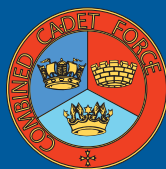




**air  
cadets**  
*the next generation*

***air cadet publication***  
***ACP 31***

*general service training*  
***section 5 - the combined cadet force***



Amendment List		Amended by	Date Incorporated
No	Date		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

# ACP 31

## GENERAL SERVICE TRAINING

### CONTENTS

Section 1 ..... The Air Training Corps

Section 2 ..... The Royal Air Force

Section 3 ..... The Rifle

Section 4 ..... Initial Expedition Training

---

**Section 5 ..... The Combined Cadet Force**

---

Section 6 ..... Communications

### Section 5

## The Combined Cadet Force

---

Chapter 1 ..... The Combined Cadet Force - History

Chapter 2 ..... The Combined Cadet Force - Organization

Chapter 3 ..... Dress and Discipline

Instructors' Guide

---

---

## OUR VISION

To ensure that the Air Cadet Organisation (ACO) continues to flourish and to remain true to the ideals laid down in its charters, particularly the provision of adequate aviation and other challenging activities to enable it to attract and retain membership and thereby provide example and leadership for the country's youth.

---

## OUR MISSION

To sustain a vibrant and effective ACO in an ever changing society supported by a trained and committed staff.

---

# CHAPTER 1

## THE HISTORY OF THE CCF AND AIR CADET ORGANISATION

### The Origins of the Combined Cadet Force

1. The Combined Cadet Force was officially established in 1948 with an initial CCF (RAF) strength of 3,000; however, the roots of the CCF go as far back as 1859. At that time the country believed itself to be faced with the threat of invasion. The Secretary of State of the day sent out a letter inviting the formation of a 'Volunteer Corps' and within a short time 100,000 men had enrolled. The Government supplied arms but the volunteers provided all their uniform and other equipment. Almost as quickly, a number of schools formed volunteer corps of their own among the earliest being Rossall, Eton, Harrow, Rugby, Winchester and Marlborough. These Corps were confined to masters and senior boys and they were liable to be called to arms. A little later, in 1863, the War Office approved the formation of cadet units which were allowed to wear uniform and badges of their parent Volunteer Brigades; these became the school cadet corps as we know them today and many have been running continuously ever since.

2. By the turn of the century, there were about 100 school cadet units. However, at the time, the War Office was concerned at the serious shortage of officers for the Army. As a consequence, in 1908, the Officers Training Corps (OTC) was established with the senior division in the universities and the junior division in schools. Any school which could produce one officer and 30 cadets could form a contingent and 100 immediately did so. Immediately after the War, the cadets in and out of schools flourished but in the 1920s and 1930s official support was cut and only the strongest units and the independent school corps survived. However, by the mid-1930s, politicians gradually recognised the growing threat from Germany and support grew once more, it was then that the first RAF or 'Air Sections' appeared.

3. Recorded evidence as to existence of the early Air Sections includes a report in Oundle's school magazine of 1938. The section on the OTC reports an 'RAF Squad' set up to do RAF training through the medium of films and lectures given by officers from No 11 FTS RAF Wittering. The training was part of a syllabus laid

down by the Air Ministry. It is therefore clear that a pre-war, officially supported and funded cadet organisation existed in schools which was solely devoted to RAF training.

**Fig 1-1 AERONAUTICS: Radley** is one of the few Public Schools possessing an Air Section, in which instruction is given by an RAF officer. The Air Ministry is encouraging this side of Corps training. 1940.



### The Air Cadet Movement

4. At the same time as the school cadet corps was established, the founding elements of the Air Cadet Organisation were being laid. The father of the air cadet movement is Air Commodore J A Chamier. He was the son of a major-general and joined the Army himself as a regular officer. In the Army he learned to fly and was loaned to the Royal Flying Corps (the forerunner of the Royal Air Force) during World War I. He transferred to the Royal Air Force in 1919 and eventually retired from service in 1929 at the age of 50.

5. His love of aviation and his tremendous capacity for hard work was such that, following his retirement, he became the secretary-general of the Air League - an organisation made up of people who could see a bright future for aviation and who wanted to make the British public aware of its potential. Against a background of rising interest in aviation and with the clouds of war beginning to form over Europe, Air Commodore Chamier thought of the idea of starting an aviation cadet corps.

6. He knew that in the 1914-1918 war, in desperate moments, hand-picked young men with only a few hours of training were sent to do combat in the air only to fall victim to well-trained enemy aviators. He knew also that the winning of air power would need the services of many highly skilled and highly trained men using the best equipment and that the sooner such training could be started the better.

### The Origins of the Air Cadet Organization

7. So in 1938 Air Commodore Chamier came up with a plan to form an Air Defence Cadet Corps (ADCC). His idea was to attract and train young men, who had an interest in aviation, from all over the country. He planned to set up Squadrons of young cadets in as many towns and cities as possible and ask local people to organise and run them.

---

**Fig 1-2** Air Defence Cadet Uniform



8. Air Commodore Chaimer's idea seemed to capture the mood of the British people at the time. In their eagerness to help the nation in preparation for war, young men rushed to join the Air Cadet Movement in their thousands. The Air Cadet movement aimed to prepare cadets for joining the RAF or the Fleet Air Arm. It tried to give the cadets as much Service and aviation background as possible as well as giving instruction in drill, discipline, how to wear the uniform and how to behave on RAF stations. The training the cadets received also meant development of personal physical fitness. PT, games and athletics, especially cross country and long route marches, soon became standard activities. Cadets were also encouraged to take part in activities such as shooting, camping and of course flying.

## CHAPTER 1

9. By 1939 the activities of the ADCC were severely restricted because of the approach of World War II. Many ADCC instructors and squadron officers were called up into the regular Service. Buildings were commandeered by either the Service or by local government for war work and cadets went to work on RAF stations. Cadets were used to carry messages, they helped with clerical duties, in providing extra muscle in handling aircraft and in the movement of stores and equipment. They filled thousands of sandbags and loaded miles of belts of ammunition.

**Fig 1-3** Cadets helping to refuel an aircraft from Coastal Command.



10. Throughout the early stages of the war, the government received many good reports as to the quality of cadet entering the RAF and the Fleet Air Arm. It was so impressed that it asked the ADCC to begin training young men who were waiting to be called into service. The ADCC willingly took on this very responsible job and, in a very short space of time, produced thousands of well qualified individuals who went on to pass quickly through basic training.

#### The Establishment of the ATC

11. Towards the end of 1940 the government realised the true value of the work done by the ADCC and agreed to take over its control. This meant a large number of changes to the corps and in fact brought about the birth of a completely new organisation called the Air Training Corps. It was on the 5 February 1941 that the Air Training Corps (ATC) was officially established. An article in Issue One of the ATC Gazette in March 1941 shows a picture of the Air Commodore-in-Chief, King George VI. The article states, 'The Air Training Corps comes into being on February



1st, 1941 and comprises the Air Defence Cadet Corps (ADCC) Squadrons, the University Air Squadrons and the Air Sections of the OTC'.

#### The ADCC and The Air Sections combine for the War Effort

12. During the war years from 1941, the ADCC and Air Sections joined together as combined ATC units. The Squadrons would also arrange visits to RAF and Fleet Air Arm stations as part of the cadets' training to let them fly as much as possible. Everybody wanted to fly but with so few flights available, in many cases, cadets were disappointed. One solution designed to get the cadets airborne was to introduce them to gliding. This would give the cadets a chance to get the feel of an aircraft in flight and allow them to handle the controls. The plan was to give each cadet on annual camp at least one flight in a glider. This obviously could not happen overnight - sites had to be found, gliders obtained, instructors trained and so on. It would be many years before this dream could be realised.

#### The CCF is formed

---

**Fig 1-4** CCF Crest



13. At the end of the war, it was decided to rationalise the position of school cadets. As a result, schools which kept boys over the age of 17, with a minimum strength of 60 cadets, were invited to join the newly-formed Combined Cadet Force.

---

**Fig 1-5** 1960 Annual Inspection of Radley College CCF by Field Marshal Lord ('Jumbo') Wilson



---

### Flying Scholarships

14. The post-war years were not without their problems. The RAF's need for aircrew dropped and many airfields regularly used by cadets were closed. However, the Flying Scholarship Scheme introduced in 1950 brought one of the biggest single incentives that could be offered to a 17 year old. Unfortunately, Flying Scholarships have now ceased owing to funding problems.

