirt, grey socks, black shoes - with a blazer, this is a good smart travel rig.</p> <p>(2) IACE/UK polo shirt, casual trousers/shorts, trainers - this is a good sightseeing rig.</p> |
|---|---|

c Casual

(1) IACE/UK T-shirt, casual trousers/shorts, trainers.

3. Other Items. In addition, the following list of items are normally required:

Large suitcase (up to 20 kgs load)
Hand baggage (max size 50 x 35 x 15 cms)
Some casual clothes
Adequate underwear
Swim wear
Raincoat (lightweight/cagoule)
Pullover
Sports socks
Sneakers
Toiletries (include soap and towels)
Nightwear
Handkerchiefs/tissues
Shoe shine kit/space laces
Sewing kit (with buttons)
Washing powder/liquid
Sun hat
Sunglasses
Secure documents/money case

ANNEX D TO
INST NO 26

**INTERNATIONAL AIR CADET EXCHANGE AND SIR JOHN THOMSON
MEMORIAL SWORD**

NOMINATION FORM

PART A. To be completed by Cadet (Block Capitals)

1. Rank _____ Surname _____ First Names _____
2. School _____
3. Date of Birth _____ Age on 1 August of year of exchange _____
4. Name of Next of Kin _____
5. Home Address _____

 Home Telephone Number _____
6. Religion _____
7. School Examinations Passed _____

8. Subjects Being Studied _____
9. School Responsibilities _____
10. Foreign Languages Spoken _____
11. List Countries Already Visited _____

CCF Record

12. Date of Joining _____
13. Proficiency and Advanced Exams – Date and Results _____

14. Gliding Experience _____ hrs/launches _____ Gliding Scholarship YES/NO
 (or BGT)
15. Flying Experience _____ hrs Flying Scholarship YES/NO

16. D of E Award _____
17. Sports Played, at what level? _____
18. RAF Camps Attended _____
19. Leadership Training _____
20. Other CCF Achievements _____
- _____
21. Remarks/Additional Comments _____
- _____

Certificate of Applicant

22.. I have read ACP 22 Instruction No 26 and am willing to comply with its provisions. I also understand that I will have to contribute in the region of £260 (£300 for USA and Canada) for travel and other exchange expenses and provide myself with pocket money.

Date _____ Signature _____

PART B to be completed by Contingent Commander

23.

24. I understand that, if my nominee is selected, my Contingent will be asked to donate £60 towards the expenses associated with the visit of foreign cadets on their exchange to the UK.

25. This nomination is in respect of *IACE/Sir John Thomson Sword/Both

Date _____ Signed _____ Contingent Commander

* Delete as required

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 27

RAF SWIMMING PROFICIENCY AND TRAINING CERTIFICATES

INTRODUCTION

1. The authority to award RAF Swimming Proficiency and Training Certificates to CCF (RAF) cadets is granted to HQ Air Cadets as a special concession by the Royal Air Force.

ELIGIBILITY

2. All CCF (RAF) cadets are eligible for the award of the certificates.

CONDITIONS

3. The conditions of the award as laid down by the Royal Air Force are at Annex A for convenience. There must be no abuse of these conditions. The only exception which can be made is that if a member of the RAF Physical Education staff is not available to supervise the tests, HQ Air Cadets will accept a certification signed by a qualified swimming or life-saving instructor whose qualifications are to be stated.

GENERAL

4. Most tests to qualify for the awards are carried out at annual camps but tests may be taken at local or school swimming pools which must be organised by the Section Commander concerned and are subject to the conditions in para 3.

5. When either swimming proficiency or training certificates are awarded, the cadet concerned must enter the details in his/her Record of Service Book.

6. Separate lists for each certificate, showing the Rank, Name, Initials, and the School of successful candidates together with the date and place of test are to be compiled and signed by the supervising instructor. These lists are then to be sent to HQ Air Cadets (PEdO) who will complete and issue the required certificates to the units concerned. An example of the lists is at Annex B.

7. Special arrangements are made for the direct issue of certificates at annual camps.

Annexes:

A. RAF conditions for the award of the RAF Swimming Proficiency and Swimming Training Certificates.

B. RAF Swimming Certificates CCF (RAF) Cadets – Example List.

ANNEX A TO
INST NO 27

RAF CONDITIONS FOR THE AWARD OF SWIMMING PROFICIENCY AND
SWIMMING TRAINING CERTIFICATES

INTRODUCTION

1. To encourage personnel to improve their swimming standards the award of RAF Swimming Proficiency and Swimming Training Certificates is approved. This instruction deals with the conditions under which certificates will be awarded.

RAF SWIMMING PROFICIENCY CERTIFICATE

2. To qualify for this certificate personnel are required to pass a test in which they must swim 150 yards continuously using the following strokes for 50 yards each:

- a. Breast stroke.
- b. Back stroke.
- c. Freestyle (other than a and b).

3. Swimming costumes only are to be worn during this test.

RAF SWIMMING TRAINING CERTIFICATE (FOR AIR CADETS)

4. To qualify for this certificate personnel are required to pass the following test, which must be carried out in clothing eg denims or similar garment, without footwear, and not more than three minutes rest may be taken between the section of the test mentioned in sub paras b to e:

- a. Enter the water by a straddle jump into the deep end of the pool.
- b. Swim continuously 150 yards breast or side stroke and 50 yards backstroke.
- c. Swim 15 yards under water, then right an overturned multi or single seat liferaft and climb into it.
- d. Swim 20 yards to a subject for life saving and using the collar-grip or chin-tow method of rescue tow him/her 20 yards.
- e. Remain afloat for 10 minutes in a restricted area of water, with a maximum radius of 5 yards

GENERAL

5. The tests for both certificates must be carried out under the direct supervision of a member of the RAF Physical Education staff.

6. This instruction does not authorise the hiring of swimming pools at public expense solely for the purpose of holding these tests. There is, however, no objection to these tests being carried out during the periods that swimming pools are hired by RAF Stations.

ANNEX B TO
INST NO 27

To: HQ Air Cadets (PEdO)
RAF College Cranwell
Sleaford
Lincs
NG34 8HB

From: *ACLO/Camp Commandant
*Easter/Summer Camp/Local
*RAF _____

Dates: From: _____
To: _____

Ref: _____

Date: _____

Copy to Sqn Ldr CCF

RAF SWIMMING CERTIFICATES CCF CADETS

This is to certify that the following CCF cadets qualified for the award of *RAF Swimming Proficiency/Training Certificates in accordance with Instruction No 27 in ACP 22.

Certificates *Have/Have Not been issued at Camp

The test was carried out in the _____ Swimming Pool.

Supervising Instructor

Rank _____ Name in Block Letters _____ Signature _____

*ACLO/Camp Commandant

Rank _____ Name in Block Letters _____ Signature _____

RANK, INITS, NAME	SCHOOL	DATE OF TEST	PROF OR TRAINING
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2			
3			
4			
5			
6			
7			
8			
9			

RANK, INITS, NAME	SCHOOL	DATE OF TEST	PROF OR TRAINING
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CCF (RAF) STAFF INSTRUCTIONS
INSTRUCTION No 28

ADVENTURE TRAINING

INTRODUCTION

1. Adventure Training (AT) within the CCF is controlled by Bde HQs. Applications for all AT activities are to be submitted, in advance, to Bde HQ for approval in accordance with current Army Regulations. It is anticipated that 40% of the training syllabus for RAF Sections will involve some AT activity.

SAFETY

2. Risk assessments are to be completed prior to any AT activity. All personnel responsible for cadets on AT are to be suitably qualified for the activities to be covered.

PAY AND ALLOWANCES

3. RAFVR(T) officers may claim pay and travel for AT and any reconnaissance's of the area to be used. (See Inst Nos 29 and 31).

NATIONAL AIR CADET ADVENTURE TRAINING CENTRES

4. The Air Cadet Organisation funds AT Centres at Llanbedr and Windermere. Courses are held at the Centres for personnel to obtain AT qualifications but are also available for use by Sections wishing to plan their own activities. Courses are advertised in BROs. HQ AC calls for bids against available dates each year in Aug for the following year. Details of the Centres are at Annexes A and B respectively.

Annexes:

- A. National Air Cadet Training Centre Windermere.
- B. National Air Cadet Training Centre Llanbedr.

ANNEX A TO
INST No 28

THE NATIONAL AIR CADET ADVENTURE TRAINING CENTRE WINDERMERE

GENERAL INSTRUCTIONS AND INFORMATION FOR OFFICERS IC CADET
GROUPS ATTENDING COURSES

1. The Centre. The Centre building is constructed of Lakeland stone and is situated in the town within a mile of Windermere BR Station. The Windermere ATC Squadron is located on the same site. All main services are provided and the Centre is clean, warm and comfortable; the kitchen has gas cookers, adequate cooking equipment, a freezer and refrigerators. There are showers, toilets and drying room facilities.

2. THE CENTRE IS, HOWEVER, A BASE FROM WHICH ADVENTURE TRAINING IS UNDERTAKEN AND IS NOT INTENDED TO PROVIDE THE FACILITIES OF A HOLIDAY HOSTEL.

3. Sleeping Accommodation. The Centre can accommodate 6 adults and 30 cadets including separately contained facilities for 2 female staff and 10 girl cadets. There are bunk beds, lockers, chairs and tables. All personnel must bring their own sleeping bags.

4. Addresses and Telephone Numbers. The Centre address is:

The National Air Cadet Adventure Training Centre
Park Road
WINDERMERE
Cumbria
LA23 2BJ

Tel Nos:	Windermere	01539 444946	(Office)
		01539 443660	(Visitors)

The OC Centre is Sqn Ldr John Abbott RAFVR(T) Tel No 01931 716575. The full-time Chief Instructor, Mr Ted Rogers, resides at Heyward, Kentmere Road, Staveley, Nr Kendal LA8 9JF. Tel No 01539 821198.

5. Centre Commander. The Senior CCF officer present is to be the Centre Commander and is to take over the Centre. Adults in charge of groups are responsible for the planning, preparation, organisation and conduct of their own group's training, and for the safety arrangements of all personnel at all times. The Centre Commander is to ensure that all personnel comply with Centre Standing Orders and any other orders relative to the Centre which are issued by the OC Centre or his deputy. At least one adult member of staff is to be on duty at all times, when cadets are at the Centre.

6. Provisioning. Sections are to provide their own food but on arrival at the Centre ration money and acquittance roll for all personnel will be given to the Centre Commander by the OC Centre or his deputy. Cadets will require some personal spending money.

7. Dress. Adults and cadets should travel to and from Windermere in civilian clothes. Uniforms are not required at the Centre and military clothing or equipment should not be used for adventure training exercises in Lakeland.

8. Personal Clothing. In addition to normal toilet requisites the following items are to be taken by all personnel attending courses:

- a. Boots with ribbed rubber or commando soles.
- b. Four pairs of thick woollen socks.
- c. Trousers: wool, fleece or thermal (NOT jeans).
- d. Anorak (windproof if possible) and waterproofs.
- e. Spare underclothes.
- f. Two shirts: wool, fleece or thermal.
- g. Two sweaters, wool or fleece.
- h. Two pairs trainers (for use in the Centre and canoeing).
- i. Tracksuit (for use in the Centre).

9. Personal Camping Equipment. In addition to the personal clothing listed in the preceding paragraph the following items must be taken by all personnel attending courses:

- a. Rucksack.
- b. Polythene survival bag 8' x 4', 500 gauge (a quantity is available at the Centre).
- c. Torch and whistle.
- d. Notebook and pencil.
- e. Sleeping bag for outdoor use.
- f. First aid kit for minor cuts, burns and blisters.
- g. Mug and cutlery for outdoor camping.
- h. Padlock and key for personal locker.

10. Group Camping Equipment. Sect Cdrs are to ensure that the adult in charge of personnel attending the Centre takes the following group camping equipment:

- a. First Aid Kit.
- b. Compasses as per programme requirements.
- c. Maps of the area.
- d. Tents 2-man (available at the Centre).

- e. Camp cooking equipment (available at the Centre).
11. Tea Towels/Toilet Rolls. Sections are to take their own tea towels and toilet rolls.
12. Messing. A messing committee should be formed shortly after arrival. Meals usually consist of a cooked breakfast, cold or packed lunch, and a cooked evening meal. Although ration money is adequate to provide all basic requirements, extra messing may be required to provide really good meals and any extra luxuries.
13. Briefing. All visiting Sections are briefed by arrangements with the Officer Commanding Centre or his Deputy. The objects of the course, the nature of the surrounding countryside, local weather characteristics, and the running of the Centre itself are all explained. A Centre checklist is to be completed in duplicate for each exercise undertaken. One copy is to be filed at the Centre and the other to be retained by the adult in charge.
14. Organisation. It is usual to divide the Section into 3 or 4 parties. Rosters for domestic chores such as cooking, washing-up, cleaning and so on should be prepared. By the end of the arrival day everyone on the course should know exactly what is expected of him/her.
15. The Activities Programme. The activities programme will depend largely on the state of training of those attending the course. It may be elementary or advanced. The full-time Instructional Officer is available to give advice and to instruct the more specialised activities. A suggested programme is as follows:

Day of arrival: Briefing, check stores and equipment, issue equipment, discuss plans for course; talk on Snowdonia and its peculiarities and safety precautions; prepare for following days training.

Sunday: To a training area, eg. Coniston Old Man or Loughrigg Fell; instructional walk to a set course using maps and compasses; lecture on the Country Code; campcraft and emergency procedures.

Monday: A hill walk with map reading exercise by small groups through predetermined points to a rendezvous or rock climbing/abseiling (groups of 10-15). Training videos.

Note: Maximum group size on hill is 15 and maximum size for mountain biking is 6 (see HQ 42 (North West) Brigade Orders for training in the Lake District National Park).

Monday:) A 2/3 day expedition away from the Centre.

Tuesday:) Base camp set up on approved camp sites.

Wednesday:) Daily programme adapted to the needs of each Section.

Thursday: Sort out kit on return from expedition.
Orienteering.

Friday: Session of canoeing, climbing, ghyll scramble, (if weather suitable) and early finish. Sort out kit; thorough cleaning of Centre and Centre transport. Preparation for return home.

Saturday: Chief Instructor's inspection.
Return home.
Centre to be cleared as soon as possible.

NB: Adult staff are to encourage cadets to take an active part in planning and organising course activities.

16. Centre Transport. The Centre has sufficient transport for courses controlled by the Chief Instructor or his deputy who can authorise RAFVR(T) officers, adult warrant officers and civilian instructors to drive it. Such persons are to be of a minimum age of 25 years, be in possession of a current driving licence and satisfy the Chief Instructor to this effect. Driving licences must be produced for inspection and the licence number and expiry date entered in the MT Orders Register. Authorised drivers are to take particular care when adjusting to the narrow roads in the local area. The wing mirrors on the minibuses have lost frequent arguments with the many stone walls which line the narrow highways and tight turning areas. It is emphasised that the Centre transport is established principally to enable rescue operations to be mounted from the Centre but, when it is available, the Chief Instructor may authorise its use to transport cadets to and from their exercise areas.

17. Amenities Charge and Cadet Camp Levy. The remittance for the amenities charge levied on all persons attending and the cadet camp cost levy (on cadets only) and a nominal roll are to be forwarded to HQ Air Cadets (PEdO) at least 21 days before attendance at the Centre. The cheque for the amenities charge is to be made payable to "ATC General Purposes Fund"; the cheque for the cadet camp cost levy is to be made payable to "Public Sub Account HMG 3615".

GENERAL

18. Application for the Approval of Adventure Training. Officers in charge of Cadet Groups attending the Centre must submit a standard adventure training application through Bde HQ.

19. Arrival. Officers in charge of Cadet Groups should notify the Chief Instructor of their approximate time of arrival at the Centre. Groups should arrive pm to allow those in residence time to clean the Centre. A combination lock has been fitted for access through the back door of the Centre. Officers IC Cadet Groups are to contact the Centre staff to obtain the combination. Contact telephone numbers are:

- a. Mr Ted Rogers – 01539 444946 (Office/Fax/Answerphone)
Chief Instructor – 01539 821198 (Home)
- b. Sqn Ldr J Abbott RAFVR(T) – 01931 716575
OC Centre.

20. Fitness. Adults and cadets attending the Centre are to be physically and medically fit for strenuous activities in the mountains and adult leaders should satisfy the training requirements for the activities to be pursued.

21. Incidents. All incidents, whether training or disciplinary, are to be reported without delay to the Chief Instructor or his Deputy and are to be included in a report. One copy of this report is forwarded to HQ Air Cadets by the Chief Instructor immediately after the course ends.

22. Weather Forecasts. A good local weather forecast, updated twice daily, is available by telephoning 01768-775757 and this recording will include a report on the fell-top conditions as supplied by the National Park Wardens Service.

23. Authority to Canoe. Officers in charge of Cadet Groups planning canoe training must produce a letter of authority from their Contingent Commander to carry out such training. An example of the form this letter must take is at Appendix 1.

Appendix:

1. Letter of Authority to Conduct Canoe Training.

APPENDIX 1 TO
ANNEX A TO
INST No 28

School: _____

Date: _____

Chief Instructor
Air Cadet Adventure Training Centre
Windermere
Cumbria
LA23 2BJ

Chief Instructor
Air Cadet Adventure Training Centre
Llanbedr
Gwynedd
LL45 2PX

AIR CADET ADVENTURE TRAINING WINDERMERE/LLANBEDR CANOE TRAINING AUTHORITY

1. This is to certify that Rank _____ Name _____ Inits _____ of _____ CCF has been authorised by the Contingent Commander to give canoe instruction to cadets whilst at the Air Cadet Adventure Training Centre Windermere/Llanbedr.

2. The regulations applicable to canoe training have been read and are understood. In particular that requiring cadets to have passed and hold a current RAF Swimming Proficiency Certificate will apply.

3. It is fully understood that canoe training at the Air Cadet Adventure Training Centres is subject to the approval of the Chief Instructor or his deputy.

Rank/Appointment: _____

School: _____

Name in
Block Letters: _____

Signature: _____

ANNEX B TO
INST No 28

THE NATIONAL AIR CADET ADVENTURE TRAINING CENTRE LLANBEDR

1. The Centre. The Centre is situated opposite the main gate to the Development Experimental and Research Agency (DERA) Airfield Llanbedr and within half a mile of Llanbedr BR Station on the Shrewsbury to Pwllheli line (request stop) on the Welsh coast. The Arduwy ATC Squadron and a rifle range are located on the same site. All main services, except gas, are provided and the Centre is clean, warm and comfortable; the kitchen has LPG gas cookers, adequate cooking equipment, a freezer and a refrigerator. There are showers, toilets and drying room facilities. An indoor shooting range is available, courses should bring their own ammunition and targets.

2. THE CENTRE IS, HOWEVER, A BASE FROM WHICH ADVENTURE TRAINING IS UNDERTAKEN AND IS NOT INTENDED TO PROVIDE THE FACILITIES OF A HOLIDAY HOSTEL.

3. Sleeping Accommodation. The Centre can accommodate 6 adults and 30 cadets including separately contained facilities for 2 female staff and 10 female cadets. There are bunk beds, storage shelves, chairs and tables. All personnel must bring their own sleeping bags.

4. Addresses and Telephone Numbers. The Centre address is:

The National Air Cadet Adventure Training Centre
DERA Llanbedr
Gwynedd
LL45 2PX

Tel Nos:	Llanbedr	01341 241554	(Office including fax and answerphone)
		01341 241594	(Visitors)

The OC Centre is Sqn Ldr Pené Wood RAFVR(T) Tel No 01341 440247. The full-time Chief Instructor, Flt Lt Barry Ellis RAFVR(T) (Retd), resides at Pen Y Bryn, Dyffryn Arduwy, Gwynedd LL44 2HX. Tel: 01341 247633.

5. Centre Commander. The Senior CCF officer present is to be the Centre Commander and is to take over the Centre. Adults in charge of groups are responsible for the planning, preparation, organisation and conduct of their own group's training, and for the safety arrangements of all personnel at all times. The Centre Commander is to ensure that all personnel comply with Centre Standing Orders and any other orders relative to the Centre which are issued by the OC Centre or his deputy. At least one adult member of staff is to be on duty at all times, when cadets are at the Centre.

6. Provisioning. Sections are to provide their own food but on arrival at the Centre ration money and acquittance roll for all personnel will be given to the Centre Commander by the OC Centre or his deputy. Cadets will require some personal spending money.

7. Dress. Adults and cadets should travel to and from Windermere in civilian clothes. Uniforms are not required at the Centre and military clothing or equipment should not be used for adventure training exercises in Lakeland.
8. Personal Clothing. In addition to normal toilet requisites the following items are to be taken by all personnel attending courses:
- a. Boots with ribbed rubber or commando soles.
 - b. Four pairs of thick woollen socks.
 - c. Trousers: wool, fleece or thermal (NOT jeans).
 - d. Anorak (windproof if possible) and waterproofs.
 - e. Spare underclothes.
 - f. Two shirts: wool, fleece or thermal.
 - g. Two sweaters, wool or fleece.
 - h. Two pairs trainers (for use in the Centre and canoeing).
 - i. Tracksuit (for use in the Centre).
9. Personal Camping Equipment. In addition to the personal clothing listed in the preceding paragraph the following items must be taken by all personnel attending courses:
- a. Rucksack.
 - b. Polythene survival bag 8' x 4', 500 gauge (a quantity is available at the Centre).
 - c. Torch and whistle.
 - d. Notebook and pencil.
 - e. Sleeping bag for outdoor use.
 - f. First aid kit for minor cuts, burns and blisters.
 - g. Mug and cutlery for outdoor camping.
 - h. Padlock and key for personal locker.
10. Group Camping Equipment. Sect Cdrs are to ensure that the adult in charge of personnel attending the Centre takes the following group camping equipment:
- a. First Aid Kit.
 - b. Compasses as per programme requirements.

- c. Maps of the area.
 - d. Tents 2-man (available at the Centre).
 - e. Camp cooking equipment (available at the Centre).
11. Tea Towels/Toilet Rolls. Sections are to take their own tea towels and toilet rolls.
12. Messing. A messing committee should be formed shortly after arrival. Meals usually consist of a cooked breakfast, cold or packed lunch, and a cooked evening meal. Although ration money is adequate to provide all basic requirements, extra messing may be required to provide really good meals and any extra luxuries.
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14. Organisation. It is usual to divide the Section into 3 or 4 parties. Rosters for domestic chores such as cooking, washing-up, cleaning and so on should be prepared. By the end of the arrival day everyone should know exactly what is expected of him/her.
15. The Activities Programme. The activities programme will depend largely on the state of training of those attending. It may be elementary or advanced. The full-time Instructional Officer is available to give advice and to instruct the more specialised activities. A suggested programme is as follows:
- | | |
|-----------------|--|
| Day of arrival: | Briefing, check stores and equipment, issue equipment, discuss plans for course, talk on the area of Snowdonia and its peculiarities and safety precautions; prepare for following day's training. |
| Sunday: | To a training area; instructional march/trek to a set course using maps and compasses; lecture on the Country Code; campcraft and emergency procedures. |
| Wednesday: | Swimming pool for canoe training; map reading and initiative exercises. |
| Monday |) Subject to weather and the needs of each course the daily programme will be organised selecting from: rock climbing/abseiling; canoeing; caving; hill walking; micro navigation; mountain biking; dry slope skiing; gorge walking; rope and initiative course. |
| Tuesday | |
| Wednesday | |
| Thursday | |
| Friday | |
| Saturday | Chief Instructor's inspection.
Return home.
Centre to be cleared as soon as possible. |

NB: Adult staff are to encourage cadets to take an active part in planning and organising course activities.

16. Centre Transport. The Centre has sufficient transport for courses controlled by the Chief Instructor or his deputy who can authorise RAFVR(T) officers, adult warrant officers and civilian instructors to drive it. Such persons are to be of a minimum age of 25 years, be in possession of a current driving licence and satisfy the Chief Instructor to this effect. Driving licences must be produced for inspection and the licence number and expiry date entered in the MT Orders Register. Authorised drivers are to take particular care when adjusting to the narrow roads in the local area. The wing mirrors on the minibuses have lost frequent arguments with the many stone walls which line the narrow highways and tight turning areas. It is emphasised that the Centre transport is established principally to enable rescue operations to be mounted from the Centre but, when it is available, the Chief Instructor may authorise its use to transport cadets to and from their exercise areas.

17. Amenities Charge and Cadet Camp Levy. The remittance for the amenities charge levied on all persons attending and the cadet camp cost levy (on cadets only) and a nominal roll are to be forwarded to HQ Air Cadets (PEdO) at least 21 days before attendance at the Centre. The cheque for the amenities charge is to be made payable to "ATC General Purposes Fund"; the cheque for the cadet camp cost levy is to be made payable to "Public Sub Account HMG 3615".

GENERAL

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19. Arrival. Officers in charge of Cadet Groups should notify the Chief Instructor of their approximate time of arrival at the Centre. Groups should arrive pm to allow those in residence time to clean the Centre. A combination lock has been fitted for access through the back door of the Centre. Officers IC Cadet Groups are to contact the Centre staff to obtain the combination. Contact telephone numbers are:

- a. Mr Ted Rogers – 01539 444946 (Office/Fax/Answerphone)
Chief Instructor – 01539 821198 (Home)
- b. Sqn Ldr J Abbott RAFVR(T) – 01931 716575
OC Centre.

20. Fitness. Adults and cadets attending the Centre are to be physically and medically fit for strenuous activities in the mountains and adult leaders should satisfy the training requirements for the activities to be pursued.

21. Incidents. All incidents, whether training or disciplinary, are to be reported without delay to the Chief Instructor or his Deputy and are to be included in a report. One copy of this report is forwarded to HQ Air Cadets by the Chief Instructor immediately after the course ends.

22. Weather Forecasts. A good local weather forecast, updated twice daily, is available by telephoning 01768-775757 and this recording will include a report on the fell-top conditions as supplied by the National Park Wardens Service.

23. Authority to Canoe. Officers in charge of Cadet Groups planning canoe training must produce a letter of authority from their Contingent Commander to carry out such training. An example of the form this letter must take is at Appendix 1 to Annex A.

CCF (RAF) STAFF INSTRUCTIONSINSTRUCTION NO 29PAY AND ALLOWANCES

Reference:

- A. JSP 313 (CCF Regulations) Part III.

INTRODUCTION

1. The Combined Cadet Force is a voluntary organisation and is unpaid except for officers and School Staff Instructors who may qualify to receive pay and allowances as laid down in Reference A and detailed in the following paragraphs. A guide to claiming pay and allowances is at Annex A to this instruction.

PAY

2. Rates of Pay. Officers of the RAFVR(T) will receive pay for their substantive or paid acting rank at the rate currently in force subject to the conditions given below. Current rates of pay may be obtained from HQ Air Cadets (Accounts).

ENTITLEMENT TO PAY

3. a. Maximum Number of Days Payable. An officer may receive up to 28 days pay in each financial year (1 Apr-31 Mar).
- b. Contingent Commanders. With the prior approval of HQ Air Cadets (Wg Cdr CCF), RAFVR(T) Contingent Commanders, or their authorised deputies, may receive up to 14 additional days pay for attendance at authorised courses of instruction and annual camps of Services other than their own. Para 0322 of Reference A gives details.
4. Duties for Which Pay is Admissible. A full list of duties for which pay may be issued is at para 0326 of Reference A as amplified at Annex B. The conditions which must be met are given in paras 0328, 0329, 0331 and 0333.
5. Authority to Claim Pay for Non-RAF Activities. A RAFVR(T) officer is required to obtain the prior authority to claim pay for non-RAF activities as follows:
- a. Prior authority to claim pay is required for attendance at:
- (1) Courses run by the RN, Army or Civilian organisations.
 - (2) RN or Army Camps.
 - (3) Adventurous Training reconnaissance's.
 - (4) Adventurous Training overseas.
- b. Prior authority to claim pay is specifically not required for:

- (1) All RAF sponsored activities and meetings.
- (2) Adventurous Training in the UK.
- (3) Attendance by Contingent Commanders, or their deputies, at district, area or CTC contingent commanders' meetings.

6. The authority to claim pay is to be obtained from Sqn Ldr CCF at HQ Air Cadets using the form at Annex C. The form is to be passed to HQ Air Cadets at least 14 days before the duty to which it refers is to take place. Once authorised, the form will be returned to the officer concerned who should attach it to his HQAC Accts Form 80 when claiming pay.

PAY CLAIM PROCEDURE

7. Pay Claim HQAC Accts Form 80. Claims for pay in connection with authorised duty are to be made on HQAC Accts Form 80. Single copy only is required, completed as follows:

- a. Part 1 - completed and signed by officer making claim.
- b. Part 2 - signed by Contingent Commander unless the claim is for duty at RAF annual camp or RAF course when it may be certified by the Camp Commandant or a responsible RAF officer. For Contingent Commander's claims Part 2 will be signed by Sqn Ldr CCF
- c. Part 3 - invariably to be left blank for completion at HQ Air Cadets.

Examples of single day and multiple day claims are at Annexes D and E.

8. Submission of Claims. Claims for pay are to be sent to HQ Air Cadets (Sqn Ldr CCF) as soon as possible but not more than 28 days after completion of the duty. Claims for pay associated with adventurous training activities and reconnaissance's are to be endorsed with the date and reference of the Army District/Brigade HQ's letter approving the scheme.

9. Accuracy of Claims. The accounts staff at HQ Air Cadets have to deal with many pay queries during the course of a year. The majority of problems are caused by a lack of knowledge of regulations and a lack of care in completing claim forms. Officers are to take care when completing the HQAC Accts Form 80 and it is important to be quite clear when describing the "nature of duty". Where it may be unfamiliar to the clerk dealing with the claim, a short note of explanation should be attached to the HQ AC Accts Form 80.

10. Special Authority. When an officer is nominated for a duty not obviously covered by existing regulations, or where doubt exists as to the acceptability of a possible claim, application, by post or telephone, should be made to HQ Air Cadets (Sqn Ldr CCF) before the duty is undertaken.

11. Payment of Claims of Pay. Pay resulting from approved claims submitted by VR(T) officers will normally be paid by direct credit to the claimant's bank account; if an officer has no bank account, payment will be made by cheque to his given address. As claims can be approved only after completion of the certificate of attendance at Part 2 of HQAC Accts Form 80, it follows that payment cannot be made until after the duty has been performed. No advance of pay is permissible. Certain deductions from pay will be made by Accounts, including:

a. Accommodation and Food Charges. The Military Salary includes elements for accommodation and food and the regulations governing the payment of food and accommodation charges relating to RAF personnel will apply in principle to CCF officers when pay is in issue. For this purpose personnel will be treated as though they were authorised to live out at the parent unit and that they were on temporary duty for accommodation and messing charges. When pay is not in issue, accommodation and messing charges will be issued free when on duty visits, to all VR(T) officers. No accommodation charges are payable for the first 21 consecutive days of temporary duty. Food charges will be levied against all officers as follows

(1) Two or More Nights. Officers in marital categories 1 and 2 receive free messing for periods of temporary duty of 2 or more nights and those in categories 3, 4 and 5 will have the daily food charge for the full period deducted from their pay. The definitions of marital categories are in Annex F.

(2) Less than 2 Nights. For stays of less than 2 nights, officers in all marital categories pay casual meal charges to the Service mess.

b. Income Tax. Income tax is deducted at the basic rate unless the Inspector of Taxes has issued an exemption certificate. Payments which attract tax will not take into account the individual's liability to pay tax on other income (eg earnings from employment) at the same or a different rate.

(1) Exemption. Officers who are not normally in employment or business and do not make tax returns and who wish arrangements to be made for tax not to be deducted from payments should write to HM Inspector of Taxes PD4, Ty Glas Road, Llanishen, Cardiff CF4 5YD. The following details are to be forwarded:

- (a) Full surname and forenames.
- (b) Private address.
- (c) National Insurance number (date of birth if number not available).
- (d) Service number and School.

(2) Refunds of Tax. HQ Air Cadets (Accounts) is not able to refund income tax under any circumstances. It should be noted that Accounts will only deal with tax questions relating to pay received in connection with CCF duty. Tax questions of a general nature are to be taken up with HMIT direct.

(3) End of the Tax Year Procedure. At the end of the tax year, the Accounts will issue a Form P60 (Certificate of Pay, Tax Deducted and National Insurance Contributions) to each VR(T) officer showing the gross taxable pay received, tax deducted and NI contributions paid.

c. National Insurance (NI). Earnings related NI contributions are payable whether or not tax is deductible under PAYE and whether or not deductions are made by the normal employer. Contributions will be deducted by Accounts from gross pay at a fixed percentage rate on earnings within a minimum monthly range.

- (1) Deduction. For contribution purposes gross pay will be aggregated by Accounts on a calendar month basis and contributions deducted by reference to the payment date and not to the period of duty.
- (2) Exemption. Where earnings in the civilian employment reach or are expected to reach the maximum contribution level then the individual may wish to obtain an exemption certificate in respect of his VR(T) paid duty. Application should be made in writing to DHSS, Class 4 Group, Newcastle NE98 1YU, quoting NI number and requesting the issue to Accounts of a Class 4 Group exemption certificate. These are valid for one financial year only and therefore personnel will need to re-apply each year, should they still qualify.
- (3) Refunds. On receipt of an exemption certificate Accounts will refund in respect of deductions already made in the current financial year. At the end of the tax year if the total contributions paid in 21 or more employment's exceed the prescribed maximum by 0.50 or over, the excess may be refunded. Such cases will be identified automatically by DHSS and an application form will be sent to the employee after the contributions for that year have been entered in the Department's records. The total amount of NI contributions paid in respect of VR(T) duty is shown on Form P60 issued by the Accounts to each officer at the end of the tax year.

12. Summary. Pay will only be issued for approved duty within the limits laid down for particular activities. Approval for any duty not covered by existing regulations or for non-RAF activities should first be obtained at least 14 days prior to duty from HQ Air Cadets (Sqn Ldr CCF). All officers should maintain a record of the number of days for which pay is issued in order that the statutory 28 days is not exceeded.

ALLOWANCES

13. General. In certain circumstances, officers may qualify for the payment of the following:
- a. Subsistence Allowance.
 - b. Motor Mileage Allowance.
 - c. Uniform Upkeep Allowance.
 - d. Tights Allowance.
 - e. Change of Rank Allowance.
 - f. Home to Duty Travel Allowance.
14. Subsistence Allowance. Subsistence allowance may be paid to CCF RAFVR(T) officers travelling individually to cover the cost of food and accommodation incurred during absences from home and/or place of duty when rations and accommodation cannot be provided from Service sources. Claims are to be made on RAF Form 1771 to HQ Air Cadets (Sqn Ldr CCF). There are 2 "Day Subsistence Rates" and "Overnight Subsistence". These are defined below. The current value of each Rate may be obtained from HQ Air Cadets (Accounts).

- a. Rate 4. 5-10 hours journey time.
 - b. Rate 5. Over 10 hours but not involving overnight accommodation.
 - c. Overnight Subsistence. For periods away in excess of 10 hours and where Service overnight accommodation cannot be provided, "overnight subsistence" may be paid. However, payment is always subject to prior permission to claim being given by HQ Air Cadets. To obtain permission to claim, the form at Annex G to this Instruction is to be submitted to HQ Air Cadets (Sqn Ldr CCF) at least 14 days before the duty. The rules for booking overnight accommodation and the submission of subsequent claims that were introduced on 1 December 1993 are complex, but advice on the procedure and financial limitations will be given with the permission to claim.
15. Motor Mileage Allowance. When an officer is authorised to use his privately owned vehicle for an approved duty journey, motor mileage allowance may be payable, depending upon the type and the engine capacity of the vehicle. See Instruction No 31 for full details.
16. Uniform Upkeep Allowance. Uniform upkeep allowance is payable to VR(T) officers to defray the cost of maintaining and renewing uniform and accoutrements. The allowance will be paid by HQ Air Cadets (Accounts) to officers commissioned prior to 1 April and serving after 1 July each year. Claims are not required as payment is automatic.
17. Tights Allowance. Female officers will receive on appointment, an automatic payment of an allowance to cover the cost of 2 pairs of tights. Those officers held on effective strength on 1 January each year will qualify for an annual allowance. Claims are not required as payment is automatic. The amount of payment due is announced in BROs.
18. Re-Ranking Allowance. This allowance is to help compensate for the expense incurred in alterations to scaled items of uniform on change of rank. An allowance will be paid against itemised receipts for re-ranking alterations. Where possible, tailoring facilities at parent units should be used.
19. Home to Duty Travel Allowance. RAFVR(T) officers who are not school employees may claim home to duty expenses. The scheme covers travel from an officer's place of residence to the RAF Section headquarters. See Instruction No 31 (para 6a) for full details.
20. Mess Incidental Expenses. This allowance, presently £1.50 per day, is to help defray the costs of living-in a Mess. It covers a 24 hr period and is payable only when pay is claimed. The allowance is claimed on a Form 1771.

Annexes:

- A. Guide to Claiming Pay and Allowances for Normal CCF Duty
- B. RAFVR(T) Officers – Activities Admissible for Pay.
- C. RAFVR(T) Officers Request for Authority to Claim Pay for CCF Duties not Sponsored by the RAF
- D. Example of a Single Day's Pay Claim on HQAC Accts Form 80.
- E. Example of Multiple Days' Pay Claim on HQAC Accts Form 80.
- F. Marriage Category Definitions
- G. Request to Claim Subsistence/Motor Mileage Allowance associated with Adventurous Training Reconnaissance.

ANNEX B TO
INS NO 29

RAEVR(T) OFFICERS – ACTIVITIES ADMISSIBLE FOR PAY

1. a. Courses of Instruction for Adults Authorised by MOD:
 - (1) Officers' Initial Course at the ACTC RAF College Cranwell.
 - (2) Ground Instructors Course at various RAF stations or units (for details contact CCF Admin, HQ AC).
 - (a) Aviation Subject Courses:

Principles of Flight	RAF Valley
Propulsion	RAF Cosford
Airframes	RAF Cosford
Navigation	RAFC Cranwell
Comms and Radar (Pt 1 and Pt 2)	RAF Cosford
 - (b) Survival and Rescue RAF St Mawgan

(All courses attract a maximum of 6 days pay).
 - (3) Food Handling and Hygiene Courses.
 - (4) First Aid at Work Course.
- b. Marksmanship:
 - (1) Range Conducting Officers Course (ACP 22 Inst 19).
 - (2) Small Bore Competitions: Range and Escorting Officers (ACP 22 Inst 19).
 - (3) Full Bore Rifle Shooting Range and Escorting Officers (ACP 22 Inst 19).
 - (4) Inter-Cadets Services Annual Meeting – Bisley.
 - (5) Pre-Bisley Course.
 - (6) National Rifle Association Schools/Cadets Coaching Course – 3 days.
 - (7) Range Management Qualification Course at RAF Honington (ACP 22 Inst 19).
- c. Major Airshows/Aviation Events. Applications must be submitted to Sqn Ldr CCF for approval prior to the event, he is to brief the applicants on dress and conduct (ie Full No 1 HD at all times).

- d. Adventure Training:
- (1) Reconnaissance for and duty at authorised cadet Adventure Training outside school premises including time spent on collection and return of vehicles and stores up to a maximum of 8 days in UK or 10 days abroad. The reconnaissance's are restricted to a maximum of 4 per annum (JSP 313 Sect III Chap2 para 0326b).
 - (2) RAFVR(T) Mountain Activities and Canoeing Courses held at the Joint School for Adventure Training Instructors (JSATI) and the Air Cadet Adventure Training Centres at Llanbedr and Windermere.
 - (a) Summer Mountain Leader Training – up to 7 days may be claimed.
 - (b) Summer Mountain Leader Assessment – up to 6 days may be claimed.
 - (c) Canoe Courses – up to 6 days may be claimed.
 - (3) Nijmegen Marches.
- e. Military Training. Reconnaissance for and duty at annual cadet military training, including time spent on the collection and return of vehicles and stores (JSP 313 Sect III Chap2 para 0326a).
- f. Cadet Courses:
- (1) Personal Awareness Course at Amport House – Adult Supervisors.
 - (2) Cadet Leadership Course at Frimley Park – Assistants to the Directing Staff.
 - (3) Air Cadet Leadership Course at RAF Stafford – Directing Staff.
- g. Flying:
- (1) Air Experience Flying.
 - (2) Air Experience Gliding.
 - (3) Gliding Induction Course.
 - (4) Gliding Scholarship.
 - (5) Advanced Glider Training (AGT).
- h. Camps and Visits:
- (1) Overseas visits organized by Sections – activities which would normally attract UK pay may be admissible. Pay will be limited to the number of adults permitted for UK activities and to the days on which the qualifying activities are taking place. All such visits must be authorized by Sqn Ldr CCF.

- (2) Annual Camps:
 - (a) On week camp – Camp Commandant - 10 days
 - (b) One week camp – Officers 8 days
- (3) Air Sqn Day
- (4) NGTC
- (5) IACE:
 - (a) UK Conducting Officer.
 - (b) Overseas Escort Officer.
 - (c) IACE Selection Boards.
- (6) Training visits to RAF Sections for periods not exceeding 2 days (excluding travelling time) under the RAF affiliation scheme. Such visits may also be made to other RAF stations and to Royal Navy and Army units for training in Service subjects, when authorised by Sqn Ldr CCF. Visits for periods exceeding 2 days must be authorised by Sqn Ldr CCF.

i. Conferences/Meetings.

- (1) Attendance at Conferences convened by Service HQs (over 4 hrs at location) (JSP 313, Section III, Chap 2, para 0326e).
- (2) Duty at the CCRS annual cadet meeting (JSP 313, Section III, Chap 2, para 0326f).
- (3) Duty as a member of annual contingent stock taking board (JSP 313, Section III, Chap 2, para 0326g).
- (4) Duty on cadet proficiency boards (JSP 313, Section III, Chap 2, para 0326h).

2. This list is not fully exhaustive and it is therefore important that when exceptional duties, or those not mentioned above, are carried out that approval in advance from Sqn Ldr CCF is obtained and the authority reference letter is quoted on the HQ AC ACCTS Form 80 when claiming for pay. This is particularly important when HQ authority is given for adventure training activities.

3. Prior authority must be obtained from Sqn Ldr CCF for participation in any RN/Army sponsored activities.

ANNEX C TO
INST NO 29

RAFVR(T) OFFICERS REQUEST FOR AUTHORITY TO CLAIM PAY FOR CCF DUTIES NOT SPONSORED BY THE ROYAL AIR FORCE

1. When an officer in the RAFVR(T) is required to attend a course or camp arranged by any service or organisation other than the Royal Air Force and intends to claim pay, the prior approval of HQ Air Cadets (Sqn Ldr CCF) is required. Prior permission to claim pay is also needed for adventurous training reconnaissance's and an adventurous training activity that is to take place abroad.

2. When completed, this form is to be passed to HQ Air Cadets (Sqn Ldr CCF) for approval. Subsequently it is to be attached to the F80 when request for payment is made.

Number _____ Rank _____

Name _____ Initials _____

School Contingent _____

Nature of CCF Duty _____

Inclusive Dates _____

Sponsoring Authority and Reference _____

* I am a Contingent Commander and request that this claim is offset against additional paid training days allowed under the terms of JSP 313, Part III Chap 2 Para 0322.

Date _____ Signature _____

Duty authorised by Sqn Ldr CCF

Date _____ Signature _____

Delete if not applicable.

ANNEX F TO
INST NO 29

MARRIAGE CATEGORY DEFINITIONS

1. The categories of marital status are as follows:

CATEGORY 1 – A legally married serviceman/servicewoman who lives with his/her spouse (see Note 2 below).

CATEGORY 2 – A serviceman/servicewoman who is a widower/widow, divorced or separated (legally or by estrangement) who has care and control of his/her children and lives with them.

CATEGORY 3 – A serviceman/servicewoman who is a widower/widow, divorced or separated (legally or by estrangement) and provides financial support for his/her spouse/former spouse or children voluntarily (ie without a legal order being enforced for such support).

CATEGORY 4 - A serviceman/servicewoman who is a widower/widow, divorced or separated (legally or by estrangement) and who is required to pay for the maintenance of his/her former spouse or children under a Court Order, Deed or similar legal instrument.

CATEGORY 5 – All other servicemen and servicewomen including those of a single status.