### Glider Training

15. Throughout and after the war years gliding training continued to grow with enthusiasm. The Volunteer Gliding Schools (VGS) had been using a variety of primary gliders for some years for slides and low hops to the 100 ft launch to qualify for the BGA 'A'Certificate. However, in 1952 Slingsby Aviation started to produce some 115 type 38 'Grasshopper' TX Mk 1 primary gliders mainly for CCF (RAF) use. A very simple, robust structure consisting of a completely open fuselage and redundant wings and tail units from earlier Type 7 Cadet Mk 1 gliders. Not every school was equipped. An operating site had to be at least 150 yards long and 100 yards wide and a trained instructor had to be present for ground slides and hops. Oddly enough, the purpose of the Grasshopper was not to teach cadets to glide,

that remained the role of the VGSs, but rather to develop a cadet's self-discipline and leadership while introducing him to RAF procedures and 'including airmindedness'. Whether it achieved its stated aims is not clear, but it was obviously great fun and was for all involved, not just the 'pilot', an excellent way to spend a summer's afternoon out of the classroom. Launching a primary glider was indeed a team effort. Two teams of 6 cadets, each with a length of rubber bungee would, on the word of command, walk forward each team moving left and right respectively from the line of flight until the rubber was about twice its unstretched length. All being well, the officer in charge would release the glider, no doubt with his fingers crossed. There are no recorded serious injuries on the Grasshopper but there were a few scares. The following are extracts from the HQ Air Cadets Incident Book. The first example concerns the bungee party and dates from 1979. 'A cadet on a low hop was distracted by a gust of wind which caused the glider to change direction and head for the starboard bungee party. One cadet tried his best to outrun the glider, but failed and was struck to the ground by the port wing' - a second report from the same school on the same day reports a cadet from another bungee crew falling and being trampled underfoot by his keen colleagues. Good sport, but it all came to an end in 1986 following the discovery of structural defects in both stored and in-use airframes.

---

**Fig 1-6** *Glider Training  
under SNCO instruction*



### The CCF (RAF) Sections today

16. Despite the loss of the Grasshopper, the CCF (RAF) has flourished over recent years; there are now 187 RAF Sections all over the United Kingdom with new sections opening every year. It is entirely the Headteacher's choice how to run his contingent or, indeed, whether to have a contingent at all. Nearly 250 schools have contingents. There are now over 9000 cadets including girls in the 187 RAF Sections. Of these Sections, only 27 are compulsory and, even when compulsory, it may well only be in the first year, during which the cadet is still left to choose which section he joins. Some of the contingents have had for many years strong links with the Services and form key recruiting pools mainly for the Army. Most schools, however, although providing very high quality recruits would not, by any means, see the CCF as primarily a recruiting medium. Why then is the CCF so deeply entrenched and so successful?

### Ethos of the CCF

17. There are probably 250 answers, but the following extract from a public school Head's comments are likely to reflect the majority opinion. The Head referred to the CCF Charter and specific aims which, in brief, are to provide within a disciplined organisation opportunities for cadets to develop powers of leadership, responsibility, resourcefulness and perseverance and sense of service. The aims are: to provide opportunities for young people to exercise responsibility and leadership and to learn from the Services how they can be developed, to show them why Defence Forces are needed and how they function and, lastly, to encourage those who have an interest in the Services to become officers (note the emphasis on officers). The Head stated he had a number of reasons for believing in the Corps. In the first place, even at a School like his, there are not enough positions of responsibility to go round and even if given such a position, there may well be little or no opportunity of addressing groups of people, organising the welfare of juniors or giving orders. All parents hope their children will emerge from such schools to become leaders therefore the School must provide opportunities for leadership; the Corps does a vital job in that respect. Additionally, the Corps being completely different from any other School activity can provide opportunities for cadets who find other school activities unchallenging. Moreover, the adventure training (40% of the CCF syllabus)

and the weeks spent at Army barracks, Naval establishments and RAF stations is a tremendous experience. Finally, he saw it important that his pupils, who were likely to become senior and influential citizens, should acquire knowledge and understanding of the Services and, bearing in mind the unstable times in which we live, experience gained in the Corps would, in an emergency, put his boys one jump ahead of those without cadet experience.

18. CCF (RAF) cadets enjoy the same full range of activities provided for the ATC but there is more emphasis on cadet responsibility; a fact reflected in the staff cadet ratio of 1:20 there being no Adult Warrant Officers or Civilian Instructors. The long association with the Army is also reflected in CCF (RAF) ranks which include Junior Corporal. The cadets also wear an RAF cap badge which probably goes back to the tradition started in 1863 of wearing the regimental cap badge of the affiliated unit. Even the proficiency badge of a 4-pointed star and the marksman's badge owe their origin to the arm badges of the 1860 'Volunteers'.

### Activities

19. The activities available to the CCF (RAF) cadets are wide-ranging; Air Experience Gliding is carried out at the VGSs' on the GRP Grob 103 (Viking) and the GRP Grob 109B (Vigilant). The gliding courses range from familiarisation flights to Advanced Glider Training involving solo flights and high altitude soaring.

---

**Fig 1-7** The Viking T Mk 1 entered service in 1984



**Fig 1-8** The Vigilant is a 2 seat side by side motor glider



20. For nearly 40 years, the RAF have provided Air Experience Flying (AEF) on the Chipmunk and Bulldog aircraft based at the 13 Air Experience Flights based throughout the country. These aircraft have now been replaced by the Tutor aircraft which enable cadets to sit next to the flying instructor.

21. The highlight for many cadets in the CCF (RAF) is the one week annual camps. The camps are held at RAF stations in the UK and abroad and allow cadets to see, at first hand, the daily work routine of a RAF Station, many of which are front-line fast jet units.

22. The opportunity for cadets to fly and travel does not end with annual camps and AEF; cadets may be given the opportunity to fly on scheduled overseas flights on RAF aircraft or fly in commercial aircraft around the UK. A number of cadets will also be chosen to participate in the International Air Cadet Exchange; there are currently 22 other nations involved in the exchange scheme and cadets exchange for 2 weeks every summer to countries such as America, Canada, Sweden and Germany.

---

*Fig 1-9 IACE Badge (CCF)*



---

23. The original concept of a cadet force may have changed considerably but it still captures the imagination and enthusiasm of the young adult in the challenge of meeting the aim of the CCF and, in some schools, continuing in the tradition of Geoffrey De Havilland, Albert Bull VC and Douglas Bader.



## Sample Questions

***Do not mark the paper in any way - write your answers on a separate piece of paper.***

1. The initials ADCC stand for:
  - a. Air Defence Cadet Council.
  - b. Air Defence Council of Cadets.
  - c. Air Defence Corps of Cadets.
  - d. Air Defence Cadet Corps.
  
2. The CCF came into existence in:
  - a. 1941.
  - b. 1859.
  - c. 1948.
  - d. 1914.
  
3. Glider Training for CCF (RAF) cadets is carried out on:
  - a. Valiants.
  - b. Vikings.
  - c. Victors.
  - d. Vulcans.
  
4. The Bulldog aircraft was replaced by the:
  - a. Trainer.
  - b. Tornado.
  - c. Tutor.
  - d. Typhoon.
  
5. The number of CCF (RAF) Sections in the country are:
  - a. 108.
  - b. 180.
  - c. 250.
  - d. 187.

CHAPTER 1

6. How much of the RAF syllabus is dedicated to adventurous training:
  - a. 60%.
  - b. 100%.
  - c. 20%.
  - d. 40%.
7. Write down two of the aims of the CCF.
8. The Initials IACE stand for:
  - a. International Advanced Cadet Exam.
  - b. International Air Craft Experience.
  - c. International Air Cadet Exchange.
  - d. None of the above.



## CHAPTER 2

### THE COMBINED CADET FORCE - ORGANISATION

#### Status

1. The Combined Cadet Force (CCF) is a voluntary youth organisation in schools and colleges sponsored and administered by the Ministry of Defence. CCF units, known as contingents, may be established in schools and colleges and may comprise of up to three Service sections, Royal Navy (RN), Army and Royal Air Force (RAF). Some RN Sections will include Royal Marine (RM) Detachments.

#### Aim

2. The broad function of the CCF is to provide a disciplined organisation in a school so that pupils may develop powers of leadership by means of training to promote the qualities of responsibility, self-reliance, resourcefulness, endurance and perseverance. The self-confidence and self-discipline required in Service life are equally vital in the civil life of a nation today. The specific function of the Service training in the CCF is:

- a. To provide the opportunity for young people to exercise responsibility and leadership, and to learn from the Services how they can best be developed.
- b. To impart a basic knowledge and understanding of the role of the Armed Forces
- c. To encourage those who have an interest in the Services to join the Regular or Reserve Forces.

#### Structure

3. CCF policy concerning matters common to all 3 Services is determined by the Inter-Services Cadet Committee (ISCC). The ISCC consists of senior representatives from the RN, Army and RAF and from various Headmasters' Associations. Responsibility for implementing the In-Service policy of the ISCC is vested in the Joint Cadet Secretariat (JCS), part of the Directorate of Reserve Forces and Cadets in the MOD.

4. Single Service policy matters and the organisation training and administration of the Single Service Sections within the CCF are the responsibility of the individual Service.