Notes:

1. The term serviceman/servicewoman used in the above text relates to RAFVR(T)/WRAFVR(T) Officers and ATC Adult Warrant Officers.
2. Where the spouse of a serviceman or servicewoman in category 1 is a member of the Armed Forces, RAFVR(T)/WRAFVR(T) or an Adult ATC Warrant Officer, then the category is to bear an additional suffix ie 'IS'. The spouse is to be placed in Category 5, which is also to bear the suffix 'S'. In the circumstances outlined above, the Service spouse will be required to decide which spouse will be Category 1.
2. **Remarriage.** A serviceman/servicewoman who has remarried is to declare the category appropriate to the current marriage.
3. **Definition of a Legal Order.** The term 'Legal Order' is used to denote a Court Order for separation or other judicial decree relating to marriage, Deed of Separation, or similar legal instrument, ie a document providing for separation, whether executed under seal or not, which has been drawn up by solicitors and is legally binding on the two parties. It is also used to denote a Court Order for maintenance, ie where there are no other conditions attached to the order, or a similar order for maintenance (eg a compulsory allotment/Maintenance Deduction Order) made by the Ministry of Defence under the provisions of the appropriate Service Act.

4. Definition of a Child:

a. A ;child; means a legitimate or legitimated child or step-child of the husband; a child statutorily adopted by the husband and his wife; a 'child of the family' is a legal term meaning any other child who is being brought up in the household of the husband and his wife at the husband's expense, or was so being immediately before they were estranged, separated by legal order, divorced, or the marriage was annulled, or the death of the wife/husband.

b. Except where specifically stated otherwise, for the purpose of allowances a child must be below the upper limit of the compulsory school age (at present 16 years). If over that age, the child must be unmarried and in receipt of full-time education at a school, college or university. The age limit does not apply to a child who is physically or mentally incapable of contributing to its own support.

5. Definition of Divorce and Estrangement.

a. Divorce is normally considered to take effect from the date of the decree absolute. However, for the purpose of allocating a Marital Status Category, the decree nisi is a Legal Order for separation.

b. Estrangement is deemed to have occurred when husband and wife agree on a permanent basis or when either party has deserted the other, whether or not either party intends to petition for divorce.

ANNEX G TO
INST NO 29

REQUEST TO CLAIM OVERNIGHT SUBSISTENCE/MOTOR MILEAGE REQUEST

1. I request permission to claim *overnight subsistence/motor mileage allowance (MMA) for the following duty (see notes below before completing).

2. The duty is due to take place *between/on _____
_____ (dates).

3. *The Army authorisation reference is

4. I will be accompanied by, and claiming passenger allowance for:

Signature _____ of _____ CCF

Name in Capitals _____ Date _____

APPROVAL

5. I have *approved/not approved the above request to claim *overnight subsistence/MMA.

REMARKS (if any)

6.

Signed _____ Date _____
G S CLAYTON-JONES – Wg Cdr

Notes:

1. Any request to claim overnight subsistence/MMA associated with adventurous training reconnaissance must be accompanied by the reference of the Army district approval.
2. Claims for overnight subsistence will not be allowed if Service accommodation is available within a reasonable distance of the event.
3. This request form is not required for MMA claims associated with the duties detailed in para 3 of Inst 31, nor to claim subsistence Rates 4 or 5.

* Delete as required.

**ANNEX A TO
INST NO 29**

A GUIDE TO CLAIMING PAY AND ALLOWANCE FOR NORMAL CCF

SER NO	DUTY	REFERENCES		MAXIMUM NO DAYS PAY PER ACTIVITY	F80		TRAVEL	USE OF PRIVATE CAR	OVERNIGHT SUBSISTENCE ALLOWANCE	NOTES
		JSP 313 PART NO AND PARA	ACP 22 INST NO		SEND TO	WHEN				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
1	Field Days/Air Experience/Gliding	III 0326d	29, 30, 31	Up to 4 single days per annum	HQ AC	Immediately after duty completed at Pts 1 and 2	Public Transport or Collective Travel (1)	No – except as collective travel for small numbers of cadets	No (MIE if in Mess)	(1) Limit of 40 miles radius except to affiliated Stn, AEF or VGS
2	Weekend Training	III 0326d	29, 30, 31	3	HQ AC	As Ser No 1	As Ser No 1	No – except for safety (1) then at PTR	No (MIE if in Mess)	(1) Prior approval required
3	Annual Camp RAF (1)	III 0326a	23, 29, 30, 31	8 Up to 10 for Camp Commandants	H AC	As Ser No 1	As Ser No 1	Camp Commandant only – at PTR	No MIE	(1) Refer to ACP 237
4	Annual Camp Army or RN	III 0326a, 0333	29, 31	8 (1) (2)	a. Wg Cdr CCF (2) b. HQ AC	Prior permission: a. 2 weeks prior to duty. b. After duty completed	As Ser No 1	Yes – At PTR if authorised by RN or Army	No (MIE if in Mess)	(1) Prior approval required (2) JSP 313, Pt III para 0322 for Contingent Commanders
5	Courses Sponsored by RAF	III 0326c	29, 31	Normally 6 Up to 14 for CCand A/CC	HQ AC	Ser No 1	Public Transport	Yes – at PTR	No (MIE if in Mess)	
6	Other Courses	III 0326c, 0333	29, 31	Specified by Sponsoring Authority (1)	a. Wg Cdr CCF (1) b. HQ AC	As Ser No 4	Public Transport	Yes – at PTR	No (MIE if in Mess)	(1) Prior approval required

7	Adventure Training	III	29, 31	3	HQ AC (1)	As Ser No 1	As Ser No 1 or	Yes – at PTR for	Yes if Service	(1) F80 must be
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SER NO	DUTY	REFERENCES		MAXIMUM NO DAYS PAY PER ACTIVITY	F80		TRAVEL	USE OF PRIVATE CAR	OVERNIGHT SUBSISTENCE ALLOWANCE	NOTES
		JSP 313 PART NO AND PARA	ACP 22 INST NO		SEND TO	WHEN				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
	Reconnaissance – UK only	0326b		(2)			Service MT	maximum authorised distance (normally 150 miles)	accommodation not available and authorised by Wg Cdr CCF	endorsed with Army Bde Authority (2) Prior approval required
8	Adventure Training Camp – UK	III 0326b	29. 30	8	HQ AC (1)	As Ser No 1	As Ser No 7	No	No	(1) F80 must be endorsed with Army Bde Authority
9	Adventure Training Overseas	III 0326b	29, 30, 31	Normally 10 (1)	a. Wg Cdr CCF b. HQ AC	As Ser No 4	Within UK only as Ser No 1	No	No	(1) Subject to prior approval
10	Conferences – normally restricted to Contingent/Section Commanders	III 0326a	29, 31	1 (1)	HQ AC	As Ser No 1	Public Transport	Yes – at PTR	No unless specifically authorised by convening HQs	(1) HQ AC will specify entitlement when RAF conferences arranged

General Notes

1. F80 to be completed with all relevant detail, including travelling times, and bearing Contingent Commander's countersignature.
2. Paid duty is limited to 28 days in each financial year.

CCF(RAF) STAFF INSTRUCTIONSINSTRUCTION NO 30CADET TRAVEL

Reference:

- A. JSP 313 (CCF Manual) Pt II Annex A to Chap 4.
- B. JSP 313 (CCF Manual) Pt II, Section 3, Para 0267.

INTRODUCTION

1. Journeys by cadets and any accompanying staff travelling to and from an authorised activity may be made at public expense. A full list of journeys for which travel costs can be reclaimed is given in Reference A but for RAF cadets they are normally those associated with travel to/from:
 - a. RAF Annual Camp.
 - b. Flying - See also para 12.
 - c. Gliding - See also para 12.
 - d. National and Regional Ground Training Competitions.
 - e. Field Days - May be subject to mileage limitation - see para 12.
 - f. Adventurous Training- Journeys outside term-time only - See Reference B.

POLICY FOR CADET TRAVEL

2. As a general principle, all journeys by cadets are to be by the cheapest method of transport appropriate to their numbers except where this would entail serious delay or other marked inconvenience.
3. All journeys for which payment at public expense is requested, are to be paid for by the CCF (RAF) Section concerned and reimbursement claimed from HQ Air Cadets (Accounts), through Sqn Ldr CCF on an Accounts Form 8 (See Annex A) after the journey has been completed. A copy of the receipted invoice is to be attached to the Form 8. The CC must countersign the form and the "Certificate of Attendance" on the reverse completed. Where a SOV is used, the Passenger List on the reverse of the form is also to be completed.

TRAVEL METHODS

4. For each journey the RAF Section Commander is responsible for establishing the most cost-effective method by considering the comparative costs of the following:
 - a. School-Owned Vehicle (SOV). Frequently the most cost effective. See para 5 for details.
 - b. Minibus Hire (Self-Drive). For small parties of cadets. See para 6 for details.

- c. Coach Hire (With Driver). Usually more appropriate to large parties of cadets. See para 7 for details.
- d. Rail Travel. Privatisation has caused some difficulties but rail can often be the cheapest method, especially when utilising the family rail tickets where cadets travel for only £1 in some cases. See para 8 for details.
- e. “National” Coach Service. Often the cheapest and most convenient for individuals or small groups of cadets. See para 9 for details.
- f. Air Travel. May be the cheapest for long distance travel. See para 10 for details.
- g. Private Motor Vehicle (PMV). A PMV belonging to and driven by a RAFVR(T) officer may be used to convey small numbers of cadets. See para 11 for details.

NOTES ON METHODS OF TRAVEL

5. School Owned Vehicles (SOVs) Vehicles owned by Schools/LEAs/PTAs etc which are operated on a non-profit basis may be used to carry cadets on authorised journeys and the Private Car Rate (PCR) of motor mileage allowance (MMA) or the rate per mile charged by the ‘owner’, if higher, may be claimed. Following the journey one copy of the form at Annex A (HQ AC Accts Form 8) is to be used to claim reimbursement. The following should be noted:

- a. Vehicles must be operated within the terms of the Minibus Act 1977 and in accordance with the Department of Transport Circular PSV 385 (rev 11/94). All enquiries concerning the Act should be directed to the local Traffic Commissioners or appropriate designated body (CCF Association, LEA etc) and not to MOD or HQ Air Cadets.
- b. The Department of Transport has stated the exemption certifications which protect owners who operate on a ‘cost only’ basis (ie without profit) from prosecution for having no PSV licence do not, in fact, prevent hiring for profit. A permit to this effect may be obtained from the DOT or another body designated by the Secretary of State (including LEAs in the case of maintained schools).
- c. Where a school owns or operates a minibus and uses it to fulfil elements of the school curriculum, it may be advisable to include cadet activities in the application for exemption. Where a unit, though essentially school orientated, is nevertheless open to persons not attending the school for tuition, a separate exemption certificate should be obtained.
- d. Vehicles for which it is intended to claim must be properly licensed, taxed and insured, and it is essential that owners consult with their insurance companies to ensure that payment for the carriage of cadets on authorised journeys does not contravene their particular policy.
- e. Claims associated with the use of SOVs are NOT to be made on F1771 but on the proforma at Annex A (HQ AC Accts Form 8) to this Instruction, as soon as possible after completion of the journey but certainly within one month. It should be noted that the PCR of MMA includes an allowance for each passenger carried. To claim the correct amount, the name of each passenger is to be shown on the reverse of the HQ AC Accts Form 8.
- f. The current rate of the PCR of MMA will be published in BROs from time to time.

- 6 Self-Drive Vehicles. This form of hire is classed as MOD hire and is subject to special and complex conditions. The following should be noted:
- a. Drivers. The vehicle is only to be driven by an officer or SSI over the age of 21. The driver of a self-drive vehicle on a journey authorised under Reference A is regarded as on duty.
 - b. Accidents. In the event of the vehicle being involved in an accident, the MOD post-accident procedure is to be followed. This includes the completion of accident reporting forms F/MT3. Blank copies of the necessary forms together with other special instructions are to be carried in the vehicle. See Annex B for the Accident Reporting Procedure.
 - c. Comparative Costs. The total cost (including fuel) must be less than the charge for a vehicle with driver.
 - d. Payment of Hire Charge. On completion of the journey, the completed Annex A and all supporting papers (ie invoice and quotations) must be sent within 28 days to Sqn Ldr CCF for approval and onward transmission to HQ Air Cadets (Accounts) for payment.
 - e. Insurance. Motor insurance has been taken out by the Secretary of State for Defence and the Certificate at Annex C should be shown to the owner of the vehicle as confirmation of such insurance cover. No extra cover is admissible but it should be noted that it covers Third Party Liability only.
 - f. Deposit/Payment. Payment in full or where a deposit is required for the hire of a vehicle, must be paid initially from contingent funds.
7. Civilian Coach Hire. The following conditions apply to the hire of a civilian coach:
- a. Invoice. The invoice from the contractor must be attached to the application. The cost must be the most competitive available and the seating capacity of the vehicle should approximate to the number of cadets and officers making the journey.
 - b. Payment of Hire Charge. The contractor's invoice should be obtained as soon as possible, attached to the completed Annex A (HQ AC Accts Form 8) and sent without delay, but, in any event within 28 days, to Sqn Ldr CCF for approval and onward transmission to HQ Air Cadets (Accounts) for payment. If an excess mileage charge is due (see paras 12 below) the calculation is to be made on the form at Annex A (HQ AC Accts Form 8).
 - c. Cancellation Fees. Payment of a cancellation fee is only demanded by a contractor when notice is too short to enable other use to be made of the vehicle. It is incumbent therefore on contingents to inform the company if a visit has been cancelled. Bills for cancellation charges are to be accompanied by a statement from the contingent commanders explaining the circumstances and submitted with the HQ AC Accts Form 8 for reimbursement to Sqn Ldr CCF. If the cancellation arose from maladministration or negligence, the bill will not be accepted for payment from public funds

8. Rail Travel. When considering the relative costs, 'Group Travel' rates must be obtained from the rail company and to ensure maximum savings, the advance booking system should be used. If rail travel has been selected, a rail warrant may be used to obtain the tickets. Instructions for the completion of Rail Warrants are contained in Annex D. Cheaper travel is now available by using the Family Rail Card system and claims can be made using the Accts Form 8.

9. National Coach Service. Where it has been decided to use National Coach travel, proof of purchase of the tickets will be required to be passed to HQ Air Cadets with the HQ AC Accts Form 8.

10. Air Travel. Where travel by air is the cheapest option, authority will be given for an "Air Warrant" to be issued by the parent station through the TEST SNCO. However, discount Air Fares are available through many airlines which may prove competitive. Claims are made on an Accts Form 8 on completion of the journey.

11. Private Motor Cars. Cadets cannot be reimbursed if they use their own cars, or those of their parents, to travel to activities. If they do use them, they do so entirely at their own risk and expense. However, where a small number of cadets are travelling in the company of their supervising RAFVR(T) officer in his car to an authorised activity, he may claim MMA at the PCR. Claims are to be made by the submission of F1771 (see Inst Nos 29 and 31) after the journey has taken place.

TRAVEL LIMITATIONS

12. The claims for journeys to RAF annual camp, adventure training camps, camps activities, cadet courses, affiliated RAF stations, RAF ground training competitions, the Air Sqn Trophy Day, AEFs and VGs, together with any other events sponsored by HQ CCF, are not subject to mileage limitations. However, visits may be arranged to other RAF stations which can accept them and to other establishments in connection with the training syllabus. Payment for journeys to these and other Field Day training activities is normally limited to a maximum of 40 miles per single journey; however, full refund will be approved once per annum to a RAF station situated closer than an affiliated station. Such claims will normally only be given once per year.

Annexes:

- A. HQ AC Accts Form 8.
- B. RAF Accident Reporting Procedure.
- C. MOD Certificate of Motor Insurance.
- D. Instructions on the Use of Rail Warrants.

ANNEX A TO
INST NO 30
ACCOUNTS FORM 8

APPLICATION FOR PAYMENT OF CADET TRAVEL COSTS

Reference A. ACP 22 INST NO 30.

FROM: School/College CCF

SECTION A

1. Authority is requested to book transport on a repayment basis for:
..... cadets and officers of the CCF(RAF) Section to travel to
..... a distance miles for the purpose of:
.....

2. Method of Travel requested:

3. Total Cost will be:

4. I attach the relevant quotation from:

5. I certify that:

- a. The activity is covered by reference A.
- b. The method of transport is the most cost effective.
- c. The quotation is the most economical available.

Signed: Date:

RANK & NAME IN CAPS:

Note:

- 1. This application must be received by HQ Air Cadets (Accounts) at least 15 days (30 days for air travel) prior to the journey.
- 2. Repayment of travel costs cannot be guaranteed without this authority.
- 3. See overleaf for authority and further action.

SECTION B

AUTHORITY TO PAY CADET TRAVEL COSTS

1. Approval is given for the journey described overleaf to be made at public expense.
- *2. As the journey exceeds 40 miles, the contingent is to pay £ towards the cost (see para 15 of reference A).

Signed:

HQ AIR CADETS ACCOUNTS OFFICER

SECTION C

ACCOMPANYING PAPERWORK

When complete, this form is to be returned to HQ Air Cadets (Accounts) with:

- *a. The invoice or proof of purchase of tickets.
- *b. Completed F1771.
- *c. Completed Accounts Form 9.
- *d. Cheque for £ made payable to HMG Sub Account 3615 or the following information.
- *e. Rail Warrant No: Cost £

SECTION D

CERTIFICATE OF ATTENDANCE

2. I certify that cadets and officers of CCF(RAF) Section attended on date for the purpose of

Signed: Date:

RANK & NAME IN CAPS: Unit:

* Delete or highlight as applicable.

ANNEX B TO
INST No 30

SELF-DRIVE HIRE VEHICLES – ACCIDENT REPORTING

1.. Introduction. A self-drive Minibus hired to transport cadets which is being paid for by the MOD through HQ Air Cadets, effectively becomes a military vehicle. consequently, there are special rules governing its use, its insurance and, in particular, the action to be taken if the vehicle is involved in an accident or damaged in any way.

2. Accident – Mandatory Reporting Procedure. In the event of an accident involving, or damage to, a self-drive vehicle, MOD accident reporting procedure is mandatory. Follow the flow chart at Appendix 1 and complete the forms FMT3-2 and 3-3 at the scene. If another vehicle is involved hand the slip at the bottom of the FMT3-3 to its driver. Complete the driver/witness statement as appropriate and send all the paperwork to HQ Air Cadets as soon as possible.

Appendix:

1. Flow Chart of Accident Procedure.

ANNEX D TO
INST NO 30

INSTRUCTIONS FOR USE OF RAIL PASSENGER WARRANT BOOK

INTRODUCTION

1. MOD Rail Warrant Books (MOD 1175) are provided from Army sources. However, RAF Section Officers may still be called upon to hold Warrant Books and to issue warrants, this Annex gives the necessary guidance.

SECURITY

2. Each warrant bears a serial number, is an accountable document and is subject to audit. The Book must therefore be retained by the holder under lock and key. Completed book counterfoils should be retained for disposal according to current Army instructions. Warrant Books and their security will be subject to specific checks at Biennial inspections.

ISSUE AND COMPLETION

3. The warrant must be completed in ink and must be signed by the Contingent Commander or his authorised representative, and must bear the Contingent stamp. Alterations may only be made by the authorising officer and these are to be made in red ink. They are also to be signed and stamped. Recipients are to sign the counterfoil on receipt of the warrant. On no account are warrants to be issued to individuals or for journeys not authorised by CCF regulations.

4. A warrant may only be made out to one destination and may cover a mixture of First and Second Class journeys but, a mixture of single and return journeys is not permitted.

5. The number of journeys on any one warrant is not to exceed 100 single journeys or 50 return journeys.

6. Party travel involving a mixture of journeys may be covered either by a separate warrant for each destination or by a single warrant accompanied by a nominal roll of cadets travelling.

ACCOUNT CODE NUMBER

7. When issuing warrants, in addition to entering the usual details of the passenger and the journey, the purpose of travel and the Budget Unit Identity Number (UIN) boxes must also be filled in as follows:

a. The "Purpose of travel" boxes must be completed using the appropriate code from the following:

- 91 – CCF Annual Camp – Easter/Summer
- 92 – CCF Unit/Station etc visits
- 93 – CCF Other purposes of journey

b. The Budget UIN should be completed as follows:

For the CCF (RAF)

- c. The Contingent UIN is to be inserted into the “Issuing UIN” boxes.

TRAVEL ON LONDON UNDERGROUND

8. The following arrangements apply to travel on London underground services:
 - a. Rail Journeys via London. Warrants issued to personnel travelling on single or return journeys by rail via London cover the cost of the cross London transfer on the London Underground service. Rail warrants should therefore always be made out for the complete journey.
 - b. Travel to a London Underground Station Linked with Travel by Rail. A warrant should be issued for the complete journey through to the underground destination. This applies to single and return journeys.
 - c. Travel from a London Underground Station Linked with Travel by Rail. The underground portion of the journey is to be paid for by the individual and repayment claimed in accordance with single service regulations, and the BR portion is to be covered by a warrant.
 - d. Travel on London Underground Not Linked with Travel by Rail. Warrants are not to be issued for journeys wholly on the London underground system. Individuals are to purchase tickets and reclaim the cost in accordance with single service regulations.

UNUSED WARRANTS AND RAIL TICKETS

9. Issuing officers are to ensure that personnel to whom warrants are issued are instructed that all unused warrants, or tickets issued in exchange for warrants, must be returned to the issuing officer. All unused tickets, including return halves and unsurrendered party used tickets, are to be returned, in the format shown at Appendix 1.

Appendix:

1. Letter Format for Returned Warrants.

APPENDIX 1 TO
ANNEX D TO
INST NO 30

LETTER FORMAT FOR RETURNED WARRANTS.

To: MOD
D Acs (Bills)
Payments Misc 73
PO Box 46
Mersey House
Drury Lane
Liverpool
L69 2LT

From (returning unit details):

Tel No:
Budget UIN

Ticket Number	Warrant Number	If party used which part Outward/Return	Reason for non Use	Total Ticket Value

Total Value:

The unused ticket(s) listed below is/are enclosed.

Signature: _____

Name (BLOCK LETTERS) _____

Date: _____

Rank/Appointment: _____

CCF(RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 31

USE OF PRIVATELY OWNED MOTOR VEHICLES

Reference:

- A. JSP 313, Part II Chap 4 and Part III Chap 3.

INTRODUCTION

1. Reference A contains the regulations governing the use of private motor vehicles (PMV) for journeys on approved CCF duty and for which motor mileage allowance (MMA) may be paid. This instruction provides RAF Section Officers with a simplified guide and, where relevant, the current HQ Air Cadets interpretation of regulations.

ALLOWANCES

2. The different allowances that may be payable for the use of a PMV on approved journeys are:
- a. Official Duty Rate (ODR). As a general rule, ODR of MMA is payable only in the most exceptional circumstances and never without the prior permission of HQ Air Cadets (CCF Branch).
 - b. Public Transport Rate (PTR). The PTR of MMA is payable when a PMV is used in lieu of public transport for travel on duty.
 - c. Passenger Allowance. When Service or CCF passengers are carried on journeys for which MMA is payable, passenger allowance may be claimed for each passenger.
 - d. Home to Duty Journeys (H to D). RAFVVR(T) officers who are not school employees may also claim for travel to and from their normal place of residence to the RAF Section headquarters. MMA will be paid at the PTR rate for up to 5 journeys per month and for up to a maximum of 60 miles return. Any additional journeys to cover CCF activities are to be claimed on a Form 1771.

NOTE: In each case the distance claimed is to be the shortest route by road.

ALLOWABLE CLAIMS

3. Claims Not Requiring Prior Permission. HQ Air Cadets accept the use, without specific prior permission, of PMVs at the PTR rate of MMA for the following journeys:
- a. Travel by RAFVVR(T) officers to and from recognised courses. See Instruction No 35 for currently recognised courses.
 - b. Travel by RAFVVR(T) officers to and from local, area or district conferences that may be held from time to time by the CCF(RAF) Branch, CCFA, TAVRA etc. Where 2 or more officers from the same or adjacent contingents are attending the same course or meeting, MMA will only be paid to one unless prior authority has been obtained.

- c. Travel to and from Annual Camp by RAFVR(T) officers appointed as Camp Commandant. Other officers attending camp may use PMVs for convenience but, since they are expected to travel with their cadets, will not normally be paid MMA, nor will they be paid for travel while at camp.
- d. Travel to and from Field Day locations where the number of cadets involved can be transported in a single private car. This may be restricted to 40 miles range; see para 11 of Instruction 30 for details.
4. Claims for which Prior Permission is Required. All other journeys for which payment of MMA is sought are subject to specific prior permission to claim being granted by HQ Air Cadets (CCF Branch). To obtain permission, the form at Annex G to Inst 29 is to be submitted to HQ Air Cadets (Sqn Ldr CCF) at least 14 days before the journey.
5. Claims Associated with Adventurous Training. The use of PMVs at the PTR rate of MMA is recognised as acceptable for journeys by RAFVR(T) officers carrying out adventurous training area reconnaissance. However, for these journeys the request for permission to claim must include the reference of the Army Authority to carry out the reconnaissance. Where authorised, such claims will be subject to the following mileage restrictions:
- a. 250 miles for sections based in London, Beds, Cambs, Essex, Herts, Hants, Kent, Norfolk, Suffolk, Surrey and Sussex.
 - b. 150 miles for all other sections.
 - c. Travel of up to 150 miles within the training area.
 - d. For adventurous training overseas, officers may claim up to 150 miles for travel to the port of embarkation.

CLAIM PROCEDURE

6. Claims for MMA are to be submitted as follows:
- a. Home to Duty. Claims for Home to Duty journeys are to be made 3 monthly in arrears using the form at Annex A to this instruction. An allowance may be claimed for eligible adult passengers. Completed claim forms are to be submitted to HQ Air Cadets (Sqn Ldr CCF).
 - b. All Other Journeys. Claims for MMA for all other journeys are to be made using RAF Form 1771(10/98). An example of a correctly completed form is attached to this instruction. Completed forms are to be submitted to HQ Air Cadets (Sqn Ldr CCF) as soon as possible after the journey and, where applicable, accompanied by the authorisation to claim form.
 - c. Rates of Allowances. The current rates of MMA are published at intervals in HQ Air Cadets CCF(RAF) Branch Routine Orders.

CONTROL OF EXPENDITURE BY HQ AIR CADETS

7. Expenditure from public funds administered by HQ Air Cadets is subject to strict control within cash limits and therefore correct procedures regarding claims for travel allowance must be followed otherwise claims are liable to be disallowed. If in doubt seek the advice of HQ Air Cadets (CCF Branch) before the journey.

INSURANCE REQUIREMENTS

8. Cars used on duty journeys must be insured. Policies must be made available for inspection by HQ Air Cadets as and when called for.

Annexes:

- A. Claim Form for Home to Duty Travel.
- B. Completed RAF Form 1771.

ANNEX A TO
INST NO 31

HOME TO DUTY TRAVEL CLAIM

(For Use only by RAFVR(T) Officers Not Employed by the School)

Section 1 - Your Details

Rank	Initials	Surname	Service Number							

Name of School/College	
------------------------	--

Home Address _____

Section 2 - Bank Account Details

Bank	Branch	Sort Code	Account Number

Section 3 - Certificate of Contingent Commander

I certify that the officer attended the Section on the dates shown overleaf and that he is not employed by the School.

OC _____ CCF

Signature _____

Date _____ NAME IN CAPITALS _____

If you require notification of payment please print your name and address in the box provided

Use envelope No 26.161 or MOD Form 511

Section 4 - Details of Costs

Return road journey of _____ miles at _____ per mile £ _____

*Passenger name(s) _____

*Tolls/ferries cost per return journey £ _____

*Train fare per return journey £ _____

*Bus fare per return journey £ _____

MONTH AND YEAR	NO RETURN JOURNEYS	NO PASS JOURNEYS	AMOUNT CLAIMED	
TOTAL JOURNEYS			TOTAL £	

Section 5 - Certificate of Claimant

I certify that

- a. I have travelled on the dates given above between my home and place of duty.
- *b. The distance claimed is the shortest route by road.
- *c. I travelled by public transport and I paid the fares for which I claim reimbursement.

*d. I travelled by car/motorcycle capacity _____cc and that the motor vehicle used by me is insured in accordance with current regulations.

Date _____

Signature of Claimant _____

*Delete as applicable

Section 6 – Countersignature

Approved for Payment

Sqn Ldr CCF

Date _____

FOR ACCOUNT USE ONLY

Calculation checked

Paid sum of _____

Dated _____

FOR ACCOUNTS USE ONLY

_____ miles at _____ per mile

_____ miles at _____ per mile

_____ miles at _____ per mile

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 33

DRESS REGULATIONS

GENERAL

1. Introduction. Uniform clothing and badges for wear by members of the CCF (RAF) are described in these Dress Regulations. As used in the Regulations, the term 'members of the CCF (RAF)' includes RAFVR(T) officers employed with the CCF (RAF) and all CCF (RAF) cadets, unless the text clearly indicates otherwise.

WEARING OF UNIFORM

2. The following general rules apply:
- a. Members of the CCF (RAF) are entitled to wear uniform only when on Contingent or Service Section parades, during training and at annual camps.
 - b. Uniform is not to be worn in foreign countries unless specifically authorised by HQ Air Cadets (See Inst No 7).
3. Standard of Uniform.
- a. Contingent Commanders (CCs) are forbidden to introduce or sanction any deviation from the scaled patterns of uniforms, buttons and badges.
 - b. No ornament, emblem or badge is to be worn on uniform unless authorised in these Regulations. Watch chains and trinkets, if worn, are not to be visible. Tie pins are not to be worn.

DRESS - RAFVR(T) OFFICERS

4. Scale of Uniform. Scales of uniform for RAFVR(T) officers are detailed in Annex A.
5. Dress Regulations. Dress regulations for RAFVR(T) officers are detailed in Annex B.
6. Positioning of Ranking Braid, VR(T) Badges and Medal Ribbons. The positioning of ranking braid, VR(T) badges and medal ribbons are illustrated at Annex C.

DRESS - CCF (RAF) CADETS

7. Scales of Uniform. Scales of uniform for CCF (RAF) cadets are detailed in Annex D.
8. Dress Regulations. Dress regulations for CCF (RAF) cadets are detailed in Annex E.
9. Positioning of CCF (RAF) Badges on the Brassard. The positioning of CCF (RAF) badges on the brassard is illustrated at Annex F.

10. Positioning of CCF (RAF) Cadet Badges on the Jersey. The positioning of CCF (RAF) Badges on the Jersey is illustrated at Annex G.

DISTINGUISHING BADGES

11. Flying and Parachute Badges. The flying and parachute badges listed are authorised for wear by appropriately qualified personnel. No other flying badges are to be worn:

- a. RAFVR(T) Officers.
 - (1) Authorised RAF flying or parachute badges.
 - (2) The Glider Pilot or the Gliding Instructor Badge.
- b. Cadets:
 - (1) The Glider Pilot Badge.
 - (2) Flying Scholarship and Cadet Navigator Badge.
 - (3) Air Cadet Gliding Proficiency Badge.

12. Cadet Qualification Badges. A full list of authorised badges for CCF (RAF) cadet wear is given in Annex E and illustrated at Annex F.

13. Distinguishing Gilt Metal VR(T)Badges. RAFVR(T) officers are to wear the 'VRT' in gilt metal on their uniforms in the manner described in Annex B and illustrated at Annex C.

ORDERS, DECORATIONS AND MEDALS

14. The sequence in which the ribbon of an order, decoration or medal is to be worn is set out in AP1358, Chapter 7. A row is to consist of not more than 4 ribbons. When more than 4 ribbons are worn, they are to be made up to display as many complete rows of 4 as possible, with any uncompleted row at the top. Annex C gives details of medal ribbon positions and measurements. Further advice on the sequence in which ribbons of an order, decoration or medal is to be worn should be referred to HQ Air Cadets (PSO).

15. The only non-military medals (and their ribbons) awarded by private societies that may be worn with uniforms are medals of the Royal Humane Society, the Stanhope Gold Medal, the medal of the Royal National Lifeboat Institution and the Lifesaving Medal of the Order of St John of Jerusalem.

AUTHORISED EMBLEMS

16. The following emblems may be worn when the wearer is not on parade:
- a. The National Flower or Emblem of St George's, St Andrew's, St David's and St Patrick's Day according to nationality.
 - b. Flags and emblems such as the Alexandra Rose worn on authorised flag days.
 - c. Poppies on Remembrance Day.

17. Flags and emblems are to be of conventional dimensions and are to be worn centrally 2 cm above the right pocket of the tunic, in an equivalent position on the right breast of the jersey or on the left lapel of the greatcoat or raincoat, as appropriate.

WEARING OF UNIFORM BY EX-MEMBERS OF THE CCF (RAF)

18. Officers. As directed by MOD(Air), officers ceasing to be employed in the RAFVR(T) may continue to wear their uniform on specific occasions. Details are given at para 7 of Annex B.

19. Cadets. On no account are cadets to wear CCF (RAF) uniform after leaving the CCF.

EXCEPTIONS TO DRESS REGULATIONS

20. Combat Clothing. At the discretion of CCF (RAF) Section Commanders, combat clothing may be worn by officers and cadets when appropriate. It should not be worn routinely and certainly not when RAF cadets are on formal parades, visiting AEFs, VGSs or RAF Stations. It may however, be worn for range firing, field activities and leadership exercises. Instructions on how RAF Cadets are to wear DPM are in para 3 of Annex E. Combat clothing is not currently included in the "scale of uniform" but can sometimes be obtained on a "part-worn serviceable" basis through TEST SNCOs or purchased or obtained through Army sources.

21. Jacket Foul Weather (Blue Jeltex).

- a. VR(T) officers and cadets are authorised to wear blue foul weather jackets.
- b. They are issued by parent stations to CCF (RAF) Sections and not to individuals.

22. RAF Stable Belt. RAF Stable Belts purchased privately, may be worn but only with the Wedgwood Blue Shirt and black tie. They are not to be worn with either the jersey or the dark blue working shirt.

23. Dress for Female Cadets. Some female cadets may be issued on an opportunity basis with part-worn serviceable WRAF trousers. These items are not included in the "Scale of Uniform" (Annex D page 33D-1). The wearing of WRAF trousers is permitted however, but there is no right to supply, and this form of dress is to be confined to active duties such as AEF, gliding or stn visits when there is a likelihood of climbing into RAF aircraft or large vehicles such as airfield fire engines.

24. Other Service Badges. No badges of any Service other than those specified in Annex E are to be worn by cadets.

SPECIAL PROVISIONS

25. For reasons of tradition or special privilege, certain variations of uniform may be approved as follows:

- a. Mourning. An officer or cadet in private mourning may wear a mourning band of black crepe, 3¼" wide, around the left sleeve of the uniform, above the elbow. No other form of mourning may be worn.

- b. Kilts. Kilts may be worn in Scotland and Northern Ireland for ceremonial occasions only, subject to the approval of HQ Air Cadets (Sqn Ldr CCF).
 - c. Ceremonial Dress. Ceremonial white belts and white gloves may be worn by cadets parading in Guards of Honour or other ceremonial occasions.
 - d. Turbans. Cadets of the Sikh religion may wear turbans of the approved pattern and keep their hair long, if they so wish. Turbans are to comprise a puggree and headband of RAF ensign blue. The appropriate cap badge is to be affixed to the puggree with its base at the apex of the triangle of the headband.
 - e. Female Muslim Head-Dress. Female cadets of the Muslim faith may wear head-dress of the style normally worn. The head-dress is to be light blue in colour, the material is obtainable by TEST SNCOs through the parent unit on a LPO (Local Purchase Order).
26. Other variations in uniform may be approved by HQ Air Cadets from time to time.

WEARING OF UNIFORM BY SCHOOL STAFF INSTRUCTORS

27. School Staff Instructors (SSIs) may wear the uniform of their former Service. Rank is to be commensurate with that held upon retirement from regular service and will be advised by Sec JCS on application.

Annexes:

- A. Scale of Uniform for RAFVR(T) Officers.
- B. Dress Regulations for RAFVR(T) Officers.
- C. Positioning of Ranking Braid, VR(T) Badges and Medal Ribbons.
- D. Scale of Uniform for CCF (RAF) Cadets.
- E. Dress Regulations for CCF (RAF) Cadets.
- F. Positioning of CCF (RAF) Badges on the Brassard.
- G. Positioning of CCF (RAF) Cadet Badges on the Jersey.

ANNEX A TO
INST NO 33

SCALE OF UNIFORM FOR RAFVR(T) OFFICERS

SCALE OF UNIFORM - MALE OFFICERS

1. Officers are required to possess at all times the scaled uniform items.

<u>Item</u>	<u>Quantity On Scale</u>	<u>Notes</u>
Shirts Wedgwood blue – Long sleeves	3	All items provided free of Charge from RAF stores on initial kitting, but Subsequently maintained from uniform allowance.
Shirts Wedgwood blue – Short sleeves (Auth – GAI 5022 Sep 96)	1	
Jersey, blue grey	1	
Trousers No 2 Dress	1 pr	
Belt trousers, blue grey	1	
Gloves brown leather	1 pr	
Shoes, leather, soled	1 pr	
Shoes DMS	1 pr	
Socks, black wool/nylon	3 prs	
Necktie	1	
Raincoat, mens, blue grey	1	Raincoats are replaced free of charge 10 years from date of issue.
Uniform, Officers, No 1 SD	1	
Ranking Braid	As necessary	Alternations to items issued free of charge from Service sources are carried out free of charge under Station contract.
Badges VR(T)	4 prs	
Hat, SD with badge	1	
Jacket, General Purpose (GP)	1	

OPTIONAL ITEMS

2. The following items may be obtained at private expense:

Stable belt	The stable belt is web woven in RAF colours, and has leather strap and buckle fastenings. It is worn with the dark blue stripe uppermost and fastened over the left hip.
Field Service Cap	Optional for No 2 Dress.
British Warm Greatcoat	Not to be worn on parade or when other outer wear is ordered.
No 5B Mess Dress	for wear at Officers' Mess Dining-in Nights and other prescribed occasions. Appropriately qualified officers are to wear with this form of dress, half-size gliding instructor or glider pilot badges, wrought in gold embroidery on blue grey cloth.
Shirt White and Tie Black Bow Mess	These items are to be worn with No 1 SD as No 4 Dress, as an alternative to No 5B Mess Dress.

SCALE OF UNIFORM – FEMALE OFFICERS

3. Officers are required to possess at all times the scaled uniform items, viz:

<u>Item</u>	<u>Quantity On Scale</u>	<u>Notes</u>
Shirts, WRAF, Wedgwood blue	3	All items provided free of charge from RAF stores on initial kitting, but subsequently maintained from uniform allowance.
Jersey, blue grey	1	
Skirt No 2 Dress	1	
Bag, shoulder, adjustable	1	Handbags are to be carried by all female officers over the left shoulder with the adjustable strap fully extended. When the carrying strap is shortened, the strap should be held in the left hand.
Gloves brown leather	1 pr	
Shoes, WRAF black	2 prs	
Necktie	1	
Raincoat, women's, complete		Raincoats are replaced free of charge after 10 years' use.

<u>Item</u>	<u>Quantity On Scale</u>	<u>Notes</u>
Uniform No 1 Service Dress	1	
Ranking Braid	As necessary	Alterations to items issued free of charge from Service sources are carried out free of charge under Station contract.
Hat, WRAF, No 1 SD	1	
Miniature Cap Badge	1	
VR(T) Badges	4 prs	
Jacket, General Purpose (GP)	1	

Items to be purchased from allowance

Tights or seamless stockings (Pewter in colour)	3 prs	Not available from RAF stores.
---	-------	--------------------------------

OPTIONAL ITEMS

4. The following items may be obtained at private expense:

Black Court Shoes (Women's Service)	Not to be worn on marching occasions. May be purchased from RAF stores.
No 5 Mess Dress (Ceremonial Evening)	For wear at Officers' Mess Guest Nights and Dining-in Nights and other strictly Service evening functions approved by the Contingent Commander.
WRAF Summer Shirt	Not available from RAF stores.
Slacks, women's blue grey	May be purchased from RAF stores.
WRAF Purse Belt	Buckle worn in the centre of the body.

FEMALE PERSONNEL – OPTIONAL ITEMS OF DRESS

5. The following additional optional items are permitted for adult female staff and female cadets, subject to authorisation by COs:

- a. Rainhood. During wet weather a clear unpatterned plastic hood may be worn over uniform head-dress, except on parade or other ceremonial occasions.
- b. Umbrellas. Umbrellas may be carried or used while in uniform except on parade or other ceremonial occasions. Umbrellas are to be plain-handled, black, short or telescopic and not walking-stick type.

c. Overshoes/Boots. In wet or snowy conditions, civilian type boots, over-boots, overshoes or wellingtons may be worn with uniform, except on parade or other occasions, as locally ordered. This footwear is to be black, plain pattern with low heels, made of rubber, leather or plastic and of such a length that the top of the boot is no higher than the base of the wearer's knee.

ANNEX B TO
INST NO 33

DRESS REGULATIONS - MALE OFFICERS

1. Forms of Dress. The forms of uniform dress for male officers of the RAFVR(T) are as follows:

a. No 1 Service Dress.

(1) Clothing. No 1 SD uniform, Wedgwood blue shirt, black tie, black shoes, black socks and SD cap. Gloves are to be worn on ceremonial occasions or when ordered or when needed for warmth.

(2) Occasions for Wear. No 1 Service Dress should only be worn on ceremonial or formal occasions such as Annual Inspections, Remembrance Day parades or special functions when a particularly smart appearance is appropriate. No 1 Dress is not to be worn for working parades, working visits to AEFs or Gliding Schools, or day-to-day wear at camps. It is however, the prerogative of Station Commanders to decide the form of dress to be worn on their station at any time. Where doubt exists therefore, it can be quickly resolved by contacting the OC General Duties Flight at the Station.

b. No 2 Dress.

(1) Clothing. Hat No 1 SD, Jersey BG, Wedgwood blue shirt, black tie, black shoes (Oxford or DMS as preferred), black socks, brown leather gloves when needed for warmth or protection, trousers No 2 SD, raincoat, jacket (GP) or blue Jeltex jacket as required. The jacket GP is not to be worn with an open collar shirt or with the Jersey BG.

(2) Occasions for Wear. For routine wear when No 1 SD uniform is not appropriate. At heated indoor workplaces, when summer dress has not been ordered, the jacket or jersey may be discarded; a belt, blue-grey, is then to be worn with the trousers.

c. Summer Dress.

(1) Clothing. Hat No 1 SD, (optional: Field Service Cap, RAF) No 2 SD trousers, Wedgwood blue shirt with sleeves down, cuffs buttoned (optional: short sleeve shirt, no tie, top button undone), black tie, black socks, black shoes (Oxford or DMS as preferred), belt BG (optional: stable belt), Raincoat, jacket (GP) or blue Jeltex jacket as required. In warm weather, long sleeves on shirts may be rolled up neatly above the elbow and the tie removed at place of work only. The Jacket (GP) is not to be worn with an open collar shirt or with the Jersey, Blue Grey.

(2) Occasions for Wear. This form of dress may be worn at all working occasions during the summer at the discretion of the Commanding Officer. At RAF Stations, the wearing of this dress will be at the discretion of the Station Commander. No optional items are to be worn on arrival at RAF Stations for camps, visits, etc. When standard dress is ordered, no optional items may be worn.

DRESS REGULATIONS - FEMALE OFFICERS

2. The forms of uniform dress for female officers of the WRAFVR(T) are as follows:

a. No 1 Service Dress.

(1) Clothing. Hat No 1 SD, jacket and skirt No 1 SD, Wedgwood blue shirt, black tie, seamless tights or stockings, black laced shoes. Raincoat ordered.

(2) Occasions for Wear. Ceremonial and formal occasions as defined by HQ Air Cadets. Not to be worn for routine parades or normal working; however, a presentable 'second' No 1 SD uniform may be worn when it becomes unsuitable for formal and for marching occasions but may be authorised for wear on other formal occasions provided that uniformity is maintained

b. No 2 Working Dress.

(1) Clothing. Hat, No 1 SD WRAF, WRAF Jersey BG, Wedgwood blue shirt, black tie, black shoes (court or black laces as preferred), No 2 SD skirt, seamless stockings or tights (pewter in colour), brown leather gloves for warm or protection, Raincoat, Jacket (GP) or blue Jeltex jacket as required. At the discretion of Contingent Commanders, slacks BG may be worn on outdoor training. The Jacket (GP) is not to be worn with an open neck shirt or the Jersey, Blue Grey.