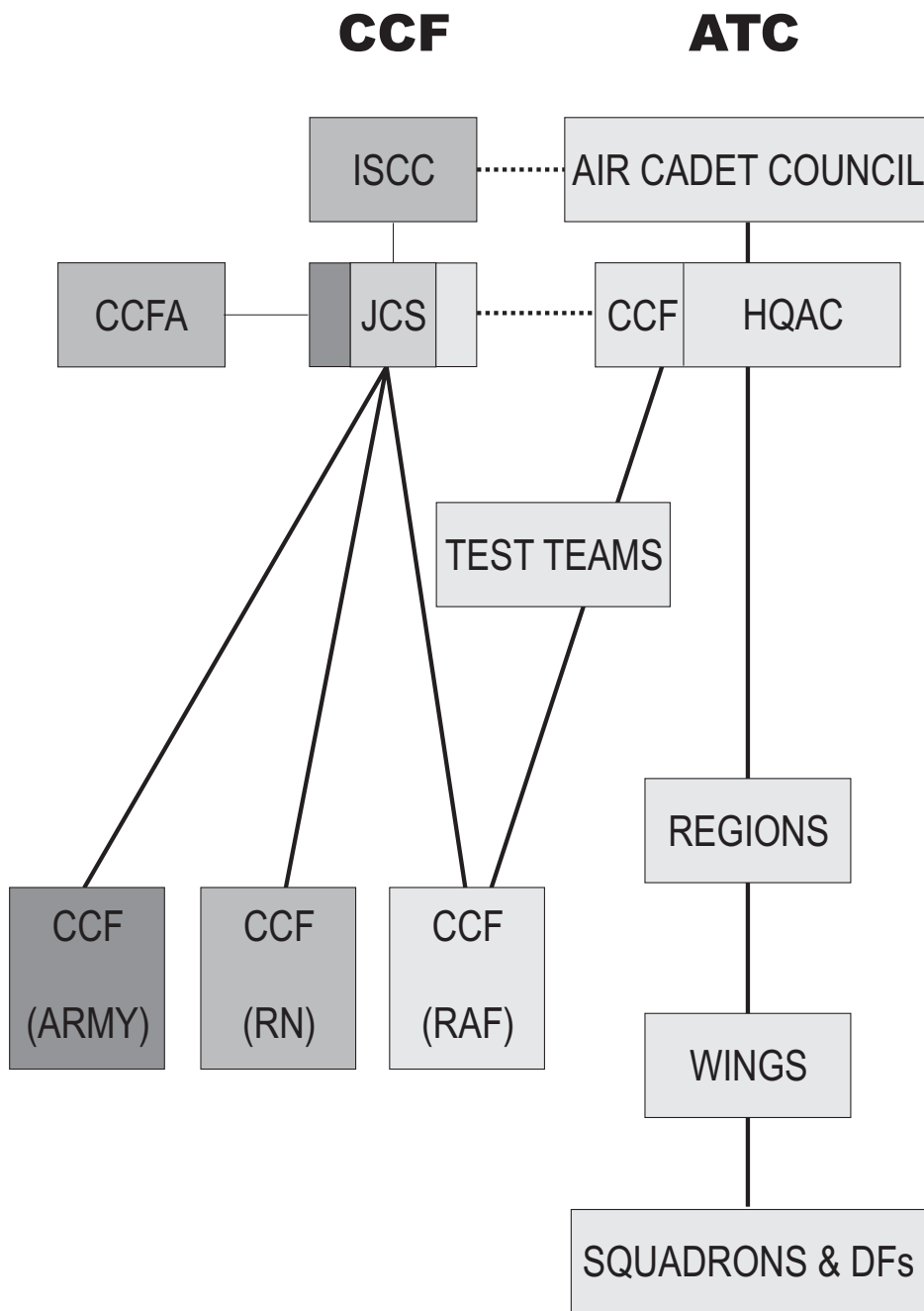
5. The RAF Sections are administered from Headquarters Air Cadets (HQ AC) at RAF College Cranwell. In 2000 there were 9,162 CCF (RAF) Cadets within the 187 CCF (RAF) Sections.

#### Establishments for CCF Units

6. Establishments for CCF Units, in Service terms, means the authorised numbers of officers and cadets and are set by JCS.

7. Contingent Establishment. Ideally, all contingents will have RN, Army and RAF Sections and some RN Sections will include RM Detachments. However, where this is not possible, smaller contingents will be authorised. Each individual Service section will have a pre-determined establishment and the total of all the Service sections will form the Contingent Establishment. The total Contingent establishment figure must not be exceeded; however, an increase of up to 10% may be authorised to allow for temporary fluctuations in cadet numbers. If a contingent exceeds its establishment for more than 6 months, the Contingent Commander must request a revision of the establishment.

AIR CADET ORGANISATION



The Air Cadet Organisation is headed by a serving Royal Air Force Air Commodore whose formal title is Commandant Air Cadets (Comdt AC).

OFFICER ESTABLISHMENTS

8. The establishment of officers to cadet strength is shown in the following table:

Cadet Strength		Officer Establishment	
Minimum	Maximum	Flight Lieutenant or Equivalent	Flying Officer/ Pilot Officer or Equivalent
25	35	-	1
36	60	1	1
61	90	1	2
91	120	1	3
121	150	2	3
151	200	2	4
201	250	3	4
251	300	3	5
301	350	4	5
351	400	4	6
401	450	5	6
451	500	5	7

The post of Contingent Commander will only be authorised when a Contingent consists of 2 or more Sections.

## CCF (RAF) SECTIONS - CADET NCO ESTABLISHMENT TABLE

9. The Cadet NCO establishment is shown in the following table:

Cadet Strength		Cadet 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

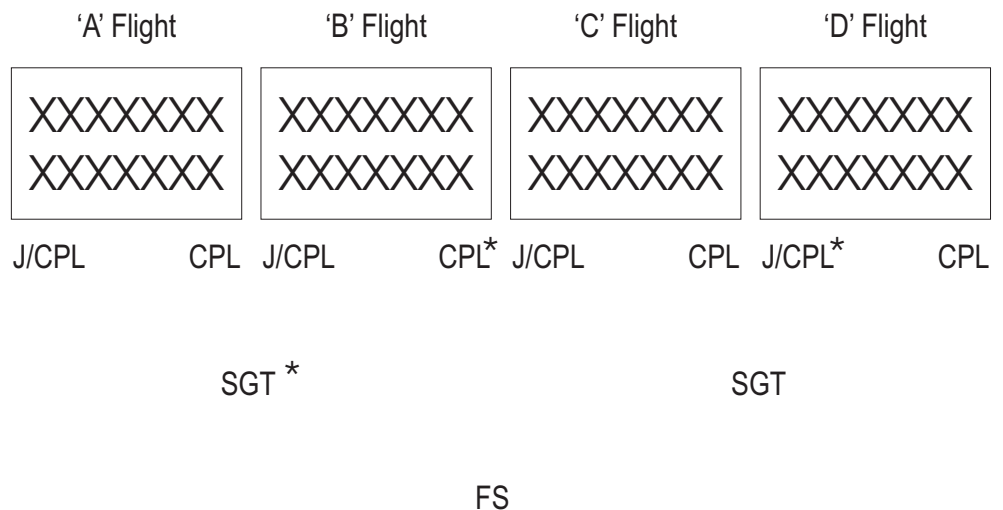
### Notes:

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.

CCF (RAF) Section Organization

10. The following guide to CCF (RAF) Section organisation should be read in conjunction with para 9 of this Chapter. The diagram below is based on a Section of 65 cadets.



11. One Sgt\*, Cpl\* and J/Cpl\* doubling as HQ Staff leaving one Sgt, 3 Cpls and 3 J/Cpls to instruct/carry out training duties.
12. 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.

13. 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.

14. Adjustment of Establishments. Cadet establishments may be adjusted:

a. At the request of the Contingent Commander.

b. By Sec JCS when the number of officers in a section falls below the establishment.

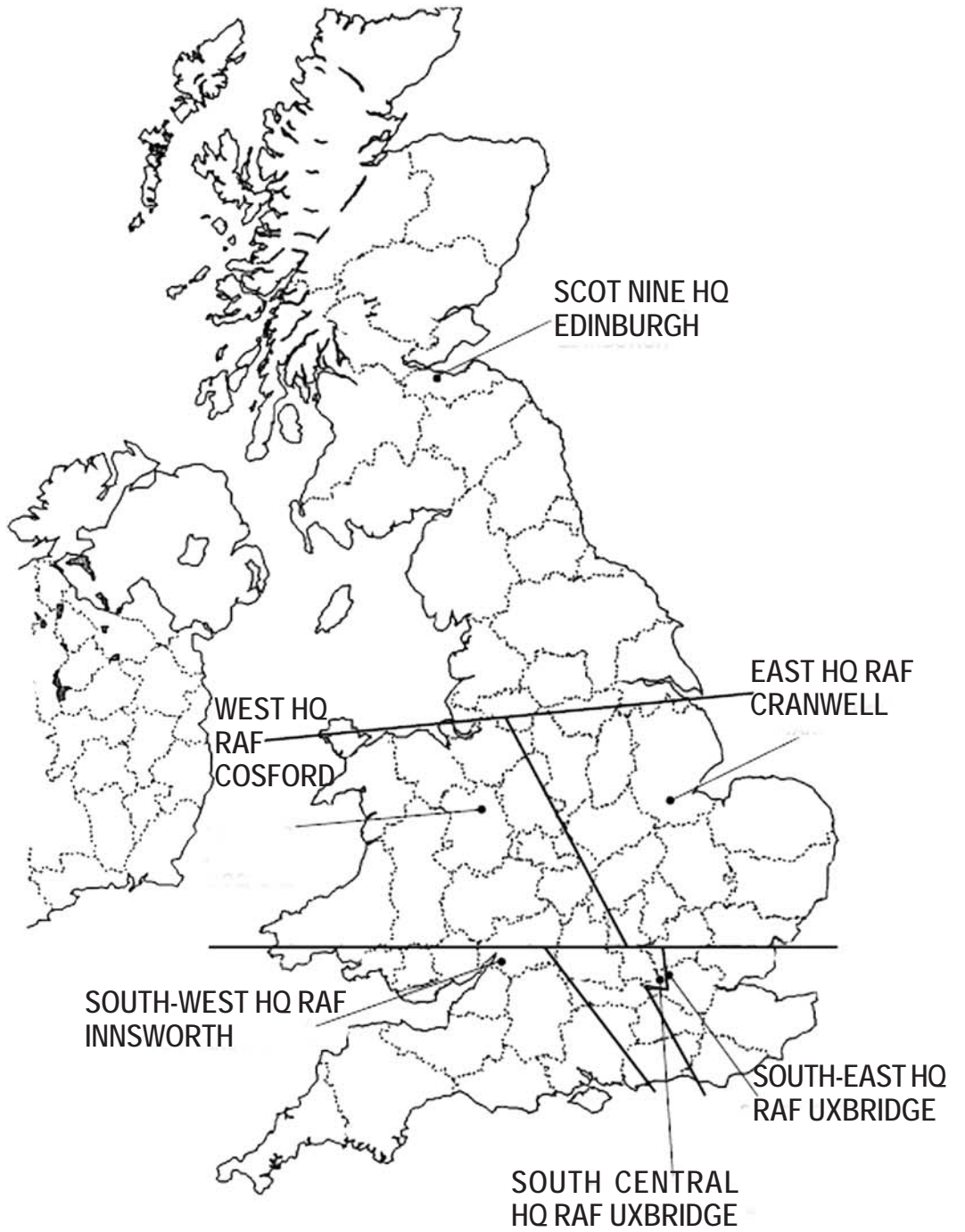
c. By Sec JCS when the cadet strength falls significantly below the establishment.

#### Headquarters Air Cadets

15. HQ Air Cadets oversees the training and administration of both the Air Training Corps (ATC) and the CCF (RAF). Within the HQ organisation the responsibility for the day-to-day administration of the CCF (RAF) lies with Wing Commander (Wg Cdr) CCF and Squadron Leader (Sqdn Ldr) CCF.

16. Deployed at various stations throughout the country are 6 Training, Evaluation and Support Teams (TEST) each of which consists of a Retired Flight Lieutenant (Flt Lt) supported by 3 or 4 Sergeants (Sgt). The task of the teams is to provide the link between the CCF (RAF) Sections with the support the RAF are able to offer and to provide advice, assistance and training opportunities to the CCF (RAF) officers and cadets.

CCF (RAF) Test Areas





### Section Organization

17. A CCF (RAF) Section will normally have a minimum of 25 enrolled cadets and be headed by Royal Air Force Volunteer Reserve (Training) RAFVR(T) officers. The majority of officers in the CCF are teachers or staff employed in the schools and colleges. The Royal Navy and Army Sections will also be run by school staff who have been commissioned in the respective Reserve Service. One of the officers from the Contingent fulfils the role of Contingent Commander; he or she is responsible to the Headmaster for all the Contingent activities and personnel.

### Affiliation and Parenting

18. As well as being integrated with the RAF for control and command, the RAF Sections of the CCF have a very close liaison with the RAF for day-to-day parenting and affiliation. It is necessary to know the differences because the same RAF Station may not provide both facilities.

19. Parenting. Parenting is the provision of services to help CCF Sections to operate efficiently. Examples of parenting are the distribution of uniform and RAF equipment. The arrangements for each CCF Section are made by Headquarters Air Cadets and outlined in ACP 22, Instruction No 5.

20. Affiliation. Affiliation is a scheme to enable RAF Stations to provide direct and effective assistance to CCF (RAF) Sections. Each RAF Station Commander appoints a Station Officer to co-ordinate the activities of the Station in respect of all affiliated units of the CCF (RAF) and ATC. Many units may be affiliated to the same RAF Station. The appointed officer is known as the Air Cadet Liaison Officer and is usually referred to as the 'ACLO'. In general, RAF Stations provide assistance wherever they can:

- a. By accepting air cadets on day visits.
- b. By providing facilities for courses.
- c. By providing RAF personnel (officers and airmen) to visit CCF (RAF) Sections to assist with the training programme.

21. Close relationship with the Royal Air Force is further maintained by sections attending both Easter and Summer camps at RAF stations each year. These camps are generally considered to be the highlight of the year's training and provide excellent opportunities for cadets to see the daily life of an active station and to gain first hand experience of the RAF. Almost every cadet who goes to camp will be flown either in the Tutor aircraft or, where possible, any aircraft flown from the station.

#### Administration and Training Expenses

22. Administration and Training Grant. A grant is made to each Contingent as a contribution towards the expenses incurred in the administration of the Contingent and the training of cadets. The Contingent Commander is responsible for maintaining his CCF Contingent Public Funds Account; he is to ensure that the grant is not spent on items which are available free of charge from Service sources. A record maintained by the Officer nominated as the account holder is to detail all transactions involving expenditure from the grant.

23. Expenditure of Grant. Examples of the items and/or services on which the grant may be spent are classified under the following headings:

- a. Administration and training common to all sections.
- b. Assistance towards the conveyance of cadets to and from authorised field day training.
- c. Travel to open ranges.
- d. Cost of transport, equipment and materials for training purposes.
- e. Contingent subscription to the CCF Association.
- f. Payment of Civilian Instructors.
- g. Small prizes for cadets on authorised training.
- h. Laundry and dry cleaning issued clothing.

24. In addition, the MOD provides extra funds for:
- a. Training.
  - b. Flying and Gliding.
  - c. Camps.
  - d. Uniforms.
  - e. Shooting.
  - f. Travel Costs.
  - g. Accommodation.
  - h. Support Staff.

#### Classification and Rank

25. So that orders may be carried out efficiently and an individual cadet's achievements recognised, the CCF (RAF) uses a graded series of classifications and ranks. On first joining a section, scholars are enrolled as recruits. Further classifications are awarded as a result of examination and are available to everyone.

#### Classifications

Senior Cadet

Leading Cadet

First Class Cadet

Cadet

Recruit

#### Stages of Training - Classification in Training

26. Cadets should already be familiar with the aims of the Organisation. The training received whilst in the CCF (RAF) is designed to help cadets fulfil these

aims. If cadets work hard at all the activities presented, cadets should find their time in the CCF both rewarding and enjoyable.

27. Part 1 - Basic Training. The training received at this stage of a cadet's CCF (RAF) career is very important and should take about 6 months to complete. It will help cadets fit into the Section quickly and prepare them for all future CCF activities. This training consists of a basic recruit test and an initial introduction to air cadet activities.

28. Part 2 - Leading Cadet Training. The training at this level normally takes about 6 months and should widen a cadet's interest in aviation subjects. Cadets should also become involved with project work as a compulsory part of the syllabus. This project time is an opportunity to pursue a particular interest in greater detail and is considered a very important part of the training. Once started, project work must be completed and careful thought must be given to the selection of the interest. Successful completion of this stage of training leads to the award of the leading cadet badge and proficiency certificate.

29. Advanced Training. Advanced training allows cadets to specialise and concentrate on the subjects that they find the most interesting. The project work continues through this stage of training which will now include improvement to organisational and managerial skills because, when qualified, cadets will be expected to take on the responsibility for organising and running various section activities. Successful completion of this stage leads to the award of the advanced badge and certificate.

#### Ranks - CCF (RAF) Rank Structure

30. Having worked their way through the various stages of training, or classifications, cadets should eventually reach the level of Senior Cadet. However, promotion is only awarded as a result of selection by the Section Commander and the number of cadets that can be promoted is limited. Cadet ranks are:

- a. Cadet Warrant Officer (CWO)
- b. Cadet Flight Sergeant (Cdt FS)

- c. Cadet Sergeant (Cdt Sgt)
- d. Cadet Corporal (Cdt Cpl)
- e. Cadet Junior Corporal (Cdt JCpl)

Personal qualities of a non-commissioned officer (NCO)

31. Every CWO and NCO in the CCF (RAF) is expected to:
- a. Bear an appropriate share of responsibility for the morale, discipline and control of all subordinates.
  - b. Show pride in the CCF (RAF) and take an active interest in its good name and efficiency.
  - c. Be smart in appearance and set a high standard of personal behaviour.
32. Cadet Corporal and Junior Corporal. A Cdt Cpl and JCpl will have specific duties and responsibilities and should be able to:
- a. Recognise the need for discipline and be able to apply it with fairness and common sense.
  - b. Communicate clearly, orally and in writing.
  - c. Plan and organise a given task.
  - d. Command a drill squad.
33. Cadet Sergeant. A Cdt Sgt will generally be given more responsibility on the squadron and, as well as possessing all the qualities of a Cpl, should be able to:
- a. Accept a greater amount of responsibility, show initiative and inspire confidence.
  - b. Display a sound understanding of the role and organisation of the Corps.
  - c. Take an active part in the organisation of squadron activities.

## CHAPTER 2

34. Cadet Flight Sergeant. A Cdt FS should possess all of the above qualities but to a greater depth and should display a level of maturity above that of other cadets of the same age.

35. Cadet Warrant Responsibilities. A CWO is a junior manager and should possess outstanding ability and personal qualities. A CWO should have a wide experience of CCF activities, and have a thorough knowledge of the organisation of the CCF.