(2) Occasions for Wear. No 2 Working Dress may be worn for routine wear all year round when No 1 SD is inappropriate. At indoor working places, the Jersey BG may be removed.

(3) When standard dress is ordered, no optional items are permitted.

c. No 2B Routine Working Dress (Summer).

(1) Clothing. Hat, No 1 SD (optional: Airwomen's No 1 SD Hat), No 2 Dress Skirt, Wedgwood blue shirt with sleeves down, cuffs buttoned (optional: WRAF Summer Shirt), black tie, seamless stockings or tights (pewter in colour), black shoes, laced or court as preferred, Raincoat, Jacket (GP) or blue Jeltex jacket as required. In warm weather, long sleeves may be rolled up neatly above the elbow and the tie removed at place of work only. At the discretion of Section Commanders, slacks may be worn on outdoor training. The Jacket (GP) is not to be worn with an open collar shirt or the Jersey, Blue Grey.

(2) Occasions for Wear. This form of dress may be worn at all working occasions during the summer at the discretion of the Commanding Officer. At RAF Stations, the wearing of this dress will be at the discretion of the Station Commander. No optional items are to be worn on arrival at RAF Stations for summer camps, visits etc. When standard dress is ordered, no optional items may be worn.

3. Badges of Rank.
- a. No 1 SD. All officers wear rings of black and blue ranking braid as appropriate, the centre of the lace being 9.5 cm from the bottom of the cuff.
 - b. No 2 Dress. Specially made up rank looped badges are available from RAF stores and are to be worn on the shoulder straps of No 2 jacket or Jersey blue grey, as appropriate, and shirts when jackets or jerseys are not being worn.
 - c. Raincoats. Rank badges are to be worn on the shoulder straps of raincoats which are so equipped.
Rank for the 1972 pattern raincoat is a brooch worn on the lapels. The rank bars are to be horizontal, the base of the badge parallel with the 13 mm above the edge of the step of the lapel as illustrated at Annex C.
4. RAF Flying Badges. RAF flying badges are to be worn in accordance with RAF Dress Regulations.

RAFVR(T) METAL BADGES

5. Gilt metal badges, 13 mm in height are to be worn by RAFVR(T) as follows:
- a. No 1 Dress Jackets. On the collar of the jacket, 25 mm above the inner edge of the step opening midway between the outer edge and the inner (rolled) edge, placed in such a way that a line drawn through the centre of the badge is parallel to the inner (rolled) edge.
 - b. Raincoats and Other Garments with Shoulder Straps.
 - (1) Flight Lieutenant and above. On the rank badges, midway between the top and bottom edges of the rank braid.
 - (2) Flying Officer and Pilot Officer. On the rank badges with the bottom of the letter 'T' level with the bottom edge of the rank braid.
6. An illustration of the position of the ranking braid, VR(T) badges and medal ribbons is at Annex C.

WEARING OF UNIFORM BY EX-OFFICERS

7. Entitled officers ceasing to be employed in the RAFVR(T) may wear uniform:
- a. When attending:
 - (1) Investitures.
 - (2) State Ceremonials.
 - (3) Parades in connection with the official celebration of the Sovereign's Birthday.
 - (4) Ceremonials in connection with Remembrance Day or Battle of Britain Day.

- (5) War Memorial services and parades connected therewith, by invitation.
- (6) At their own wedding or at Service weddings at the sponsor's request.

Note: In connection with (3), (4) and (5) above, if required to appear in the ranks of the parade with serving or ex-Service personnel below commissioned rank, they are not to wear uniform. This does not, however, preclude the wearing of uniform by those officiating at a saluting base or appearing officially with a party of Civic officials.

- b. When inspecting or visiting:
 - (1) RAuxAF Units in an official capacity.
 - (2) Units of the CCF or ATC on behalf of the MOD or TAVRA.
- c. When on duty as officials, duly appointed by MOD or by the Executive Committee of the RAF Small Arms Association, at the annual meeting of the RN, the Army and the RAF at the National Rifle Association Imperial Meeting, and at rifle meetings held under the auspices of the RAF Small Arms Association.
- d. When holding the appointment of ADC to Her Majesty's Governor General, Governor etc, on the occasions as ordered by such representatives of Her Majesty.
- e. When holding the appointment of Lord Lieutenant of the county, High Sheriff or Sheriff, on occasions when discharging the duties of the appointment.
- f. On occasions in connection with which a public announcement is made by MOD regarding the wearing of uniform.

ADDITIONAL DRESS REGULATIONS FOR WRAFVR(T) OFFICERS

- 8. The following additional regulations apply to WRAFVR(T) dress:
 - a. Skirt. Uniform skirts are to be worn so that the bottom hem is of equal length all round and long enough to reach between the centre of the knee and 5.1 cm below the knee.
 - b. Jewellery. WRAFVR(T) officers may wear wedding rings, engagement rings and a plain signet ring. Following the piercing of ears they may wear gold stud sleeper ear-rings. Sleeper studs are to be small and unobtrusive and are not to be worn on parade. No other jewellery or trinkets are to be worn with uniform.

ANNEX D TO
INST NO 33

SCALE OF UNIFORM – CADETS

Cadets are required to possess the following items of uniform which are issued and maintained free of charge from RAF Stores:

<u>Item</u>	<u>Quantity</u>	<u>Notes</u>
Jersey, blue grey RAF/WRAF Pattern as applicable	1	
Shirts, working dark blue	1	
Shirts, Wedgwood Blue	1	For wear on formal occasions only
Skirts, WRAF No 2 Dress	1	Female cadet
Trousers, No 2 Dress	1 pr	Male cadet
Belt, trousers, blue grey	1	For wear with trousers
Beret, blue grey	1	
Badges, Beret	1	
Brassard	1	
Necktie, black	1	To be worn with Wedgwood blue shirts only
Anoraks, blue Jeltex	1	
Overalls	1 pr	
<u>OPTIONAL ITEMS</u>		
Shoes, or boots, RAF/WRAF Pattern	2 prs	May be purchased from RAF Stores
Gloves, knitted blue grey	1 pr	May be purchased from RAF Stores
Stable Belt (male cadets only)	1	May be purchased privately. Not to be worn outside the jersey
Caps SD	2	May be purchased from private sources by CWOs only. To be worn only with No 1 part worn serviceable uniform.
Jackets No 1 part worn serviceable	1	May be issued on an availability basis for wear by CWOs only.

Trousers No 1 part worn serviceable	1 pr	These items are not a scaled entitlement and issue will depend on availability of surplus stocks.
Handbags, shoulder straps (female cadets only)	1	Not to be carried on parade. Not available from RAF Stores.
WRAF Purse		Buckle worn in the centre of the body. Not available from RAF Stores.

ANNEX E TO
INST NO 33

DRESS REGULATIONS - CADETS

CADET UNIFORM

1. The official dress for all cadets irrespective of rank is as follows:
 - a. Beret, blue-grey complete with RAF badge.
 - b. Shirt, working blue or Shirt Wedgwood blue with black tie.
 - c. Jersey, blue-grey. (Not worn with “Shirt Sleeve Order”, see para 4.)
 - d. No 2 Dress trousers or No 2 Dress skirt as appropriate.
 - e. Black socks and black shoes or boots for male cadets. “Barely Black” tights and black shoes for female cadets.
 - f. Brassard.

Notes:

1. Blue Jeltex jackets may be worn in inclement weather (see para 8).
2. Protective clothing and flying clothing may be worn as ordered.

UNIFORM - MANNER OF WEARING

2. Special points in regard to the wearing uniform are as follows:
 - a. The Beret. The beret is to be worn so that the band is horizontal around the head, 25 mm above the eyebrows. Loose material of the crown is to be drawn down to the right side and the badge clearly displayed in a position directly above the left eye.
 - b. The Dark Blue Working Shirt. The dark blue working shirt is to be worn with the top button undone and the collar of the shirt placed outside the jersey.
 - c. Wedgwood Blue Shirt. Wedgwood blue shirts with black tie are to be worn for formal occasions only.
 - d. Trousers. Trousers are to be worn with a blue-grey supporting belt.
 - e. Socks and Shoes. Black socks and shoes are to be provided privately by cadets. Two pairs of either may be obtained from RAF stores on pre-payment. Where privately purchased footwear is worn, it should be similar in pattern and style to Service issue boots or shoes.
 - f. Badges. Proficiency and Qualification badges are worn either on a brassard on the right arm or directly on the jersey (see Annexes F and G).

- g. Brassards. The brassard is placed on the right sleeve of the shirt or jumper and positioned above the elbow. The epaulette on the shirt or jumper is passed through the loop at the top of the brassard and put into place.
3. Disruptive Pattern Material (DPM) Combat Clothing. Where CCF (RAF) cadets have been authorised by their section commanders to wear DPM combat clothing, it is to be worn as follows:
- a. The brassard is to be worn on the right sleeve. Badges other than those on the brassard are not to be worn.
 - b. Appropriate RAF rank tabs are to be worn.
 - c. The standard RAF beret and badge is to be worn.
 - d. The dark blue working shirt or a Contingent T-shirt is to be worn underneath the DPM jacket.
 - e. Boots, and not shoes, are to be worn.

SHIRT SLEEVE ORDER

4. Shirt Sleeve Order for cadets may be authorised in warm weather or when on duty in heated accommodation at the discretion of CCs. Uniformity of dress is to be maintained at all times. In shirt sleeve order the Jersey only is discarded and the brassard worn on the shirt, dark blue or Wedgwood Blue as appropriate.

CADET BADGES

5. Badges awarded to and worn by cadets of the CCF (RAF) are in 2 categories, those worn on the brassard (see Annex F) and those worn on the Jersey (see Annex G).
- a. Description and Positioning of Badges Worn on the Brassard.
 - (1) CCF Distinguishing Badge. A fabric arc-shaped badge embroidered with the words _____ CCF' in capital letters is to be worn centrally in the highest position on the brassard.
 - (2) Proficiency Badge. The highest grade badge gained of those described below is to be worn in a central position immediately below the distinguishing badge with one point of the star or propeller uppermost.
 - (a) Part 1 Proficiency Badge (First Class Cadet). A four-pointed star embroidered in light blue with a dark blue background.
 - (b) Part 2 Proficiency Badge (Leading Cadet). A four-bladed propeller embroidered as (a) above.
 - (c) Advanced Proficiency Badge (Senior Cadet). A four-pointed star superimposed on a four-bladed propeller and embroidered as in (a) above.

- (3) Leadership Course Badge. A light blue oval badge embroidered with a yellow eagle with black edging and lettering. The badge is worn, by those who successfully completed the Air Cadet Leadership Course, in a central position directly below the proficiency badge.
- (4) Shooting Badges. Where awarded, the CCF (RAF) Shooting Badge (see Inst 18 for description) is to be worn centrally on the brassard just above its bottom edge.
- (5) NRA Cadet Hundred Badge. The Cadet Hundred Badge is a woven badge of dark blue fabric, with 2 marksmen embroidered centrally inside a light blue ring which also contains wording in light blue. The badge is worn by entitled cadets at the bottom left hand edge of the brassard. Where the NRA Badge is worn, the CCF (RAF) shooting badge is to be positioned at the bottom right hand edge of the brassard.

b. Badges Worn on the Jersey. Where awarded, the following badges are worn on the Jersey. These badges are not worn with shirt sleeve order or DPM.

- (1) The Gliding Proficiency Badge (GPB). The highest awarded GPB is to be worn centrally 10mm above the bottom edge of the patch on the left shoulder.
- (2) Flying Scholarship Badge. The Flying Scholarship Badge is to be worn 10mm above the GPB, if both are worn together, otherwise as (1).
- (3) Cadet Navigator's Badge. The Cadet Navigator's Badge is to be worn 10mm above the GPB, if both are worn together, otherwise as (1).
- (4) Glider Pilot's Badge. When worn with (2) or (3), the Glider Pilot's Badge is to take the upper position, otherwise as (1).
- (5) Duke of Edinburgh Award Badges. Duke of Edinburgh Award badges are to be worn centrally on the right shoulder patch of the jersey 10 mm above the lower edge of the patch. Only one D or E badge is to be worn at any time; ie the most advanced badge for which the cadet is qualified. The badges may be purchased from HQ Air Cadets (Sqn Ldr CCF).
- (6) Lord Lieutenant Badges. In some counties, Lord Lieutenants award badges to selected cadets, these may be worn for the period for which the award applies. The badge is to be worn centrally on the left sleeve with the bottom edge of the badge 16 cm above the cuff.

CADET RANK BADGES

6. Cadet rank badges worn with the jersey uniform or shirt sleeve order are, with the exception of the CWO and junior corporal badges, identical to those worn by members of the Royal Air Force. They are available from RAF stores in the form of ribbon loops to be worn on the shoulder straps of the jersey or shirt (in shirt sleeve order). Rank badges are described as follows:

- a. CWO. A woven fabric badge in dark blue with a crown surrounded by a laurel wreath embroidered in light blue.
- b. FS badge. Three embroidered chevrons surmounted by a crown.
- c. Sergeant Badge. Three chevrons.
- d. Corporal Badge. Two chevrons.
- e. Junior Corporal Badge. Single chevron.

WEARING OF BADGES WITH NO 1 HSD UNIFORM

7. Contingent Commanders may authorise the wearing of No 1 HSD uniform by CWOs only on the condition of part worn availability. Badges are to be worn on No 1 HSD as follows:

- a. CCF Distinguishing Badges are to be worn on each sleeve with the centre point of the top edge of the badge just below the centre of the sleeve head seams.
- b. CWO Rank Badges are to be positioned on the front centre of each sleeve with the centre of each badge 16 cm above the cuff.
- c. Glider Pilot and Gliding Proficiency Badges are to be worn 10 mm above the top of the left breast pocket. Where a CWO is also qualified for the Flying Scholarship Badge or Cadet Navigator Badge, this is to be worn 10 mm above the Gliding Proficiency Badge.
- d. Shooting Badge. The CCF (RAF) Shooting Badge is to be positioned centrally on the right sleeve, immediately above the CWO rank badge.
- e. Duke of Edinburgh Award Badge. Where appropriate, these badges are to be worn on the left sleeve, 12 mm above the CWO rank badge.
- f. Proficiency Badges. Cadet badges are to be worn centrally on the left sleeve with the top of the badge 15 cm below the sleeve head seam with one blade of the propeller uppermost.

WEARING OF THE BLUE JELTEX JACKET

8. The Jeltex jacket is issued for the purpose of protecting cadets from cold and wet weather when moving to and from CCF duties, when on routine parades or on any occasion other than ceremonial parades, when a smart uniform appearance is particularly appropriate. It is not to be worn by cadets engaged on hard physical labour, rock climbing, fieldcraft exercises, escape and evasion exercises, shooting, canoeing, gliding or assisting with gliding, air experience flying or any other activity in which it will be subjected to undue wear and tear or where nylon garments are forbidden. The waterproofing of the garment will be seriously impaired if the skin is pierced or is damaged by the application of certain dyes, paints or adhesives and great care must be taken to avoid this. Badges are not to be sewn or stuck onto the jacket. However, the appropriate cadet rank badge is to be positioned on the flap provided at the front of the modern version of the jacket.

ANNEX G TO
INST NO 33

POSITIONING OF BADGES WORN ON THE JERSEY

NOTES

- 1 If the Glider Pilot's Badge is worn with the Flying Scholarship Badge or with the Cadet Navigator's Badge, it is to take the upper position.
- 2 Glider Pilot's Badge only, is worn as in 1 above.

CCF(RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 34

THE ESTABLISHMENT OF RAFVR(T) OFFICERS AND THE PROCEDURES FOR THEIR COMMISSIONING, PROMOTION, TRANSFER AND RESIGNATION

Reference:

- A. JSP 313 (1994 Edition) Part 1 Chap 3.

INTRODUCTION

1. The regulations governing the establishment of, and conditions of service for, CCF officers are contained in Reference A. This instruction is issued for the guidance of RAFVR(T) officers and is to supplement and clarify the regulations.

ESTABLISHMENT

2. The number of RAFVR(T) officers that a contingent may have and who may draw pay is dictated by its establishment. This establishment of officers is based upon the number of cadets in the RAF Section and is to be in line with the chart and associated instructions in para 0136 of Reference A. Established posts within the Section are identified as Section Commander or Section officers and have ranks associated with them. RAFVR(T) Contingent Commanders do not count against the establishment of officers.

COMMISSIONING

3. RAFVR(T) commissions are granted against specific RAF Section establishment vacancies. Consequently, volunteers for RAFVR(T) commissions will only be considered if there is a vacancy to be filled. There are, however, some cases where a candidate will be allowed to apply eg a female applicant where there are girl cadets but no lady officer or to replace an officer who has given notice of resignation in the near future and a 'hand-over' is necessary. In either case, the 'supernumerary' situation will not be expected to exceed one year. If contingents allow a supernumerary situation to continue, HQ Air Cadets may restrict total pay for the section to be limited to established posts only.

4. It is essential that only the latest, correct forms are used when nominating a candidate for a VR(T) commission. Sets of the correct forms together with the necessary pre-addressed envelopes and comprehensive notes on completion are available only from the CCF Branch at HQ Air Cadets. They will be sent by return of post in response to a telephone call. Many applications are delayed because of incorrect or incomplete completion in of the forms, Contingent Commanders and applicants are therefore requested to take great care and check the forms carefully before despatching them.

5. RAFVR(T) commissions are granted for an initial period of 4 years from the effective date of commissioning. Thereafter, subject to the positive recommendation of the Contingent Commander, the Headmaster and HQ Air Cadets, they are renewable in 4-yearly periods. The commissions of officers held supernumerary will not normally be renewed. RAFVR(T) officers will not usually be extended past age 60. Where such an extension is granted, it will be for one year only.

SUBSTANTIVE PROMOTION

6. For newly commissioned RAFVR(T) officers without previous commissioned service, substantive promotion to the rank of Flying Officer is automatic after 2 years and successful completion of the RAFVR(T) Officers Induction Course. Promotion procedure will be initiated by HQ Air Cadets. This is the only substantive promotion available in the RAFVR(T), once granted, this rank will be retained in the event of a change of post in the CCF or of transfer to the ATC. Officers with previous regular commissioned service of more than 2 years will normally be commissioned in the RAFVR(T) in the rank of Flying Officer.

ACTING PROMOTION (PAID)

7. The various forms of paid promotion above the rank of Flying Officer open to RAFVR(T) officers in the CCF are dealt with in the following paragraphs and Annex A. All of these are subject to the following conditions:

a. The officer concerned must have successfully completed a RAFVR(T) Officers Induction Course.

b. The promotion must be recommended by the Contingent Commander.

8. All acting promotions are dealt with by the Sec JCS. Application is to be made as follows:

a. For promotion to an established post within the RAF Section, a letter of recommendation for the appointment and promotion is to be sent to the Sec JCS by the Contingent Commander, copy to HQ AC (Wg Cdr CCF), stating the promotion requested, the appointment to be filled and the effective date. If approved by Sec JCS, the promotion will be promulgated by HQ Air Cadets Personnel Branch.

b. For promotion to Contingent Commander, a letter of recommendation for the appointment and promotion is to be sent by the Headmaster to the Sec JCS. Sec JCS will promulgate the appointment, any resultant promotion will be promulgated by HQ Air Cadets.

c. For paid promotion on a time basis for a Contingent Commander in accordance with paragraph para 0138 (5)(a) (i) and (ii) of Reference A, a letter of application should be sent to the Sec JCS giving details of the qualifying service. If approved by Sec JCS, the promotion will be promulgated by HQ Air Cadets.

d. For paid promotion on a time basis for a RAF Section Commander, in accordance with para 0138 (5)(a)(iii) of Reference A, a letter of recommendation is to be sent to the Sec JCS by the Contingent Commander stating:

(1) The period of qualifying service. Note that any time the officer has spent in the Non-effective Pool does not count as "qualifying".

(2) The date on which he completed his RAFVR(T) Officers Induction Course.

9. Should a Plt Off be nominated as the Section Commander of a Section established for a Flt Lt Section Commander, he/she is to be promoted to Plt Off/A/Flt Lt/Pd.

ACTING PROMOTION (UNPAID)

10. An officer in the rank of Flying Officer may, after completion of the Induction Course and 9 years' continuous service with the RAFVR(T) be promoted, to the acting unpaid rank of Flight Lieutenant. Time in the NEP does not count as a period of service. Entitled officers will be notified by HQ Air Cadets.

REVERSION TO SUBSTANTIVE RANK

11. In the event of an officer relinquishing an established post in the rank of Flight Lieutenant or above, he will revert to his substantive rank, or the rank of the post to which he had been transferred. So long as the officer concerned continues to serve with the same contingent, he may hold his former rank in an acting unpaid capacity provided this is not higher than the rank of either his Section or Contingent Commander.

ACTING UNPAID RANK

12. Acting unpaid rank will be granted in circumstances outlined in paragraphs 8 and 9 above, and in certain other special cases where this is desirable to rationalise the command structure within the Contingent. Application for such promotion should be by letter, giving full details of the reasons requiring the promotion, from the Contingent Commander to the Sec JCS.

CHANGES BETWEEN ESTABLISHED POSTS

13. It is important that the Sec JCS be notified of all changes between established posts within the contingent.

TRANSFERS

14. The following paragraphs on the subject of transfer should be read in conjunction with para 0138g Reference A.

15. In the event of a RAFVR(T) officer moving to another appointment which prevents his continuing in his current post, he must either:

- a. Transfer to the strength of another CCF contingent.
- b. Transfer to an established post in the ATC.
- c. Transfer temporarily to the Non-Effective Pool.
- d. Resign his commission.

16. It is the responsibility of the losing Contingent Commander to notify both the JCS and HQ Air Cadets (P2) of the move and the wishes of the officer concerned.

17. Before the HQ Air Cadets can authorise the transfer to another CCF Contingent the receiving CO must approve the transfer and inform Wg Cdr CCF of the established post that the officer will fill - or request that he may be held supernumerary. If the officer proposes to transfer to the ATC, approval must be obtained from HQ Air Cadets (P2) who will require a letter from the receiving squadron's Commanding Officer. The form at Annex B is to be used to request a transfer.

18. All transfers are made in the substantive rank of the officer concerned except where time promotion has been granted to the acting unpaid rank of Flight Lieutenant.