WHO'S WHO

Use pencil to complete the following:

Cadets Name \_\_\_\_\_

School \_\_\_\_\_

Appointment	Name	Rank
Contingent Commander		
OC RAF Section		
RAF Section Officer		
RAF Section Officer		
RAF Section Officer		
RAF Section Officer		
RAF TEST Officer		
RAF TEST SNCO		

## Sample Questions

***Do not mark the paper in any way - write your answers on a separate piece of paper.***

1. A CCF unit is known as a:
  - a. Corps.
  - b. Class.
  - c. Contingent.
  - d. Section.
  
2. The correct order of progression through the rank structure is:
  - a. FS, CWO, Sgt, Cpl.
  - b. CWO, FS, Cpl, Sgt.
  - c. Sgt, Cpl, FS, CWO.
  - d. Cpl, Sgt, FS, CWO.
  
3. HQ AC is located at:
  - a. RAF Brampton.
  - b. RAFC Cranwell.
  - c. RAF Cosford.
  - d. RAF Waddington.
  
4. The Grant paid to the CCF is known as:
  - a. Private Money.
  - b. Personal Money.
  - c. Public Money.
  - d. Pool Money.
  
5. The rank of the visiting TEST SNCO is:
  - a. Sgt.
  - b. Flt Lt.
  - c. FS.
  - d. Warrant Officer.

# CHAPTER 3

## Dress and Discipline

### Introduction

#### ***The need for Discipline***

1. The Royal Air Force is justly proud of its achievements and tradition. Its members reflect that pride in their behaviour, appearance and dress and, above all, a willingness to obey orders instantly and without question. These qualities are necessary in any civilised community providing a code of behaviour for all to follow. They are particularly necessary in a military service where efficiency and swift reactions are vital.

#### ***What is Self-Discipline?***

2. Discipline has been loosely described as 'organised good manners' and, although this is by no means a complete definition, it certainly covers a large part of the subject.

3. In a highly technical service like the Royal Air Force, a high degree of self-discipline is required and it is this which is fostered in the Combined Cadet Force. Self-discipline is the ability to display responsible and sensible behaviour without supervision or the fear of punishment. The Royal Air Force, the parent Service of the CCF (RAF), looks to each cadet to uphold its good name.

4. This chapter will help you, as a cadet, take your place in the CCF and understand the code of behaviour you must strive to achieve.

### UNIFORM

#### ***What NOT to wear with uniform***

5. The CCF (RAF) uniform is a way of dressing, decided on by those in authority and approved by HM The Queen. Because it is 'uniform' - the same for all - deviations from, or additions to, the approved pattern are forbidden. Nor is any ornament, emblem or badge to be worn unless it is officially authorised. Ornamental chains, tie pins and trinkets, if worn, are not to be visible.

#### ***Uniform - When to be worn***

6. Members of the CCF (RAF) are normally to wear uniform while on duty. In the main, this means when attending or travelling to or from an authorised meeting or parade. Sometimes exceptions to this rule will have to be made according to the type of activity, security considerations or local circumstances. Do not worry if this



sounds confusing - your Section Officers will always give you clear guidance.

7. Cadets in uniform are seen much more often by the public than regular members of the Royal Air Force. They will realise, therefore, that it is essential that they behave well, wear the uniform exactly in accordance with the regulations and so uphold the good name of the ACO and the Royal Air Force. At all times the uniform is to be clean, complete and properly pressed.

**What is Standard Dress ?**

8. Standard Dress consists of:

a. Beret. The beret is to be worn so that the band is horizontal round the head. One inch (25 mm) above the eyebrow. The loose material of the crown is to be drawn down to the right side and the badge clearly displayed in a position above the left eye.

b. Jersey. Blue-grey RAF pattern as applicable.



**Fig 3-1** Standard Dress



**Fig 3-2** Standard Dress -  
wedgewood blue shirt and tie

c. Trousers. RAF No 2 dress trousers to be worn with blue-grey supporting belt (skirt for girls).

d. Shirt. Collar attached, dark blue work shirt, with no tie; the collar of the shirt is to be worn outside the jersey; the top button of the shirt being undone. Each cadet is also issued with a Wedgewood blue shirt and black tie which are worn on formal occasions as instructed by the Sect Cdr.

**Which items of uniform are not issued ?**

e. Brassard. A brassard for badges is worn on the upper right arm.

f. Footwear. Service type black, laced ankle boots; or service type shoes; purchased by cadets privately.

g. Socks. Black nylon or wool socks purchased by male cadets privately or Service pattern hosiery type for girl cadets.

**Shirtsleeve Order**

9. Shirtsleeve Order. In summer, 1 May-30 Sep, Shirtsleeve Order , ie uniform without jersey, may be authorised by the Sect Cdr. This is:

a. Shirt worn with the top button undone and the sleeves rolled up neatly above the elbows.

b. No tie is worn.

c. Badges of rank are worn on the shoulder straps of the shirt.

d. The brassard is worn with appropriate badges. Staff Cadets wear the lanyard around the left shoulder, as usual, and button the end to the button of the left breast-pocket of the shirt.

e. Flying Scholarship, Cadet navigator, Gliding and Duke of Edinburgh's (DofE) Award badges are not worn with shirtsleeve order.

---

**Fig 3-3** Shirtsleeve Order



- Items of optional dress**
10. The following items may be authorised by Section Commanders for wear on specified occasions or by certain cadets, as indicated:
- a. Gloves, knitted blue/grey (one pair may be purchased from RAF stores). Not on formal parades.
  - b. Gloves, black leather/leatherette (girls only, private purchase). Not on formal parades.
  - c. Stable belt, worn under the jersey, and therefore visible only in shirtsleeve order (private purchase). Informal wear by cadets only.
  - d. Airman's No 1 Service Dress hat to be worn by Cadet Warrant Officers or band members only (private purchase).
  - e. No 1 Service Dress (part-worn) may be issued when available from RAF sources. To be worn with SD hat by Cadet Warrant Officers or by special appointment.
  - f. Anoraks (Jeltex) are issued for wear in cold or wet weather but not on ceremonial parades. They are not to be worn in rough physical condition such as rock-climbing, shooting or gliding.
  - g. Protective, combat or flying clothing may be worn as ordered for taking part in specified activities. Such clothing may be issued on loan or may be purchased privately.

### Badges

11. Badges of Rank. Cpl, Sgt, FS and CWO badges are to be worn on the shoulder straps of either the jersey or the shirt depending on the mode of dress.
12. Flying Scholarship, Cadet Navigator and Gliding Badges. Flying and Gliding badges are to be worn on the left shoulder patch of the jersey, as follows:
- a. When more than one badge is authorised, the Flying Scholarship or Cadet Navigator badge is worn centrally one cm ( 1/2 inch) above the Gliding badge, the bottom edge of which is to be worn one cm ( 1/2 inch) above the lower edge of the patch.

b. When only one of these badges is worn, it is to be worn centrally, one cm ( 1/2 inch) above the lower edge of the patch.

13. DofE Award Badges. DofE badges are to be worn centrally on the right shoulder patch of the jersey, one cm ( 1/2 inch) above the lower edge of the patch. Only one DofE badge is worn at a time: eg when the Silver is gained, the Bronze is taken down and replaced with the Silver.

14. Badges on the Brassard. The following badges are to be worn on the brassard which is worn on the upper right arm:

a. Distinguishing Badge. The distinguishing badge is to be worn centrally.

b. Classification Badges. The First Class, Leading and Senior Cadet badges are to be worn centrally on the brassard immediately below the distinguishing badge. Only one classification badge is worn at a time, ie when Leading Cadet classification is gained, the First Class badge is taken down and replaced by the Leading Cadet badge, and so on.

c. Badges for Shooting. The Air Cadet Marksman's or the RAF Marksman's badge is worn centrally 6 mm ( 1/2 inch) above the lower edge of the brassard. Note that only one badge is worn at a time, eg when a cadet wins the RAF Marksman's badge he takes down the Air Cadet Marksman's badge and replaces it. However, if a cadet wins a Cadet Hundred badge, he wears this in addition to his Marksman's badge and must reposition the badges so that the Cadet Hundred is on the left side 6 mm ( 1/2 inch) above the lower edge and the Marksman's badge is on the right side with one cm ( 1/2 inch) between the two. Note that the Marksman's badges have to be earned annually.

d. The 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 a light blue 'NRA CADETS HUNDRED'. The badge is awarded for the best aggregate scores in the annual competition for the Patriotic Challenge Shield held at the Inter-Service Cadet Rifle Meeting. It may be worn by entitled cadets during the period for which it is awarded.

e. Leadership Course Badge. The Leadership Badge is only to be worn by

cadets who have successfully completed the Air Cadet Leadership Course or the Army Cadet Leadership Course. The badge is to be worn in a central position immediately below the classification badge.

f. Communications Badge. The Communications Badge is to be worn below the classification badge, or if one has been awarded, immediately below the Leadership badge.

g. Band Badges. The following band badges are authorised:

(1) Trumpeter Badge. Consisting of crossed trumpets in white metal.

(2) Piper Badge. Pipes in white metal.

(3) Drummer Badge. A drum in white metal.