RELINQUISHMENT

19. RAFVR(T) commissions are granted in 4 year periods. Before expiry of the current engagement each officer will be requested by HQ Air Cadets to state whether he wishes to relinquish or extend his commission for a further term.

RESIGNATION

20. An RAFVR(T) officer may submit an application to resign his commission at any time. He is to submit his resignation in writing, with reasons, to the Contingent Commander on the proforma at Annex C. The Contingent Commander is to obtain the recommendation of the Headmaster and complete Part III. The completed form should then be forwarded together with the officer's RAF ID Card F1250 to HQ Air Cadets (P2).

DEFERRED RESIGNATIONS - TEMPORARILY NON-EFFECTIVE OFFICERS

21. Officers who are changing jobs may request to be transferred from Contingent strength to the "Non-Effective Pool" for up to 12 months. If, at the end of this period, it is not possible for them to be appointed to a CCF or ATC establishment they will be required to resign their commission. Officers who are granted leave of absence from their school posts for up to 12 months to take up temporary appointments at home or overseas and expect to return to their post in the CCF, may request to be transferred to the strength of the Non-Effective Pool for a period of 15 months. In such cases the officer concerned is asked to agree that, if he is not re-appointed within 15 months, his resignation will automatically be effective. Time spent in the Non-Effective Pool does not count as reckonable service for promotion. Officers in the Non-Effective Pool may not draw pay.

22. The special proforma at Annex D is to be used for either type of deferred resignation. The completed proforma together with RAF F1250 should be sent to HQ Air Cadets (P2).

Annexes:

- A. Officers' Promotion Possibilities.
- B. Application to Transfer - CCF Officer - RAFVR(T)
- C. Resignation of Commission Proforma - RAFVR(T).
- D. Deferred Resignation of RAFVR(T) CCF Commission.

ANNEX A TO
INST NO 34

OFFICERS' PROMOTION POSSIBILITIES

- NOTES: A. References below are to JSP 313 1994 Edition.
B. Service means commissioned or appointed service with HM regular or reserve forces.

<u>RANK</u>	<u>IF A CONTINGENT COMMANDER</u>		<u>IF A SECTION COMMANDER</u>	
Rank of Wg Cdr	Acting Paid. 20 yrs cumulative service including minimum of 10 yrs with cadet forces. Filling established Sqn Ldr post. Para 0138e(5)(a)(i)			
Rank of Sqn Ldr	Acting Paid. Filling an established Sqn Ldr post. Para 0138e(3)(e)	Acting Paid. 13 yrs cumulative service including minimum of 5 yrs with cadet forces. Filling established Flt Lt post. Para 0138e(5)(a)(iii)	Acting Paid. Nominated 2nd IC contingent if 2 or more sections and 200 or more established cadets. Para 0138e(3)(b)	

Rank of Flt Lt	Acting Paid. Filling an established Flt Lt post. Para 0138e(3)(a)		Acting Paid. Filling an established Flt Lt post. Para 0138e(3)(a)	Acting Paid. 5 yrs cumulative minimum of 3 yrs with cadet forces. Filling established Fg Off post. Para 0138e(5)(a)(iii)	<u>IF AN OFFICER IN THE RAF SECTION</u>	
Rank of Fg Off			Substantive Paid. minimum 2 yrs service with cadets. Filling established post. Para 0138e(2)	Acting Paid. Less than 2 yrs service. Filling established post. Para 0138e(2)	Substantive Paid. Rank granted on appointment. Para 0138e(1)	Substantive Paid. Minimum of 2 yrs service with cadets. Para 0318e(2)
TO QUALIFY FOR PROMOTION ABOVE PLT OFF AN OFFICER MUST HAVE SATISFACTORILY COMPLETED THE RAFVR(T) INDUCTION COURSE AND HAVE THE RECOMMENDATION OF HIS/HER CONTINGENT COMMANDER (OR HEADMASTER IF CONTINGENT COMMANDER)						
Rank of Plt Off				Substantive Paid. If appointed RAF Sec Cdr prior to completion of Admin course.		Substantive Paid. Rank granted on appointment. Para 0138e(1)

ANNEX B TO
INST NO 34

APPLICATION TO TRANSFER - CCF OFFICERS - RAFVR(T)

PART 1. TO BE COMPLETED BY APPLICANT

Number _____ Rank _____ Name _____

School _____

Sir,

I request a transfer to _____ CCF for the following reasons:

Signature _____

Rank/Name _____

Address _____

Date _____

PART 2. TO BE COMPLETED BY THE LOSING CONTINGENT COMMANDER

I recommend/do not recommend this application.

Signature _____

Rank/Name _____
Contingent Commander

School _____

Date _____

PART 3. TO BE COMPLETED BY THE GAINING CONTINGENT COMMANDER

I agree that the applicant may transfer to this unit.

Signature _____

Rank/Name _____
Contingent Commander

School _____

Date _____

PART 4. WG CDR CCF

The transfer of this officer is/is not approved. He/she will

- a. fill an established vacancy.
- b. be held supernumerary.

Signature _____
Wg Cdr CCF

Date _____

PART 5 SEC - JCS

The transfer of this officer is noted and the Contingents' records have been amended.

Signature _____
Sec JCS

Date _____

ANNEX C TO
INST NO 34

RESIGNATION OF COMMISSION PROFORMA - RAFVR(T)

(Refer to notes overleaf before completion)

PART 1

Number _____ Rank _____ Name _____

Of _____ School/College CCF

Sir,

1. I have the honour to request that I may be permitted to resign my commission in the RAFVR (Training Branch) for the following reasons:

2. My RAF F1250 Serial No _____ is attached.

Address _____

Date _____ Signature _____

—

PART 2 - RECOMMENDATION OF HEADMASTER

It is recommended that the above named officer should/should not be allowed to resign his commission.

Date _____ Signature _____
Headmaster

PART 3 - CLEARANCE CERTIFICATE

*a. Certified that all funds and property on loan to the above named officer has been satisfactorily accounted for and there are no outstanding claims against him.

*b. Full clearance has been obtained from the Contingent's Inventory Holder and Parent RAF Station Supply Squadron.

Date _____ Signature _____
Officer Commanding Contingent

* Delete as necessary

Notes:

1. The effective date of resignation is the date the officer signs Part 1. If a future date is requested it is to be stated in the reasons. Ante-dates of resignation are not acceptable.
2. Officers who resign within 3 years of the date of appointment to a commission may be required to refund a proportion of the value of any items of clothing issued from Service sources in accordance with the undertaking given on RAF Form 1447. The amount to be refunded will be notified by HQ Air Cadets (Accounts).
3. When completed and signed by the Headmaster and Contingent Commander this form is to be returned together with the officer's F1250 to HQ Air Cadets (P2).

ANNEX D TO
INST NO 34

DEFERRED RESIGNATION OF COMMISSION - RAFVR(T) CCF

PART 1

NUMBER _____ RANK _____ NAME _____

SCHOOL _____

I have the honour to request that:

a. I may be transferred to the strength of the Non-Effective Pool with effect from _____ for a period of _____ months. I have read and fully understand ACP 22 Inst No 34 paragraphs 20-21. I require leave of absence for the following reasons:

b. On completion of the time requested in the Non-Effective Pool I may be permitted to resign my RAFVR(T) commission unless before this date I notify HQ Air Cadets that I can resume duty by transfer to a CCF(or ATC) unit.

c. I understand that unless I do resume CCF or ATC duties, HQ Air Cadets will automatically take action to effect my resignation.

d. My Certificate of Credentials Form 2899 Serial No _____/RAF Form 1250* is attached for retention at HQ Air Cadets pending resumption of duty.

Date _____ Signature _____

Present Address

Address where I can be contacted from _____ (date) is

*Delete as necessary

PART 2 - RECOMMENDATION OF HEADMASTER

It is recommended that this officer be transferred to the Non-Effective Pool and that if he is not in a position to resume duty within the time he has requested, he should be allowed to resign his commission.

Date _____ Signature _____
(Headmaster)

PART 3 - CLEARANCE CERTIFICATE

a. Certified all funds and property on loan to the above-named officer have been satisfactorily accounted for and there are no outstanding claims against him.

*b. Those items of clothing issued under the provision of CCF Regulations, para 681, have been taken on Contingent charge pending re-issue or return to stores.

*c. Full clearance has been obtained from the Unit's parent RAF station.

Date _____ Signature _____
(Contingent Commander)

*Delete as necessary

—

FOR OFFICE USE ONLY

Date of NEP _____ Date to be resigned _____

B/F and notify Sec JCS _____

Resignation cancelled and officer appointed to _____

Note: Should this transfer result in a resignation, please note the following requirement:

Officers who resign within 3 years of the date of appointment to a commission are required to refund a proportion of the value of any items of clothing issued from Service sources in accordance with the undertaking given on RAF Form 1447. The amount to be refunded will be notified by HQ Air Cadets (Accounts).

PLEASE RETURN THIS FORM WHEN COMPLETED TO HQ AIR CADETS (P2)

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 35

COURSES FOR CCF RAFVR(T) OFFICERS

INTRODUCTION

1. A number of courses of instruction designed to help RAFVR(T) officers in the performance of their duties are organised and run by the RAF and other Services. In addition to the instruction provided by the courses, it is an opportunity for officers of the CCF to mix with their professional contemporaries in the regular forces. Officers attending courses are eligible for payment within the 28-day allowance and travel at public expense as detailed in Instruction Nos 29 and 31.

CCF RAFVR(T) OFFICERS INDUCTION COURSE

2. Attendance.

a. Newly Commissioned Officers. All newly commissioned CCF RAFVR(T) officers without previous RAFVR(T) service are required to attend an induction course as soon as possible after commissioning but, at the latest, within one year of receiving their letter of appointment in conformity with the undertaking given during the commissioning interview. Successful completion of the course is a necessary qualification for promotion to the substantive rank of flying officer or, in the case of officers who have had previous regular commissioned service, above flying officer.

b. Officers Previously Commissioned in the RAFVR(T). It is not mandatory nor a pre-requisite for promotion for officers who have previously completed an ATC Initial Officers Course or a CCF (RAF) Induction Course to do another when they are re-appointed to a RAFVR(T) commission. However, such officers are strongly recommended to attend as the content of the course is regularly updated and specifically designed to enable an officer to run or assist in the running of a CCF (RAF) Section.

c. Qualified Officers. After about 5 years service, all RAFVR(T) officers may apply to re-attend the course in order to keep abreast of current policies and procedures affecting CCF (RAF) Sections. Attendance however, is subject to places being available.

d. Royal Navy and Army Officers. Contingent Commanders and officers of the other Services who are normally engaged in CCF (RAF) Section activities may attend the Course subject to the prior approval of their controlling HQ and availability of places.

4. Applications. Applications to attend the Induction Courses, which are held twice a year at the Air Cadets Training Centre, RAFC Cranwell, are to be sent to HQ Air Cadets (CCF Admin Office). Joining instructions and course programme will be sent to officers selected to attend. The course lasts 6 days, assembling on a Sunday and dispersing the following Friday.

INSTRUCTORS COURSES

5. Instructors courses in aviation subjects are provided for all RAFVR(T) officers as follows:

<u>SUBJECT</u>	<u>LOCATION</u>	<u>TRAINING HANDBOOK</u>	<u>PERIOD OF COURSE</u>
Principles of Flight	RAFC Cranwell	ACP 33 Vol 2	Arrive Monday Disperse Thursday
Propulsion	RAF Cosford	ACP 33 Vol 3	Arrive Sunday Disperse Friday
Airframes	RAF Cosford	ACP 34 Vol 3	Arrive Sunday Disperse Friday
Navigation	RAFC Cranwell	ACP 32 Vol 3	Arrive Sunday Disperse Friday
Comms and Radar (Pt 1 and Pt 2)	RAF Cosford	ACP 35 Vols 2 and 3	Arrive Sunday Disperse Friday

6. The primary purpose of these courses is to provide officers with information so that they may be better able to instruct cadets up to the level of the official training handbook (ACP) for that subject. The aim is that the course graduate should be able to prepare and deliver an interesting lecture on any chapter in the relevant ACP. As it is impossible for the RAF staff to teach the whole subject in the time available, it is essential that all RAFVR(T) officers attending these courses study the technical content of the appropriate handbook before they undertake the course. In particular, a sound technical or scientific background is essential for those attending the Comms and Radar courses.

7. Pre-course study for the Navigation courses is particularly important. An all round appreciation of this subject involves aspects of modern equipment in avionics and guidance; much value will be lost if a major part of the course has to be devoted to elementary principles. Those attending the course should have, in addition to a basic knowledge of the Training Handbook, an understanding of the Mark 4B Computer and be able to use it to solve basic vector triangle problems and to do calculations on the Circular type Slide Rule.

8. Officers attending the Instructors courses are to take with them a copy of the relevant training handbook.

SEARCH AND RESCUE COURSES

9. This 3-day course is held at the School of Combat, Survival and Rescue at RAF St Mawgan, Cornwall. The course includes a live sea-survival drill. Course Joining Instructions include a certificate stating that the individual concerned is fit to participate in sea-water drills, and the certificate should be completed by a Service doctor, whenever possible. If this cannot be done, a civilian doctor may make the examination, for which he may charge a fee. Reimbursement within the current limits may be claimed from public funds and receipted bills are to be forwarded to HQ Air Cadets (Accounts).

REGIMENTAL HEALTH COURSE

10. This course is held at the School of Army Health, RAMC Training Centre, Aldershot. It is a general course in community hygiene and should be useful for those RAFVR(T) officers whose duties are likely to include the supervision of parties of cadets at overseas camps and on expeditions in open country.

11. Attendance attracts 4 days pay but is subject to continued availability of places for RAFVR(T) officers on this Army course.

COURSE PROGRAMME, ADMINISTRATION AND APPLICATIONS

12. Details of course dates are published in BROs. Applications should be submitted to HQ Air Cadets (Sqn Ldr CCF). Joining Instructions will be sent direct to successful applicants by the RAF unit hosting the course.

CCF(RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 36

HONOURS AND AWARDS

OBJECT OF HONOURS AND AWARDS

1. Honours and Awards are a means of recognising and rewarding service given beyond the normal demands of duty. Everyone associated with the Combined Cadet Force, whether paid or unpaid, is expected to accept the full responsibilities of his appointment and to discharge them efficiently and with zeal. The normal reward for the volunteer is the satisfaction of doing a good and worthwhile job and any intangible benefits that might accrue to him during the course of it. Only those who make an outstanding contribution of the highest possible quality, for the Combined Cadet Force, and sustain it over a long period, are considered for such special recognition as an award is designed to indicate.

PROCEDURE FOR SUBMITTING RECOMMENDATIONS

2. State Awards. Recommendations for State Awards in respect of RAFVR(T) officers should be submitted by the headmaster of the School. The nomination should be forwarded under confidential cover to HQ Air Cadets (Wg Cdr CCF) together with all possible information in support of the recommendation. The citation will be prepared by HQ Air Cadets and submitted through MOD.
3. Commandant's Certificate of Good Service - RAFVR(T) Officers. Recommendations for the award of the Commandant's C of GS to officers are to be submitted on the form at Annex A. Recommendations are made to the Commandant twice yearly, to arrive at HQ AC by 1 Feb and 1 Aug.
4. Commandant's Certificate of Good Service - Cadets. Recommendations for the Commandants Certificate of Good Service in respect of cadets should be forwarded to HQ Air Cadets (Sqn Ldr CCF) by 1 Feb and 1 Aug each year. Guidance notes for this award and a sample nomination form are at Annex B.
5. Cadet Forces Medal and Clasp. The Cadet Forces Medal may be awarded to all adult persons appointed to service with the Cadet Forces on or after 3 Sep 39 and who fulfil the conditions laid down in Annex C to this Instruction.

Annexes:

- A. Nomination Form - Commandants Certificate of Good Service Officers.
- B. Commandants Certificate of Good Service Cadets.
- C. The Cadet Forces Medal.

RESTRICTED - HONOURS

ANNEX A TO
INST NO 36**RECOMMENDATION FOR COMMANDANT'S COMMENDATION /SPECIAL
COMMENDATION CCF (RAF) – RAFVR(T) OFFICERS**First Name(s)SurnameDecorations and/or AwardsRankCCF ContingentService/Computer NoTotal Length of Service
With CCF (RAF)

Particulars of Service for which Recommendation is made

Signature _____

Name _____

Rank _____

Date _____ Contingent
Commander _____* Continue on a separate sheet if necessary

RESTRICTED - HONOURS

Remarks by Headmaster/Head Teacher
(if appropriate)

Date _____ Signature _____

Remarks by Wg Cdr CCF

Date _____ Signature _____ Wg Cdr

ANNEX B TO
INST NO 36

THE COMMANDANT'S CERTIFICATE OF GOOD SERVICE (COMDT's C of GS) - CADET

1. The Comdt's C of GS is intended for the worthy cadet who has made an outstanding and sustained contribution to the CCF and efficient running of his/her Section. In the past Section Commanders have tended to nominate cadets who have already benefited from the IACE or a Flying Scholarship. It is considered that these cadets have already received a prestigious award, and preference for nominations for the Comdt's C of GS should therefore be given to those hard working cadets who are worthy of distinction, but who have not attained a Flying Scholarship or an IACE place.
2. Recommendations for the Comdt's C of GS (see form at Appendix 1) are considered by the Comdt personally and should therefore be typewritten. They should only be completed by a CCF officer. The cadet concerned should not be advised that he is being recommended for this award and all recommendations should be treated in confidence.
3. The recommendations should give a complete picture of the cadet, his/her achievements and the attributes on which he/she can be judged in competition with his/her contemporaries. Here at HQ Air Cadets we must judge each cadet on the strength of the nomination and the importance of content and presentation, therefore, cannot be too highly stressed.
4. Unsuccessful applications are destroyed to ensure a fresh and unbiased approach is made each year. Section Commanders who wish to nominate a previously unsuccessful cadet for a second time will therefore be required to complete a new nomination form. A maximum of 2 nominations will be accepted from any one Section.
5. Participation in this scheme is, of course, voluntary but Sections who do wish to nominate cadets should forward completed nomination forms to HQ Air Cadets (Attn Sqn Ldr CCF) by 14 Mar each year.

Appendix:

1. Nomination for Comdt's Certificate of Good Service

APPENDIX 1 TO
ANNEX B TO
INST No 36

**RECOMMENDATION FOR COMMANDANTS CERTIFICATE OF GOOD SERVICE/
SPECIAL COMMENDATION – CCF (RAF) CADETS**

First Name(s)

Surname

Rank

CCF Contingent

Total Length of Service
with CCF (RAF)

Particulars of Service for which Recommendation is made

Signature _____

Name _____

Rank _____

Date _____

OC RAF Sect _____

* Continue on a separate sheet if necessary

RESTRICTED - HONOURS

Remarks by Headmaster/Head Teacher
(if appropriate)

Date _____

Signature _____

Remarks by Wg Cdr CCF

Date _____

Signature _____

ANNEX C TO
INST NO 36

THE CADET FORCES MEDAL

GENERAL

1. The award of the Cadet Forces Medal and Clasps for long and meritorious services to the Cadet Forces to officers, appointed officers and SSIs of the CCF is governed by Royal Warrant dated 1 Feb 50 as amended.

MEDAL

2. The medal is of cupro-nickel, in circular form, bearing on the obverse the crowned effigy of the Sovereign and on the reverse the inscription "The Cadet Forces Medal", and a representation of a torch. The name of the recipient is stamped on the rim of the medal.

RIBBON

3. The medal is worn on the left breast suspended from a ribbon 1¼ inches in width, in colour green and with yellow edges, barrow stripes of dark blue, red and light blue being superimposed. The ribbon will be worn with the dark blue stripe further from the left shoulder than the stripe of light blue.

ORDER OF WEAR

4. The Cadet Forces Medal is placed after the Queen's Medals for Champion Shots of the Air Forces and before the Coast Life Saving Corps Long Service Medal.

SERVICE REQUIRED

5. The period of service requisite for the award shall be 12 years qualifying service subsequent to 3 Sep 26 inclusive, as defined below, qualifying service during the Second World War, in the period 3 Sep 39 to 2 Sep 45 being reckoned two-fold, except where otherwise provided at a lower rate in these Regulations. Service which has been, or may be reckoned as qualifying service for the Efficiency Decoration or the Efficiency Medal or the clasps thereto or service which has been recognised by the award of any other alternative Efficiency or Long Service Award may not be reckoned towards the award of the medal.

CLASP

6. A clasp to the medal, to be attached to the ribbon when the medal itself is worn, and in cupro-nickel, may be awarded on the completion of each additional 12 years of qualifying service up to 1 Jul 71, and after that date, on completion of each additional 8 years, not necessarily continuous, qualifying service after the end of the qualifying period for the grant of the medal. A cupro-nickel rose emblem denoting the award of each clasp shall be worn on the ribbon when the ribbon only is worn.

ELIGIBILITY

7. Persons granted appointments or commissions by the Sovereign, or by Lieutenants of Counties, and persons given appointments as officers by the Defence Council for service in or with the Cadet Forces and School Staff Instructors serving with the Cadet Forces on or after 3 Sep 39, who fulfil the conditions laid down in the following paragraphs.

QUALIFYING SERVICE

8. Qualifying service shall be:

a. Commissioned service, service as an appointed officer, SSI or enrolled service as a Chief Petty Officer, Petty Officer, or Adult Warrant Officer, in or with the following:

(1) The Service Cadets - SCC, CCF, JTC, OTC, ACF or ATC.

(2) The Navy League Sea Cadets, subsequent to 3 Sep 26, and up to 1 Feb 42 inclusive.

(3) The Cadet Force administered by the British National Cadet Association from the formation of the Association in 1930 until 1 Feb 42 or subsequent to 3 Sep 26 in the Cadet Force which existed in the UK before the formation of that Association.

(4) The Air Defence Cadet Corps administered by the Air League of the British Empire from 1 Jul 38, inclusive, until the formation of the ATC on 1 Feb 41.

(5) Any officially recognised Service cadets of any country of the British Commonwealth, provided that the service shall not be reckoned at the same time for any similar award under the regulations of the country concerned.

b. Commissioned or other service in the following:

(1) During hostilities, the Armed Forces of the Crown or the Merchant Navy.

(2) In peacetime conditions, the Reserve or Auxiliary Forces, as specified by the Defence Council, involving a liability to regular periodic training.