(4) Other Musicians in Brass, Military and Pipe Bands. A badge of white metal comprising a lyre within a wreath.

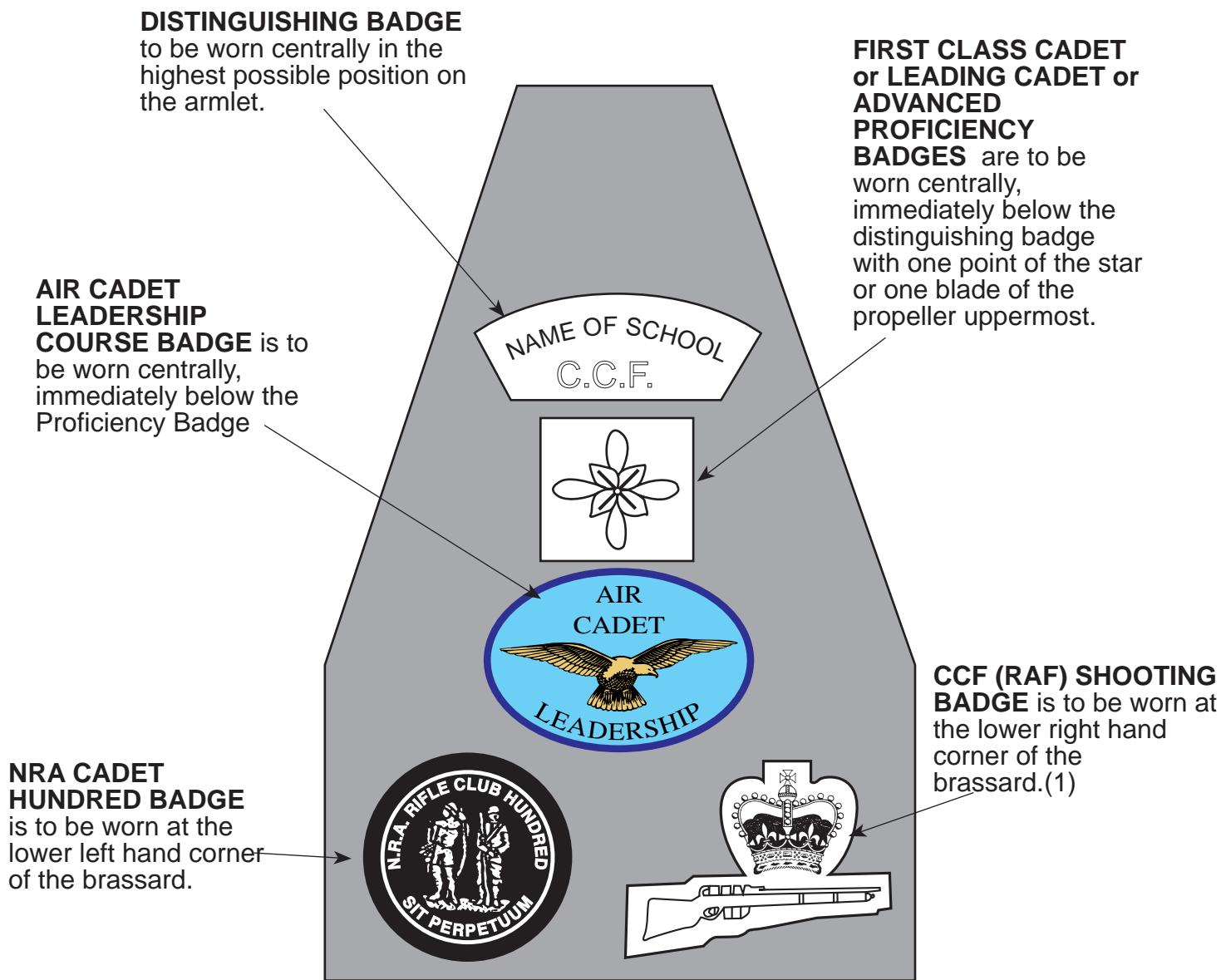
(5) Drum Major. A badge of white metal comprising 4 inverted chevrons surmounted by a drum.

(6) Pipe Major. A badge of white metal comprising 4 inverted chevrons surmounted by pipes.





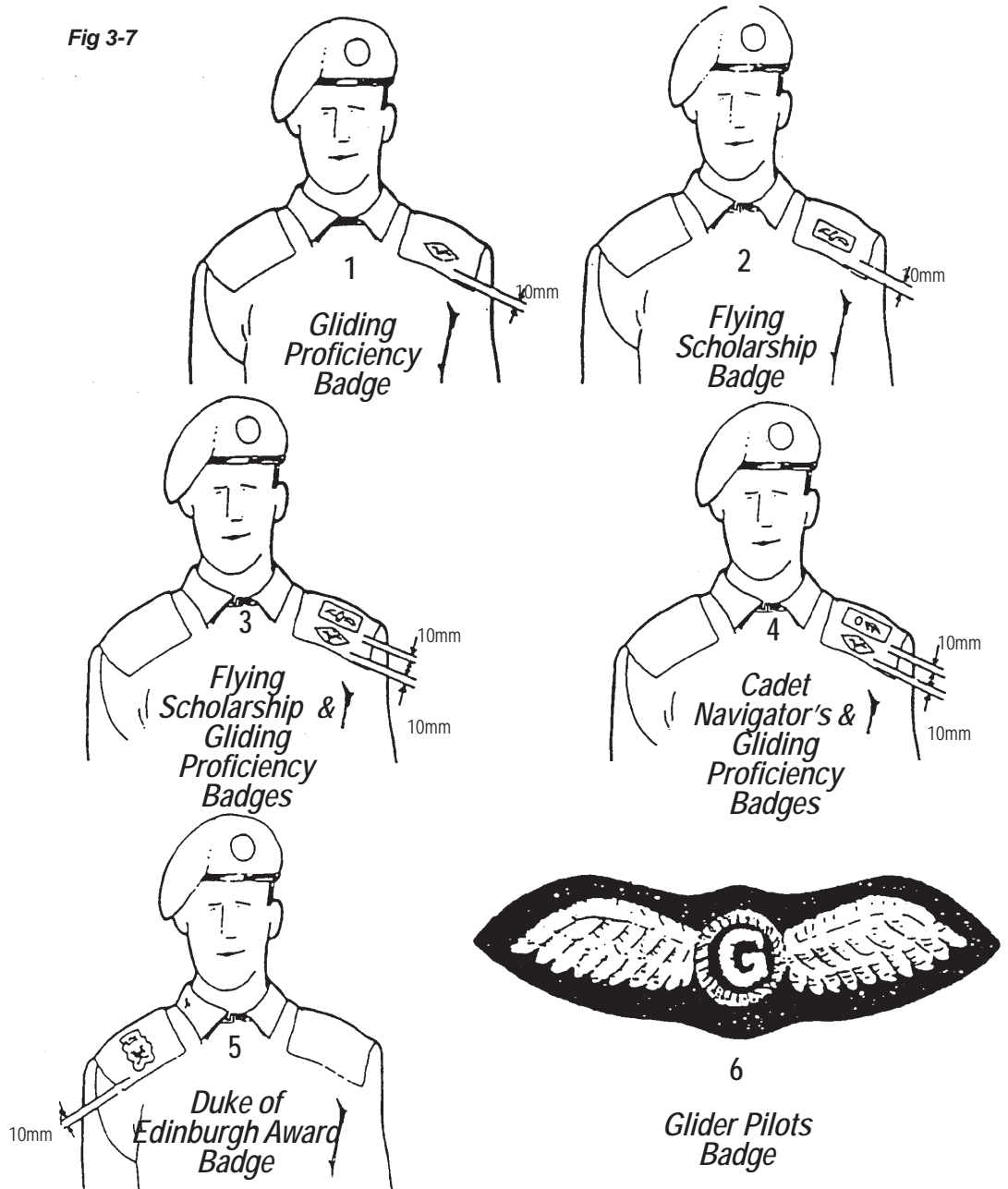
## POSITIONING OF CCF(RAF) BADGES ON THE BRASSARD



**NOTE (1)** Where the Cadet Hundred Badge has not been awarded, the Shooting Badge is to be positioned centrally on the brassard.

**POSITIONING OF BADGES WORN ON THE JERSEY**

**Fig 3-7**



**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.



## Saluting

### ***The Salute***

16. The manner in which salutes are given and returned has long been recognised as a reliable indication of the morale and efficiency of a unit. It is thought that saluting had its origin in prehistoric times when the open hand may have been raised to show that it did not conceal a weapon. Later it was the custom of men-at-arms to raise the visors of their helmets showing by this disarming movement their friendly intentions.

17. Cadets should understand that in saluting an officer they are recognising a person in authority who holds the Queen's Commission and are giving an outward sign of their loyalty to the Queen. The person you are saluting might be someone you know and respect, or someone you have never seen before, but that has nothing to do with it! In the same way, the officer is required to return the salute as an acknowledgement of the compliment paid to Her Majesty.

### ***How to Salute***

18. In uniform, provided you are wearing head-dress, a salute is given by smartly bringing the right hand, palm facing outwards, to a position where the first finger is in line with the right eye, the elbow being level with the shoulder and the arm in line with the body. If you cannot use your right arm, because it is injured, then you can salute with the left hand. If you are not wearing head-dress then you do not salute with the hand.

***Fig 3-8***



## CHAPTER 3

***When to Salute***

19. Cadets wearing uniform, including head-dress, are to salute all commissioned officers of Her Majesty's Forces; this includes officers wearing civilian clothes whom they recognise. If you are not wearing head-dress, instead of saluting with the hand, you either stand to attention as the officer approaches, or give 'eyes right' or 'eyes left' (carried out by turning the head and eyes smartly towards the officer) as you pass the officer.

20. Similarly if your hands are not free, for example when carrying a parcel, you are to salute by giving 'eyes right' or 'eyes left'.

21. A cadet must salute both on entering and leaving a room in which there is an Officer.

22. A cadet must salute the occupant of a vehicle flying a distinguishing flag or showing starplates. This is particularly important to remember when you are visiting a RAF station or other military units. You should also remember that it is the occupant of the vehicle you are saluting. Do not salute an empty, stationary vehicle.

23. A salute is not to be attempted when riding a bicycle or motor cycle, or when driving a vehicle.




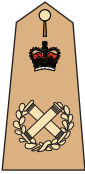




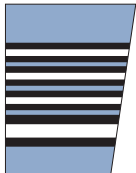






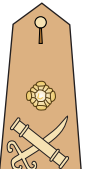



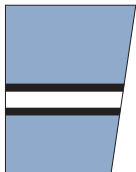



***Recognising Rank Badges from the 3 Services***

24. An officer wearing No 1 Home Service Dress can be recognised by the rank displayed on the sleeve. However, when in working dress, rank badges are worn on the shoulders and this makes it more difficult to spot from a distance. Rank insignia on Combat Dress is worn centrally on the jacket. Remember though, if in doubt, salute, it costs you nothing. You should have a good idea of the badges of rank from all 3 Services so that you are always prepared.








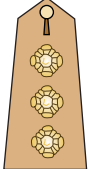


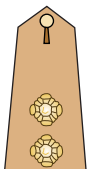


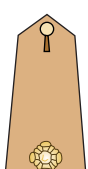

***How to Address people***

25. All Officers, and Civilian Instructors are to be addressed as 'Sir or Ma'am'. Cadet Warrant Officers are to be addressed as 'Warrant Officer' and all other cadets by their rank, 'Flight Sergeant', 'Sergeant' or 'Corporal', as the case may be.

## RECOGNISING RANK BADGES FROM THE 3 SERVICES

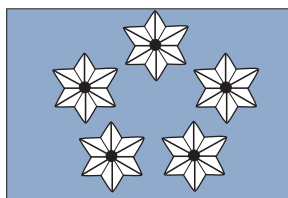
ROYAL NAVY			ARMY	ROYAL AIR FORCE		
	SLEEVE	SHOULDER STRAP		SHOULDER BADGE	SLEEVE OR SHOULDER STRAP	
ADMIRAL OF THE FLEET			FIELD MARSHAL			
ADMIRAL			GENERAL		AIR CHIEF MARSHAL	
VICE-ADMIRAL			LIEUTENANT-GENERAL		AIR MARSHAL	
REAR-ADMIRAL			MAJOR-GENERAL		AIR VICE-MARSHAL	
COMMODORE	SLEEVE OR SHOULDER STRAP		BRIGADIER			
COMMODORE			BRIGADIER		AIR COMMODORE	
CAPTAIN			COLONEL		GROUP CAPTAIN	

## RECOGNISING RANK BADGES FROM THE 3 SERVICES

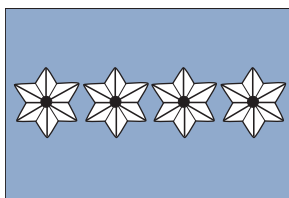
ROYAL NAVY	ARMY	ROYAL AIR FORCE
<p>SLEEVE OR SHOULDER STRAP</p>  <p>COMMANDER</p>	<p>SHOULDER BADGE</p>  <p>R LIEUTENANT-COLONEL</p>	<p>SLEEVE OR SHOULDER STRAP</p>  <p>WING COMMANDER</p>
 <p>LIEUTENANT-COMMANDER</p>	 <p>R MAJOR</p>	 <p>SQUADRON LEADER</p>
 <p>LIEUTENANT</p>	 <p>R CAPTAIN</p>	 <p>FLIGHT LIEUTENANT</p>
 <p>SUB-LIEUTENANT</p> <p>ACTING SUB-LIEUTENANT (BUT JUNIOR TO MILITARY AND AIR FORCE RANKS)</p>	 <p>R LIEUTENANT</p>	 <p>FLYING OFFICER</p>
 <p>MIDSHIPMAN</p> <p>(JUNIOR TO MILITARY AND AIR FORCE RANKS)</p>	 <p>R SECOND LIEUTENANT</p>	 <p>PILOT OFFICER</p> <p>ACTING PILOT OFFICER (BUT JUNIOR TO SECOND LIEUTENANT)</p>

R ROYAL MARINE OFFICERS OF THESE RANKS, WHEN AFLOAT, HAVE A HIGHER EQUIVALENT RANK, E.G. A MAJOR RANKS WITH A COMMANDER

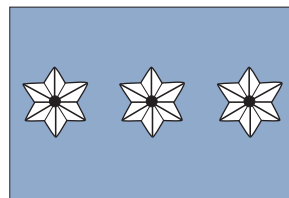
## VEHICLE STAR PLATES



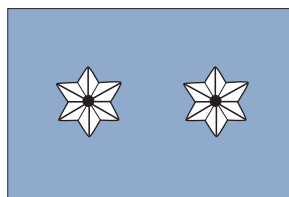
MARSHAL OF THE ROYAL AIR FORCE



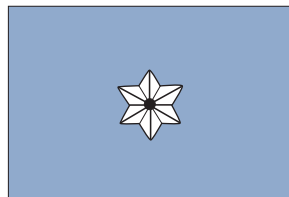
AIR CHIEF MARSHAL



AIR MARSHAL



AIR VICE-MARSHAL



AIR COMMODORE

## Sample Questions

***Do not mark the paper in any way - write your answers on a separate piece of paper.***

1. Which items of uniform are not issued to cadets:
  - a. Wedgewood Blue shirts.
  - b. Black shoes.
  - c. Trousers.
  - d. Black tie.
  
2. For the shirtsleeve order a cadet would wear:
  - a. Open neck shirt, no brassard and shirtsleeves down.
  - b. A tie, a brassard and shirtsleeves rolled up.
  - c. Open neck shirt, a brassard and shirtsleeves rolled up.
  - d. Open neck shirt, no brassard and shirtsleeves rolled up.
  
3. This badge would be worn by a:
  - a. Leading Cadet.
  - b. Senior Cadet.
  - c. First Class Cadet.
  - d. Staff Cadet.
  
4. What does this badge represent:
  - a. RAF Marksman.
  - b. Cadet Hundred.
  - c. ATC Hundred.
  - d. Shooting Blue.



## CHAPTER 1

**INSTRUCTORS GUIDE**THE COMBINED CADET FORCE -HISTORY

1. The roots of the CCF go deep, back indeed to 1859. At the time the Country believed itself to be faced with the threat of invasion from France. The Secretary of State of the day sent out a letter on 12 May inviting the formation of a 'Volunteer Corps'. In the Times, Tennyson, the Poet Laureate, wrote 'Storm, Storm! Riflemen form' and in a short time 10,000 men were enrolled. The Government supplied arms but the volunteers provided all their uniforms and other equipment. Almost as quickly, a number of schools formed volunteer corps of their own among the earliest being Rossall, Eton, Felsted, Harrow, Rugby, Winchester and Marlborough. These corps were confined to masters and senior boys and they were liable to be called to arms. A little later, in 1863, the War Office approved the formation of cadet units, whose members were allowed to wear the uniform and badges of their parent Volunteer Brigades; these became the school cadet corps as we know them today and many have been running continuously since.

2. By the turn of the century, there were about 100 school cadet units spurred on no doubt by the Boer War. The War Office was, however, concerned at the serious shortage of officers for the Army. As a consequence, in 1908, the Officers Training Corps (OTC) was established with the senior division in the universities and the junior division in schools. Any school which could produce one officer and 30 cadets could form a contingent and 100 immediately did so. Meanwhile, the 'Volunteers' became the 'Territorial Army'. World War I took a dreadful toll of the cadets, most of whom, with their officers, rushed to join up and many, including virtually complete ex-cadet battalions, perished on the Somme. However, during and immediately after the War, the cadets in and out of schools flourished. But in the 1920s and early 1930s official support was cut, at one point virtually completely, and only the strongest units and the independent school corps survived. Nevertheless, by the mid-1930s politicians gradually recognised the growing threat from Germany and support was resurrected. In fact the War Office persuaded many non-OTC schools to convert their Cadets to OTC units.