(3) In peacetime conditions, the Armed Forces of the Crown involving compulsory, full-time service.

c. Provided that such service under sub-paras b(1), (2) or (3) above shall be reckoned as qualifying service only where it has interrupted continuous qualifying service in the Cadet Forces.

d. That such service shall not have been recognised by the award of an alternative Efficiency or Long Service award.

e. Provided that such regular periodic training or compulsory service shall have been carried out by the candidate under sub-paras b(2) or (3) above.

f. Service as authorised in para 12 below.

QUALIFYING SERVICE TERMINATED BY DISABILITY

9. In the case of a person whose qualifying service has been terminated by a disability of a permanent nature directly attributable to qualifying service during the period 3 Sep 39 to 2 Sep 45, before the completion of the required 12 years of qualifying service, a special award of this medal may be authorised for a period of 11 years qualifying service.

TERRITORIAL (GENERAL LIST) SERVICE WITH CADETS

10. Service with cadets or officers with Territorial (General List) commissions is not counted a qualifying service for the Efficiency Decoration, except in the case of ex-junior Training Corps officers who will be permitted to complete that current period for the award of the decoration or a clasp, as the case may be, and having completed that period will cease to be eligible to qualify for a clasp and further clasps and will begin to qualify for the medal.

CADET SERVICE

11. Service as a cadet under the age of 18 years is not, in any circumstances, to be reckoned as qualifying service.

12. Service over the age of 18 years may be reckoned as qualifying service.

HONORARY RANK

13. Service in a honorary rank, for example as honorary Colonel of a cadet unit, will not count as qualifying service.

CONTINUITY OF SERVICE - BREAKS

14. a. Qualifying service for the award of the medal will be continuous. An exception may be made at the discretion of the Defence Council if the break in qualifying service does not exceed 6 months.

b. The 6 months' break may be extended to 3 years in the case of those officers and instructors who, by reason of change in their places of residence or in circumstances of their civilian employment and who, although still residing in the UK, are no longer able to continue to serve with the cadet Forces Unit. Officers and instructors who wish to resume their service with a new unit.

15. Exception may also be made at the discretion of the Secretary of State for Defence in the following cases:

a. When the Cadet Forces service of an officer or instructor is interrupted by service abroad as may be required by his civilian employment and he is, within 3 years of arrival in the United Kingdom, reposted to a Cadet Forces Unit or,

- b. When, on transfer from a Cadet Forces unit of the British Commonwealth to a UK Cadet Forces unit, the break in qualifying service does not exceed 3 years

provided that application is made for posting to a Cadet Forces unit within one month of arrival in the UK, the date of arrival in the UK should be stated in the case of sub-paras a and b.

16. a. With effect from 1 Jul 71 qualifying service for the award of a clasp, or clasps, was reduced from 12 years to 8 years, which need not be continuous. The award of a clasp, or clasps, up to 30 Jun 71 will be calculated in accordance with the regulations then in force; the completion of 12 years continuous service will be required for each clasp.
- b. An applicant with 20 years or more, but less than 24 years qualifying service on 1 Jul 71, may be awarded the 1st Clasp, the effective date of the award being 1 Jul 71.
- c. Similarly an applicant with 32 years or more, but less than 36 years qualifying service on 1 Jul 71, may be awarded the 2nd Clasp, the effective date of the award being 1 Jul 71.
- d. The award of a further clasp in those cases in sub-paras b and c will require a further 8 years qualifying service from 1 Jul 71.

FORFEITURE

17. a. If the service of an officer or warrant officer is terminated for misconduct or for neglect of duty he shall be liable, at the discretion of the Secretary of State for Defence, to forfeit the medal.
- b. Any holder of the medal who is convicted of treason, sedition, mutiny, cowardice, desertion or disgraceful condition of an unnatural kind, shall forfeit the medal.
- c. Any holder of the medal who is reported by the police to have been convicted of a grave offence shall forfeit the medal.

RESTORATION

18. A medal forfeited under para 17 above may be restored at the discretion of the Secretary of State for Defence.

MINIATURES

19. Reproductions of the medal, known as miniature medals, which may be worn on certain occasions by those to whom the medal has been awarded, are approximately half the size of the Cadet Forces Medal. Miniatures are provided at private expense. A sealed pattern of the miniature medal is kept in the "Central Chancery of Our Orders of Knighthood".

APPLICATIONS

20. Eligible RAFVR(T) are to apply to HQ Air Cadets, on the form shown at the Appendix to this Annex for the award of the medal (or clasp). Copies of the application form may be obtained from HQ Air Cadets.

CERTIFICATES REQUIRED

21. In the case of applicants who are still serving, the officer commanding the cadet contingent will certify in each case whether the applicant is in every way efficient and deserving of the award. the personal application of a Commanding Officer, however, should be certified by the Headmaster. Statements of service must be accompanied by certificates vouching for each separate period of service.
22. Applications from those not now serving with a contingent and applications on behalf of deceased officers must be accompanied by certificates or correspondence to cover the full period of qualifying service.
23. Officers who wish to aggregate qualifying service in any other of the Services, or in the Merchant Navy, should first obtain a certified record of service from the Department concerned.
24. Service as a rating or in the ranks should be supported by a discharge certificate or by a certified statement of service.
25. Should the Contingent Commander be unable to trace certain service which has been claimed, the correspondence relating to the case is to be attached to the application form.
26. Certificates completed by the Headmaster will be required in the instances mentioned in paras 14b and 15.

ISSUE

27. An initial free issue of 2½ inches of breast ribbon will be sent by the Ministry of Defence to those eligible to receive the medal. In due course the medal and/or clasp will be issued to the contingent, the contingent commander should then arrange presentation to the officers concerned.
28. The medals/clasps of those who did not live to receive them are to be issued in accordance with the provisions of Queen's Regulations.
29. The recipient is not entitled to the post nominal letters CFM.

Appendix:

1. Recommendation for the Cadet Forces Medal or Clasp.

APPENDIX 1 TO
ANNEX C TO
INST NO 36

RECOMMENDATION FOR THE CADET FORCES MEDAL OR CLASP

No _____ Rank _____ Name (in full) _____

A. Service Details

Type of Service (a)	Dates of Service (b)		Period of Service (c)		How Counted (d)	Qualifying Service (e)	
	From	To	Years	Days		Years	Days
		Total:			Total:		

B. Certificate of Recommendation

I hereby certify that the above named is *serving/has served in the Combined Cadet Force, that he has completed the requisite qualifying service, and that he is efficient and in every way deserving of the *Cadet Forces Medal/Clasp.

Signature and Rank of Contingent Commander
CCF _____

School _____ Date _____

Countersignature of Comdt Air Cadets

_____ Date _____

* Delete as applicable

Notes:

1. Enter service in chronological order.
2. Show in column (a) whether RAFVR(T), ATC etc.
3. Use separate lines whenever service counts differently under the provisions of Annex a.
4. Show in column (d) how the service counts. Put “1” for single time and “2” for double time. Calculate the qualifying service for column (e) accordingly.
5. Exclude service already counted towards any other efficiency or long service award.
6. If previous service in other Cadet Forces is included above, give identification particulars, ie official number, rank, type of service etc.

CCF(RAF) STAFF INSTRUCTIONSINSTRUCTION NO 37THE WEARING OF BEARDS BY RAFVR(T) OFFICERS

1. Beards are not normally permitted in the RAF and are not to be worn by RAFVR(T) officers without prior authority, which will be given only when there are adequate medical reasons.
2. Permission to grow a beard may be given only by HQ Air Cadets, to whom all applications to grow a beard must be forwarded. Applications will be dealt with on the following basis:
 - a. 6 Months. HQ Air Cadets may authorise an RAFVR(T) officer to stop shaving for a period of up to 6 months on the recommendation of a Senior Medical Officer or Medical Practitioner.
 - b. 12 Months. In cases where a skin disorder requires the wearing of a beard for longer than 6 months, the officer is to be re-examined by a Senior Medical Officer or Medical Practitioner and a further medical certificate obtained and forwarded to HQ Air Cadets.
 - c. Periods in Excess of 12 Months. Where a skin disorder requires the wearing of a beard for periods in excess of 12 months, the officer is to be examined by a Consultant Dermatologist. Cases are to be reported to HQ Air Cadets, who will make the necessary arrangements.
3. In order to avoid any misunderstanding or embarrassment, the above instructions are to be brought to the notice of any member of staff who applies to be commissioned in the RAFVR(T).

CCF(RAF) STAFF INSTRUCTIONSINSTRUCTION NO 38INVESTIGATING AND REPORTING OF ACCIDENTS INVOLVING INJURY TO MEMBERS
OF THE CCF(RAF SECTIONS)

Reference:

A. JSP 313, CCF Regulations (Section 11).

1. All accidents resulting in injury to a member of the CCF(RAF) in the course of duty or training are to be reported immediately to HQ Air Cadets (PSO), using the Report and Claim Form MOD Form 492 at Annex A to Reference A.
2. If the accident is fatal, Part 1 only of the Report and Claim Form is to be completed, but details are to be reported by telephone to HQ Air Cadets immediately. HQ Air Cadets will be responsible for notifying the MOD and taking such further administrative action as is required.
3. If a member of the CCF suffers dangerous or serious injury, or illness or death whilst undergoing training at, or on a visit to an RAF station, or while flying in RAF aircraft, the commanding officer of the station will take reporting action.
4. When a member of the CCF is killed or injured in the course of duty, the question of liability, as governed by the factors stated below, is of paramount importance.
 - a. Whether the member was actually on duty at the time.
 - b. Whether the member or any other person was at fault.
 - c. Whether safety or other regulations were disregarded.
 - d. Whether any item of equipment was faulty, etc.
 - *e. The question of future impairment of health.

* Note: An injury that may not appear to be serious at the time may have delayed or unforeseen consequences and it is essential therefore, that in addition to a complete description of the injuries, a physician's opinion as to the probable future effects be obtained.

5. Additional orders concerning accidents at CCF(RAF) summer camps are published in ACP 237.

6. The reporting procedures as laid down below, are to be strictly complied with by all concerned

a. Air Experience Flying Accidents.

- (1) If a member of the CCF is killed or injured when engaged on air experience flying duties, a Board of Inquiry will invariably be convened.

(2) In the case of a flying accident at an air experience flight, the board of inquiry will be convened by HQ EFT, and the AEF Flight Commander is to raise the Report and Claim Form.

(3) Where a member of the CCF is killed or injured in an aircraft belonging to another formation, the Board of Inquiry will be convened by the authority responsible, in consultation with HQ EFT.

b. Gliding Accidents at VGS.

(1) If a member of the CCF is killed or injured while engaged on gliding duties, a formal inquiry will be convened by HQ Air Cadets GL Ops.

(2) If a formal inquiry is ordered the documentation referred to in sub-para c(2)(a) to (d) below, will not be required.

c. Other Accidents.

(1) It is imperative that any accident involving death or injury be investigated without delay, as it is most important that witnesses' statements be obtained at the time of the accident or as soon as possible thereafter. The initial responsibility for the investigation is that of the OC CCF Contingent, except when a member of the CCF suffers serious injury, illness or death whilst undergoing training at, or on a visit to an RAF Station, or while flying in RAF aircraft, in which event the CO of the station concerned will take reporting action. The OC CCF Contingent has a responsibility for ensuring that each case is properly and fully investigated.

(2) The submission of MOD Form 492 is not to be delayed pending completion of a claim but is to be submitted independently with the answer to the final question of Part 4 indicating whether or not a claim is to follow. The following documentation is to be included with the report:

(a) Statements from all witnesses of the accident

(b) A statement from the injured person - if he is able and willing to make one.

(c) A statement from the RAF as to whether any regulation, standing or other order, was transgressed.

(d) A statement from the medical officer or medical practitioner, describing the injuries and including an opinion as to whether they are likely to be the exciting cause of later disability

CCF(RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 40

SUPPLY AND ACCOUNTING FOR EQUIPMENT

FOREWORD

1. This supply instruction aims to summarise the more important aspects of inventory control and stores administration at CCF(RAF) Sections. The following notes are not exhaustive, and more detailed information and advice on specific matters should be sought as necessary from the Supply Officer of the parent RAF station.
2. If the Contingent Commander and adult staffs of CCF(RAF) Sections read and observe these guidelines, they will be well on the way to reducing the likelihood of inventory discrepancies and the attendant inquiries and financial losses. CCF Supply Regulations are contained in JSP 313 Section 12.

APPOINTMENT OF INVENTORY HOLDERS

3. The Contingent Commander is to appoint an officer as a supplies officer who is normally to be the unit's inventory holder and to sign all requests and vouchers for the supply of equipment. In addition, a deputy inventory holder must also be nominated to assume responsibility for the inventory during the temporary absence of the inventory holder. In exceptional circumstances a civilian may be appointed as a temporary inventory holder if no officer is available. Requests for such appointments must be submitted in writing and approved by this HQ before the post is confirmed.
4. All inventory holders should be aware of their responsibilities for the safe custody and protection of public equipment. Newly appointed holders should study the notes at Annex A and ask for a full and detailed briefing from the parent RAF station supply staff (if possible) before taking over the inventory.
5. Overall, there is a large amount of public money tied up in the Air Cadet Organisation. A major portion of this money is invested in training equipment, accommodation stores and uniform clothing. Individual CCF(RAF) Sections may consider that the value of equipment in the section is insignificant and of nominal value only. However, collectively this equipment and clothing represents a large investment and must be properly protected and safeguarded. Only the CCF(RAF) Section inventory holder or the nominated deputy should have access to the stores and adequate arrangements must be made to ensure that the contents are kept under lock and key. CCF(RAF) Section inventory holders should return to the parent RAF station supply squadron all unwanted equipment. They should retain only enough equipment, including part worn serviceable (PWS) uniform clothing, to enable them to operate and manage the inventory neatly and efficiently. Retention of surplus and unwanted stores will only lead to a reduction in valuable storage space for more essential equipment, accumulation of dust, harbouring of pests and the deterioration of stock and perhaps even depriving another user who may just be looking for the very items lying idle and unused in the stores.

UNIFORM CLOTHING

6. Uniform clothing for issue to cadets is scaled in Reference A and is to be demanded and accounted for in accordance with the detailed procedures given at Annex A. Only accrued PWS clothing is to be held as maintenance backing.
7. In the face of today's stringent economic climate every effort must be made to make full use of part-worn serviceable stock. All garments retrieved from ex-cadets are to be examined critically and submitted for return only when considered absolutely necessary. It is acknowledged that this measure may lead to the lowering of some dress standards but due to the current financial constraints imposed on defence expenditure, including money spent on uniform clothing, this situation will have to be accepted. However, with good husbandry, satisfactory dry cleaning and laundering, the lowering of standards can be kept to a minimum.
8. It is the Contingent Commander's responsibility to ensure that whenever possible all uniform clothing is recovered from ex-cadets.
9. Between them the parent RAF Station Supply staff, TEST SNCOs and HQ Air Cadets (Logs 1B) have the necessary expertise needed to resolve supply problems. If in doubt - ask for help and assistance.

Annexes:

- A. Notes for Inventory Holders.
- B. (F4137) Inventory Discrepancy Certificate.
- C. Supply Proforma A.
- D. Supply Proforma B.
- E. Supply Proforma C.
- F. Flow Diagram - Typical Supply Action.
- G. Supply Proforma F

ANNEX A TO
INST NO 40

NOTES FOR INVENTORY HOLDERS

1. Those individuals who are appointed as Section inventory holders need have no fears or apprehension for the overall control of equipment committed to their charge if the following simple rules and guidelines are observed.
2. On being notified that you are to be the Section inventory holder, which will usually mean that you are to take the present inventory over from someone else. It is recommended that you take the following preliminary precautions and action to safeguard your own interests.
 - a. Firstly, confirm that the Section Commander has notified the parent RAF supply officer of the proposed change of inventory holder and that a date has been provisionally agreed for the handover/takeover check. At this stage you should seek advice from the station supply staff and request a briefing on any particular aspects of inventory control peculiar to that station. You should also ask for a copy of "Notes for the Guidance of Inventory Holders" which is published by each individual parent supply station.
 - b. The next step will be to ensure that the present inventory holder hands in the holder's copy of the "manual element" of the inventory to the Stock Control and Accounting Flight (SCAF) with a request that it be brought up to date from the master inventory record in readiness for the handover/takeover check. It would also be prudent to confirm with the supply staff that there are no outstanding issues, exchanges or returns of equipment in the pipeline or vouchers awaiting clearance which might affect the overall final balance of the squadron inventory before the check is carried out.
 - c. As near as possible to the proposed date of the check, make sure that arrangements have been made to have the necessary documents available. These will consist of the up-to-date copies of the "manual element", together with the updated printout of the "computer" inventory record and a Form 4127 (Inventory Discrepancy Certificate - specimen copy is at Annex B). These documents should be collected by you from SCAF if possible or sent by post
 - d. On the agreed date of the check all squadron equipment should be assembled or located ready for counting. Ideally, all the equipment should be marked or labelled with the corresponding RAF section and reference numbers taken from the inventories to aid identification. A physical check must then be conducted by both the inventory holder handing over and yourself as the new inventory holder taking over. This can be done by either checking the items in strict chronological order from the inventories or room by room whichever is the more convenient. Items issued out on loan from the inventory may be accepted by checking the appropriate loan record eg F668 and making sure that the recipient is a current member of the section. Precautions must be taken so that the same item is not counted twice. As the check progresses it is vital that all apparent surpluses and deficiencies are recorded on the reverse of the F4137. Once the count is finished and all surpluses and deficiencies declared and recorded on the F4137, the appropriate Handover/Takeover signature blocks can be signed. Care must also be exercised that surplus and obsolete items which are recorded in the squadron manuscript register are set aside from genuine inventory stock and not included in the count. At this point you will assume responsibility for the security and all future supply transactions of the inventory.

- e. The signed and completed F4137 must then be forwarded to the parent supply squadron (SCAF) for reconciliation and filing for audit. Discrepancies will be adjusted and finalised by SCAF in one of the following ways:
- (1) Permissible Offsetting. SCAF will offset any declared deficiencies against surpluses listed on the F4137 which are of like nature or similar generic heading. Further deficiencies may be offset against like items recorded in the supply squadron central surplus register.
 - (2) Charge Against Individuals. Net deficiencies may have to be charged against named individuals on F664B or F1680, or a collective charge against the squadron.
 - (3) Write-off Against Public Funds. This procedure will only be used when no blame can be attributed to any individual and the loss will be recorded against public funds on F34, with the parent unit CO's approval.
 - (4) Net Surpluses. Net surpluses will be recorded in the supply squadron central surplus register for future offsetting on station stock or inventory discrepancies
3. Other types of inventory checks which may take place from time to time are:
- a. Initial Takeover. This type of check takes place whenever a new inventory is created. Normally it would only be on the formation of a new CCF(RAF Section) when you would be appointed as a first time inventory holder.
 - b. Holder's Check. You may carry out a holder's check of the inventory at any time to bring the physical holdings into agreement with the recorded balances maintained by the parent station supply squadron. A request for this type of check can be made direct to the parent supply squadron.
 - c. Independent Check. RAF Regulations stipulate that every inventory must have an independent check within 3 years of a previous handover/takeover or independent check. The only exception to this rule is that where an inventory contains any V&A (Valuable and Attractive) equipment it will be subject to a check every 12 months. You will be notified by the parent supply squadron whenever this type of check is due.
4. Demand Procedure and Sources of Supply. Common user equipment, namely items used by all Sections of the CCF, is obtained from Army sources. This principle applies equally to those Contingents which have no Army section.
- a. Requirements for specific RAF items are to be notified to the parent RAF station on 5 proformas:
 - (1) Supply Proforma 'A' - Demand for uniform clothing, only for named cadet (Specimen at Annex C).
 - (2) Supply Proforma 'B' - Demand for entitled items, other than uniforms and returns of all surplus equipment (Specimen at Annex D).
 - (3) Supply Proforma 'C' - Request for inventory action to account for issues from or receipts into PWS Maintenance Backing Stock.

- (4) Supply Proforma 'F' - This is used by TEST SNCOs to demand quarterly requirements of CCF badges, chevrons, etc, from parent station (Specimen at Annex G).

Copies of Proformas A, B and C may be obtained from CCF (RAF) TEST SNCOs

5. Three copies of each proforma should be prepared, 2 of which to be sent to the parent RAF station, whilst the triplicate is to be retained as a record. The Management Code and reference numbers of each item, as given in AP 3174, are to be entered on all requests for technical equipment. Demands for rank badges (shoulder and arm) which are compatible with both CCF(RAF) Sections and serving RAF personnel are to be demanded as and when required and not in bulk quantities. The parent unit should return one copy of the proforma to indicate voucher action taken.

6. Supply Accounting. Transactions in respect of authorised equipment (Class P and L), with the exception of issues of new uniform clothing to cadets, will be recorded in the inventory. The transactions relating to (Class C) consumable stores are not recorded in the inventory. Each consignment of equipment from a parent station should be accompanied by either F600VDU Red No 2 copy or the manual Form 676 Copies No 2 and 4. On receipt of a consignment the following actions are to be taken by the inventory holder.

- a. The consignment is to be checked to ensure that it agrees with items and quantities received with the F600VDU or F676.
- b. Details of the F676 consignment are to be entered in pencil only in the manual inventory.
- c. The F676 No 2 copy is to be signed in the "Received" block and may be signed by any squadron officer/SNCO should the inventory holder be unavailable, and returned to the RAF station and the No 4 copy retained for comparison with the No 3 copy, as at a later date the No 3 copy of the F676 will be sent to the inventory holder to confirm the transaction personally. If agreed the No 3 copy is to be signed in the "Concurring" block and return to the parent RAF station.
- d. Consignments received with F600VDU should be checked. The No 2 Red copy is to be retained for comparison with the "Inventory Transaction List" which is provided every 28 days.

7. Issues of surplus/obsolete equipment are not accounted for on the inventory, but CCF(RAF) Sections are to record all such issues and returns in a manuscript register, which should be maintained by each section. The exceptions to this are Aero Engines, Aircraft and Aircraft Cockpits which are accountable

LIAISON WITH PARENT RAF STATION

8. Equipment demands which remain outstanding for more than 6 weeks, and any general equipment supply and accounting queries, should be referred to the CCF (RAF) TEST SNCO who will take the matter up with the parent RAF station. All unserviceable equipment and items no longer required are to be reported to the parent RAF station on Proforma 'B'. The CCF (RAF) TEST SNCO should be notified so that the return of the items to the parent station can be arranged. Separate Proformae 'B' are to be raised for items held on inventory and for items held on manuscript lists and the Form B annotated either "For Inventory Action" or "Manuscript List - Not for Inventory Action".

DISCREPANCIES

9. All discrepancies in holdings or equipment, no matter how small, are to be reported by the inventory holder to OC Supply Squadron at the parent RAF station as soon as they are discovered, so that adjusting action regarding minor discrepancies in particular can be taken. In the case of appreciable deficiencies, which cannot be offset against surpluses of similar items, the cost will generally have to be met either by the individual concerned or as a charge against contingent funds. Paragraphs 1082 and 1083 of JSP 313 (CCF Regulations) refer. Write-off of equipment as a loss against the public will only be approved in the most exceptional cases.

10. Enrolled cadets are entitled to be kitted out to the scale given in Annex D to Instruction No 33. Ideally, cadets should be kitted from the PWS maintenance backing stock. As this stock is held on inventory charge, the holdings must be adjusted by means of Supply Proforma 'C' (specimen at Annex F). The details of issue entered on the proforma which is to be forwarded to the Parent Supply Squadron (SCAF) for adjustment action ie, deletion from the inventory. Sizes of garments are shown in the size rolls held by TEST SNCOs. Care should be taken in measuring cadets to ensure that the right sizes of garments are requested. This task is best undertaken by a tailor.

ACCOUNTING FOR UNIFORM CLOTHING ISSUED TO CCF(RAF) SECTIONS

11. The procedure for accounting for equipment, with particular reference to uniform clothing, issued to CCF(RAF) Sections is as follows:

ACCOUNTING FOR UNIFORM CLOTHING

12. Items of uniform clothing may be issued to CCF (RAF) cadets on a personal loan basis and signed out to them on RAF Forms 668 (Records Cards, Loans to Individuals); Army Form E617 (CCF clothing and equipment record). A loan card is to be raised for each individual to record the date of each issue and, in the case of jerseys and trousers, annotated showing whether the items are "new" or "part worn serviceable (PWS)

13. Cleared ex-cadet loan records on Forms 668 are to be retained for audit purposes until 2 years have elapsed from the dates that cadets leave RAF Sections. After 2 years they may be destroyed.

14. Details of the following transactions are to be aggregated by CCF units and notified to parent units at 4 monthly intervals preferably at the beginning of school term on the relevant supply proforma as shown:

a. Proforma B. A specimen of Proforma B is at Annex C to this instruction. The following items are to be notified on Proforma B.

(1) Request for issue of technical/domestic equipment scaled in AP 3174.

(2) Items which, on recovery from ex-cadets, are considered to be unsuitable for re-issue are to be reported on Proforma C. The annotation in column 6 headed "Reason for Return" is to read 'Recoveries from ex-cadets unsuitable for re-issue'.

(3) PWS items held in excess of maintenance backing requirements - column 6 is to be annotated - "In excess of requirements - for return off inventory charge - for inventory accounting action". On receipt of Proforma 'B' parent units arrange collection and disposal of the surplus uniforms from CCF units. Separate Proformae 'B' must be used to notify the quantities of the two different transactions described at sub-paras a(1) and a(2) above.

b. When Part Worn Serviceable (PWS) clothing is retrieved from ex-cadets and is considered fit for re-issue, these items are to be notified to the parent unit on supply Proforma B for inventory action as maintenance backing stock (PWS).

RECOVERY OF EQUIPMENT (INCLUDING UNIFORM FROM EX-CADETS)

15. Every effort is to be made to recover all items of uniform clothing from cadets when they leave the CCF. The following procedure is to be applied for recovery of unreturned equipment on loan to such cadets:

a. Six weeks after the last attendance a written request for the return of equipment is to be sent to the cadet.

b. If after the lapse of a further month the equipment is not returned, an official letter is to be sent by recorded delivery enclosing a bill on RAF Form 1680A for the items outstanding. The CCF(RAF) TEST SNCO is to be consulted concerning the procedure for raising and settling bills

c. Where the above actions fail after a reasonable time, the CCF(RAF) Section Commander is to send a written request to the parent RAF station for write-off action; the request is to be accompanied by a brief report of action taken. It is emphasised that actions in these instances need to be prompt, comprehensive and clearly recorded. Delay can only aggravate the situation.

16. CCF Contingent Commanders are reminded of their overall responsibility to recover uniform garments from cadets who have left the CCF.

17. Notes on the compilation of Proforma A (see Annex C):

(1) All demands submitted on Proforma A are to be completed with full vocabulary reference number, size and quantity before being forwarded to the parent station.

(2) Issues to cadets are to be recorded and signed for on a suitable loan record. (These issues will not be recorded in the Articles-in-Use or inventory records).

(3) Parent RAF stations are requested to note inability quantities against partial issues and to annotate additional demand details in the appropriate column.

(4) Proforma 'A' to be raised in 3 copies. One copy to be retained and 2 copies to be forwarded to parent unit supply.

ANNEX D TO
INST NO 40

SUPPLY PROFORMA 'B' – REQUEST FOR INTERNAL ISSUE OR RETURN OF EQUIPMENT

SERIAL NUMBER _____

TO: OFFICER COMMANDING
SUPPLY SQUADRON
ROYAL AIR FORCE

DATE _____

						FOR USE BY PARENT STATION	
SECTION	REFERENCE	DESCRIPTION	QUANTITY REQUIRED	QUANTITY FOR RETURN	REASONS FOR DEMAND/RETURN	VOUCHER NO	DATE

SQUADRON NO OR
CCF UNIT

INVENTORY HOLDER'S NAME

INVENTORY CODE

ATC WING

FULL POSTAL ADDRESS
FOR DELIVERY

SIGNATURE OF
INVENTORY HOLDER

ANNEX E TO
INST NO 40

ATC SUPPLY PROFORMA C – REQUEST FOR A IN U ACTION TO ACCOUNT FOR
RECEIPTS INTO OR ISSUES FROM MAINTENANCE BACKING STOCK

*RECEIPTS/ISSUES

To: OC SCAF RAF _____ From: _____ ATC Sqn/CCF
 Inv Code: _____ Period of Acct: _____ Unit/S/N _____
 ATC Wing: _____

MAN CODE 22B – SHIRTS

MAN CODE 22F - BERETS

Reference No	Size	Qty	Voucher No	Reference No	Size	Qty	Voucher No

MAN CODE 22B –JERSEYS RAF
OR 22L – JERSEYS WRAF

MAN CODE 22G – ANORAKS
AND/OR OVERALLS

Reference No	Size	Qty	Voucher No	Reference No	Size	Qty	Voucher No

MAN CODE 22F – TROUSERS

MAN CODE 22L - SKIRTS

Reference No	Size	Qty	Voucher No	Reference No	Size	Qty	Voucher No

The above items of clothing have been:

- a. *Issued from Squadron Maintenance Stock to the following cadets:
- b. *Returned to Squadron Maintenance Stock from the following cadets:

It is requested that these items be taken off inventory charge/brought onto inventory charge as PWS.

Signature _____ Inventory Holder _____
 Date _____

Note: "Voucher No" column is for use by parent station

INV ACTION TAKEN	FINAL SCRUTINY
_____ INV DATE	_____ INV DATE
_____	_____

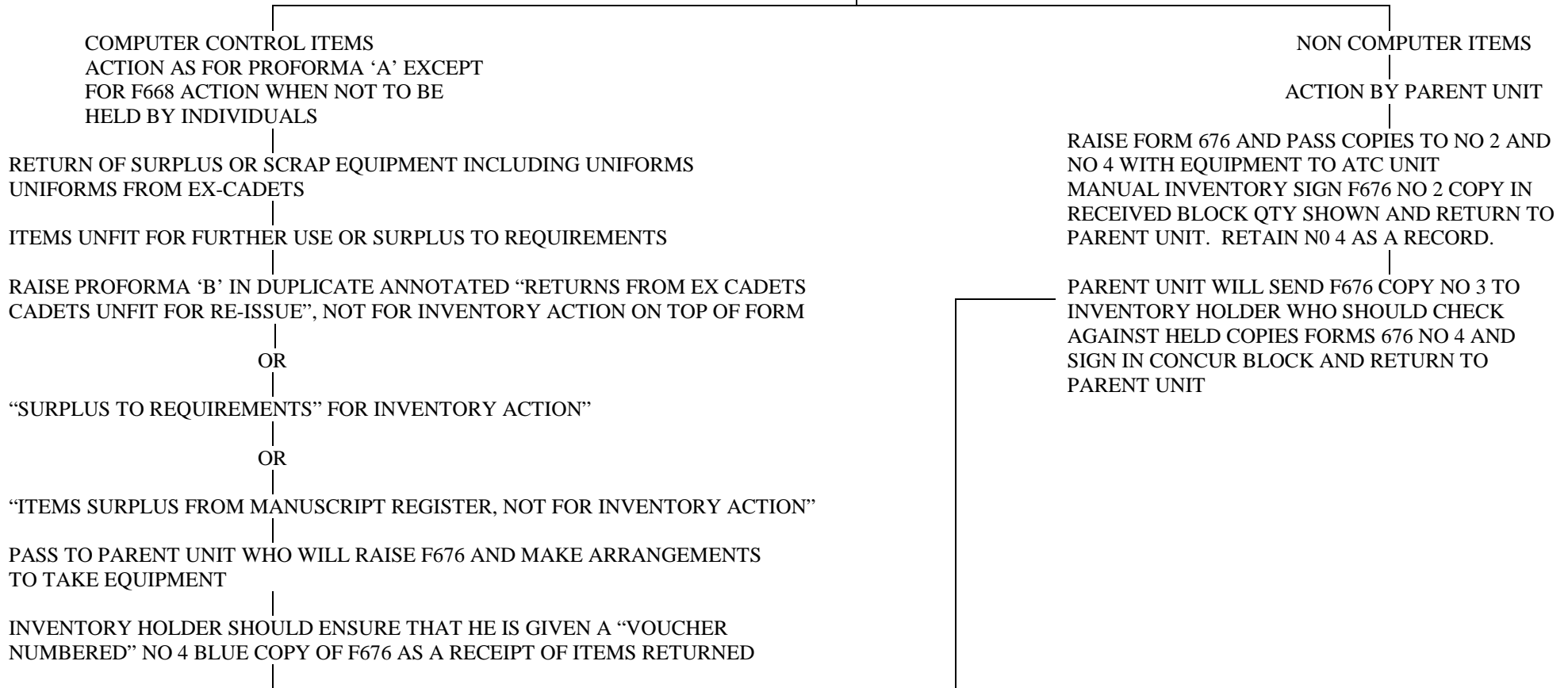
* Delete as appropriate.

ANNEX F TO
INST NO 40

FLOW DIAGRAM OF TYPICAL SUPPLY ACTION

OTHER DEMANDS FOR SCALED EQUIPMENT (EXCEPT UNIFORM)

RAISE PROFORMA 'B' IN TRIPLICATE ANNOTATED "ISSUE" OR "EXCHANGE" AS APPROPRIATE
 RETAIN TRIPLICATE AS A RECORD
 PASS ORIGINAL AND DUPLICATE TO PARENT STATION



ANNEX G TO
INST NO 40

(Revised February 1987)

SUPPLY PROFORMA 'F'

To: RAF Station _____ From _____ Wing HQ/CCF
NCO

*MONTHLY/QUARTERLY REQUIREMENTS OF ATC/CCF BADGES, ARMLETS, LANYARDS, CHEVRONS (ALL C CLASS)

I – SHOULDER RANK BADGES (SECT 22H)

1320401	Badges Shoulder Rank Cpl	Prs	_____
1320400	Badges Shoulder Rank Sgt	Prs	_____
1320398	Badges Shoulder Rank FS	Prs	_____
1320394	badges Shoulder Rank WO (Royal Coat of Arms)	Prs	_____
1320404	Badges Shoulder Rank ATC Adult WO		_____
1320403	Badges Shoulder Rank Cadet WO		_____
1320402	Badges Shoulder Rank Junior Cpl (CCF only)	Prs	_____

II – ARM RANK BADGES AND CHEVRONS (SECT 22H)

1376463	Badges, Arm Crown, large (ATC Adult WO)	_____
1222898	Badge, Crown Metal (Cadet FS)	_____
1376441	Badge, Cadet WO Cloth	_____
1229295	Chevrons, Dark Blue, 1 Bar (CCF only)	_____

III – OTHER BADGES (SECT 22H)

1376442	Badge, Propeller (Leading Cadet)	_____
1376440	Badge, ATC Shoulder	_____
1271404	Badge, ATC Drum	_____
127405	Badge, ATC Crossed Trumpets	_____
1271406	badge, ATC Pipes	_____
1271407	Badge, ATC Lyre	_____
1376443	Badge, Advanced Training (Senior Cadet)	_____
1376445	Badge, Star (1st Class Cadet)	_____
1376444	Badge, Marksman (Air Cadet)	_____
1271767	Badge, Cap, ATC	_____
1359841	Brooch ATC	_____
1222902	Badge, Lapel, ATC (Adult WO)	_____
1222904	Badge, Cap, RAF (CCF only)	_____

IV – ARMLETS AND LANYARDS (SECT 22H)

1271574	Armllets, ATC Instructor	_____
127169	Lanyards, Yellow, Single, ATC	_____
1376123	Armllet, (Brassard) ATC Cadets	_____

_____ (Date)

_____ Officer/NCO Demanding

Delete as appropriate

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 41

PUBLICATIONS, FORMS AND TRAINING AIDS

INTRODUCTION

1. All the publications required to support the official CCF (RAF) ground training syllabus are supplied by HQ Air Cadets. Other forms and training material are supplied by MOD. In addition, Sections are expected to make their own training aids from scrap materials and material purchased with Contingent funds. When not in use, these training aids can be displayed within the Section to create an aviation image. The following paragraphs give details, including procurement advice, on various publications, forms and training aids.

AIR CADET PUBLICATIONS

2. The primary training aids for subjects of the CCF (RAF) Syllabus are the Air Cadet Training Handbooks, these are listed at Annex D to Inst No 1. They are not subject to amendment, but are updated and reprinted from time to time. Air Cadet Publications are not classified as equipment and need not be recorded in the inventory. They are, however, issued on loan and Section Commanders are responsible for their safe custody and preservation. A manuscript record of all holdings of publications is to be maintained. Training handbooks may be copied without concern for copyright.

RAF AIR PUBLICATIONS

3. The publications "Air Clues" and "Defence Recognition Journal" are distributed to each Section by the Central Services Establishment, Llangennech, Llanelli, Dyfed SA14 8YP, Tel: 01554-822410.

4. Posters, Air Diagrams and other Air Publications can also be obtained from the Central Services Establishment by quoting the Section's "Z Plate" number. This number is available from the CCF Admin Office at HQ Air Cadets.

FORMS

5. Forms that are in general use in the RAF, and identified by RAF Form numbers, are occasionally required by CCF (RAF) Sections. These are obtainable through TEST SNCOs. However, certain forms are issued by HQ Air Cadets to simplify the administrative duties of Section Commanders. Most of these appear as Annexes to the relevant instruction in this ACP, are issued when required or may be demanded from the CCF Branch Admin Office.

MAPS AND CHARTS

6. Maps in the series M725, scale 1:50,000 are authorised for use in map reading instruction. Sections may demand maps from Parent Units.

TRAINING FILMS AND VIDEOS

7. A wide range of videos is available from the British Defence Film Library. Up to date information can be obtained direct from the film library. The address and telephone no is:

British Defence Film Library
Chalford Grove
Narcot Lane
GERRARDS CROSS
Buckinghamshire
SL9 8TN

Tel: (01494) 878252/3/4

Fax: (01494) 878007

TRAINING AIDS FROM CIVILIAN SOURCES

8. A number of companies produce a wide range of training aids which can be used to support the proficiency syllabus. These items may be purchased from Contingent Funds.

ANNEX A TO
INST 41

INST 41 AIR CADET TRAINING PUBLICATIONS - ACADEMIC SYLLABUS

PROFICIENCY SYLLABUS LEVEL AND VOLUME NUMBER				
ACP NUMBER, TITLE (AND COLOUR OF COVER)	PROFICIENCY PT I Volume 1	PROFICIENCY PT II Volume 2	ADVANCED I Volume 3	ADVANCED II Volume 4
ACP 31 GENERAL SERVICE TRAINING (White)	<u>GENERAL SERVICE TRAINING</u> The ATC The RAF The Rifle Initial Exped Trg First Aid Radio Comms (see ACP 35 below)	Not applicable	Not applicable	Not applicable
ACP 32 NAVIGATION (Amber)	<u>MAP READING</u> Care & use of maps Grid references Relief	<u>BASIC NAVIGATION</u> Compasses Bearings Techniques Weather forecasts	<u>AIR NAVIGATION</u> Speed & distance Vectors One in sixty rule Weather	<u>PILOT NAVIGATION</u> Med/high altitude Low level Nav aids
ACP 33 FLIGHT (Light Blue)	<u>HISTORY OF FLIGHT</u> Hot air balloons Paper gliders	<u>PRINCIPLES OF FLIGHT</u> Airflow Forces on an aircraft Control surfaces Gliding Helicopters	<u>PROPULSION</u> Piston engines Propellers Jet engines	<u>AIRFRAMES</u> Components Materials and design Battle damage repairs
ACP 34 AIRCRAFT OPERATION (Mid-blue)	<u>AIRMANSHIP I</u> Airfields AEFs VGSs	<u>AIRMANSHIP II</u> Rules of the air Air traffic control Aircraft knowledge	<u>AIRCRAFT HANDLING</u> General handling Formation flying Night flying Aerobatics	<u>OPERATIONAL FLYING</u> Air superiority Weapon systems Tactics
ACP 35 COMMUNICATIONS (Green)	<u>BASIC RADIO COMMS</u> (ACP 31 Section 6, to become ACP 35 Vol 1 when reprinted)	Not applicable	<u>ADVANCED RADIO & RADAR</u> Radio Radar IFF ILS Data links	<u>SATELLITE COMMS</u> Satellites Launch Vehicles Orbits Global comms PLBs

AIR CADET PUBLICATIONS NON-ACADEMIC

<u>ACP NO</u>	<u>TITLE</u>
2	Instructional Film/Video Guide
22	CCF(RAF) Staff Instructions
40	NCO Selection Course - Cadet's Notes
41	NCO Selection Course - Instructor's Notes
46	CCF(RAF) Proficiency Pt 2 Handbook (will be superseded by new Training Publications)
237	Air Cadet Annual Camps (Admin and Training Instructions)

ANNEX B TO
INST NO 41

TRAINING AIDS - SOURCES OF SUPPLY

The following organizations produce a wide range of material, including filmstrips, slide sets, wall charts, card sets and films, on a variety of aviation subjects. Sections should send a SAE to the companies requesting details of material available. Training Aids may be purchased from Contingent Funds.

BP EDUCATIONAL SERVICE LTD

BP Educational Service Ltd
Brittanic House Moor Lane
London
EC27 9BU

Tel: 0171 920 6100

FOCAL POINT AUDIOVISUAL

Focal Point Audiovisual
251 Copnor Road
Portsmouth
PO3 5EE

AIR BRITAIN

The Hon Registrar
Air Britain(Historians) Ltd
208 Stock Road
Billericay
CM12 0SH

THE AIR EDUCATION AND RECREATIONS
ORGANIZATIONS (AERO)

The Secretary
AEROW
Carwarden House
118 Upper Chobham Road
Camberley
Surrey
GU15 1EH

RANK PRODUCTIONS

Rank Productions
127 Wardour Street
London
1V 4AD

SHELL FILM LIBRARY

Shell Film Library
25 The Burroughs
Hendon
London
NW4 4AT

ELITE OPTICS

Elite Optics
354 Caerphilly Road
Cardiff
CF4 4NH

CCF (RAF) STAFF INSTRUCTIONS

INSTRUCTION NO 42

TRAINING AIDS - HAZARDS FROM LUMINISED ARTICLES

1. In the past, many aircraft parts - including instruments, emergency handles, switches, switch guards, parachute and dinghy stowage, etc - and also items used on the ground such as radios, and compasses, were luminised with radio-active compounds. This gives rise to radiation hazards because:
 - a. Where several items are gathered together - for example, as in an aircraft instrument panel - the total radiation emitted by all the luminised parts might exceed the permitted safe levels.
 - b. Even where the total radiation level is within permitted limits, there is a danger that any loose particles of the luminised material might enter the body (by inhalation or swallowing, or through breaks in the skin) and lodge within the body, causing problems in the long term.
2. In HQ Air Cadets letter AC/27300/22/TG dated 9 Mar 88, Section Commanders were instructed to inform HQ Air Cadets of any holdings of luminised equipment, so that radiation safety teams from parent RAF stations could be tasked with checking them. Where the luminous material was found to be hazardous, the equipment was to be taken away by the radiation safety team for disposal. The only possible exception was where the equipment was part of a vital training aid such as a Link trainer. Where hazardous material was found in a training aid which a Section Commander considered to be vital, the Section Commander was to submit a case for its retention to HQ Air Cadets through CCF TESTs, and meanwhile place the training aid out-of-bounds to all personnel. Where dispensation was granted for the training aid to be retained, it would be on condition that the parts coated with hazardous paint were eventually replaced, and in the meantime a controlled area with restricted and recorded entry was to be set up around the training aid.
3. After the checks at para 2 have been done, should a CCF unit subsequently acquire, from any source (including the RAF), any equipment which has parts coated with luminous material, it must be assumed that there may be a radiation hazard. In such a case, the Section Commander is to isolate the equipment and inform HQ Air Cadets, giving all possible details of the equipment including any part numbers and section or reference numbers. HQ Air Cadets will pass details to the Command Radiation Safety Officer at HQ LC, who will either give immediate advice on the safety of the equipment, or arrange for the equipment to be checked
4. Note that old aircraft equipment and instruments are a common source of hazardous luminous material - and unless it is clear that such equipment does not contain and has never contained luminous paint, it is wise to assume that it is contaminated. Note also that even where some old luminous paint has lost its active luminosity, if it contains certain radio-active compounds the dangers described in para 1 will be undiminished.
5. Section Commanders are personally responsible for ensuring that these instructions are being complied with and that all personnel are aware of the possible hazards arising from luminised articles.