3. It was in the 1930s that the RAF or 'Air Sections' first appeared. For the record, the Army Cadet Force (ACF) Association pamphlet 'The Cadet Story 1860-1960' reported that in 1918 the Air Ministry proposed the setting up of special platoons of cadets to be instructed in RAF duties; was this perhaps the forerunner of the Air Training Corps (ATC)? As stated earlier, official records are few, but there is ample evidence of the existence of School Air Sections in the 1930s. On page 10 of Volume 1, Number 1, of the ATC Gazette of March 1941, it states that 'the Air Training Corps comes into being on February 1st and comprises the Air Defence Cadet Corps (ADCC) Squadrons, the University Air Squadrons and the Air Sections of the OTC'. In 'CFS - Birthplace of Airpower' by John W R Taylor, the author records that 'shortly after' arriving at Upavon in 1935, the CFS hosted the OTC Air Section from Marlborough College and, later, Radley College, whose members were invited regularly for ground and air instruction. In Oundle's school magazine of 1938, the section on the OTC reports an 'RAF squad' being set up to do RAF training through the medium of films and lectures given by officers from No 11 FTS RAF Wittering as part of a syllabus laid down by the Air Ministry. Obviously there was a pre-war, officially-supported and funded cadet organisation in schools solely devoted to RAF training. The fullest account found so far of the early days of RAF Sections appears in 'A History of the First Hundred Years of Rugby School Corps 1860-1960' by Lt Col H J Harris, TD DL. He states that the Air Section was formed in the summer term 1937 as part of an official plan to encourage public schoolboys to take an interest in the work of the RAF. The average pre-war strength of Rugby's Air Section was 15 and it was affiliated to No 18 Squadron at RAF Upper Heyford. The Officers at Upper Heyford visited the school frequently and saw to the provision of an old Bulldog airframe, engine and hangar. On Field Days, cadets were flown in Hind



and Blenheim bombers. Perhaps those involved in providing cadet camps today would care to contemplate running a week similar to that enjoyed in 1937 and 1938. Each camp consisted of some 250 cadets and on each occasion the RAF produced 2 squadrons of Ansons (34 aircraft) for the whole week. The cadets were flown to a different aerodrome each day to see demonstrations of the work of the various RAF Commands. In 1948, the final parade was addressed by MRAF The Viscount Trenchard. Clearly the Service was prepared to go to considerable trouble to support and encourage membership of these Air Sections. As now, there was a syllabus of training including Principles of Flight, Navigation,, Meteorology, Aircraft Recognition and Morse Code and, at the time, there were complaints that the syllabus was too academic. Some things haven't changed.

4. The Air Sections probably wore an Army OTC uniform but we know that Abingdon School Air Section wore an RAF armband, rather like a length of stable belt, with a crown and eagle. A rather poor photograph of Radley Air Cadets taken in 1940 also shows what appears to be a similar armband. It is clear, therefore, that there was, well before World War II, an RAF-sponsored and RAF-supported air cadet organisation in the independent schools which was running along very similar lines to today's CCF (RAF).

5. Meanwhile, outside the OTC schools, much was happening. The formation of the Air Defence Cadet Corps (ADCC), in July 1938, in effect provided a foundation on which 3 years later, the Air Training Corps was based. Some public schools, like Hele's, Exeter (now St Peter's), formed ADCC units, No 13F in this case; others retained Air Sections. In 1941, Air Sections and ADCC units joined together for the war years as ATC units. Another change occurred on the outbreak of war. The name 'Officers Training Corps' was abolished. The new title was 'Senior Training Corps' (STC) in the Universities and 'Junior Training Corps' (JTC) in the schools. After the war, the position of school cadets was rationalised. As a result, schools which had boys over the age of 17, with a minimum strength of 60 cadets, were invited to join the newly-formed Combined Cadet Force which started in 1948 with an initial CCF (RAF) strength of 3,000.

6. The post-war years were not without their problems. The RAF's need for aircrew fell and many airfields regularly used by cadets were closed. The Flying Scholarship Scheme introduced in 1950 introduced one of the most imaginative and far-sighted incentives that could be offered to a 17 year old. With annual camps in full swing, gliding courses and regular visits to parent stations, the Corps thrived. No record of this part of CCF (RAF) history, however short, would be complete without reference to that unique and well-remembered device, the Primary Glider.

7. The Volunteer Gliding Schools (VGS) had been using a variety of primary gliders for some years for slides and low hops prior to the 100 foot launch to qualify for the British Gliding Association 'A' Certificate. In 1952 Slingsby Aviation started to produce 115 Type 38 'Grasshopper' TX Mk 1 primary gliders mainly for CCF (RAF) use. This was a very simple, robust structure consisting of a completely open fuselage and redundant wings and tail units from earlier Type 7 Cadet Mk 1 gliders. Not every school was equipped. An operating site had to be at least 150 yards long and 100 yards wide and a trained instructor had to be present. Oddly enough, the purpose of the Grasshopper was not to teach cadets to glide, but rather to develop a cadet's self-discipline and leadership while introducing him to RAF procedures and 'inculcating air-mindedness'. Whether it achieved its stated aims is not clear, but it was obviously great fun and was for all involved, not just the 'pilot', an excellent way to spend a summer's afternoon out of the classroom. Launching a primary glider was indeed a team effort. Two teams of 6 cadets, each with a length of rubber bungee, would, on the word of command, walk forward each team moving left and right respectively from the line of flight until the rubber was about twice its unstretched length. All being well, the officer in charge would release the glider, no doubt with his fingers crossed. There are no recorded serious injuries on the Grasshopper but there were a few scares. The following are extracts from



## CHAPTER 1



the HQ Air Cadets Incident Book. The first comes under the heading of sods Law. 'During a school parents' day, the instructor IC gliding allowed the son of a colleague, who was not a cadet, to be given a glide; the boy got airborne and the aircraft nosed into the ground' - no injury fortunately to the boy. The second example concerns the bungee party and dates from 1979. 'A cadet on a low hop was distracted by a gust of wind which caused the glider to change direction and head for the starboard bungee party. One cadet tried his best to outrun the glider, but failed and was struck to the ground by the port wing'. A second report from the same school, same day, reports a cadet from another bungee crew falling and being trampled underfoot by his keen colleagues. It all came to an end in 1986 following the discovery of structural defects in both the stored and in-use airframes. How unfettered and fun life was then. One wonders what effect the Health and Safety at Work and Children's' Acts would have on such activities today.

8. Despite the loss of the Grasshoppers, the CCF (RAF) has flourished over recent years; there are now 187 RAF Sections throughout the United Kingdom with new sections opening every year. There are now over 9,000 cadets, including 1,600 girls. Cynics may, of course, say that the numbers are high because the cadets are made to join. It is entirely the Headteacher's choice how to run his contingent or, indeed, whether to have a contingent at all. The fact is that nearly 250 schools have contingents and, as anyone who has had dealings with Headteachers knows, 250 Heads can't be wrong! Of the 187 RAF Sections, only 27 are compulsory and then it may well be only the first year. Moreover, the cadet is still left to choose which section he joins. The other misconception is that the CCF is only for the independent schools; there are actually 35 maintained schools included in the 187. One of the most successful contingents of over 200 cadets is in a maintained school and meets after hours on a Friday; clearly someone has got it right. Some of the 250 schools with CCF contingents have had for many years strong links with the Services and provide high quality recruits for all 3 Services but mainly for the Army. Most schools, although providing very high quality recruits, would not, by any means, see the CCF as primarily a recruiting medium. Why then is the CCF so deeply entrenched and so successful? There are probably 250 answers, but the following extract from a public school Head's comments is likely to reflect the majority opinion. The Head referred to the broad function of the CCF, which is to provide within a disciplined organisation opportunities for cadets to develop powers of leadership, responsibility, resourcefulness, perseverance and sense of service. The aims are to provide opportunities for young people to exercise responsibility and leadership and to learn from the Services how they can be developed, to show them why Defence Forces are needed and how they function and, lastly, to encourage those who have an interest in the Services to become officers (note the emphasis on officers). The Head stated that he had a number of reasons for believing in the Corps. In the first place, even at a School like his, there were not enough positions of responsibility to go round and there may well be little or no opportunity of addressing groups of people, organising the welfare of juniors or giving orders. Most parents hope their children will emerge from such schools to become leaders in society. Therefore, the School must provide opportunities for leadership; the Corps does a vital job in that respect. Additionally, because the Corps is different from any other School activity it can provide opportunities for cadets who find other school endeavours unchallenging. Moreover, the adventure training (40% of the CCF syllabus) and the weeks spent at Army barracks, Naval establishments and RAF stations are a tremendous experience. Finally, he saw it important that his pupils, who were likely to become senior and influential citizens, should acquire knowledge about, and understanding of, the Services and, bearing in mind the unstable times in which we live, experience gained in the Corps would, in an emergency, put his boys one jump ahead of those without cadet experience.



9. What of the CCF today? In all, there are some 35,000 cadets in nearly 250 units. The whole, including the RAF, gets overall policy direction from the Tri-Service Inter-Service Cadet Committee, the running of which falls to the Directorate of Reserve Forces and Cadets in MOD. Purely RAF matters, eg syllabus content, camps and provision of flying resources are provided under the authority of Commandant Air Cadets. The 187 RAF Sections and their staff are managed by the small CCF Branch at HQ Air Cadets, assisted in the field by 6 Reserve flight lieutenants based at Cranwell, Cosford, Innsworth, Edinburgh and Uxbridge (2), each assisted by 3 or 4 sergeants who in turn help to run up to 12 sections each. The cadets enjoy the same full range of activities provided for the ATC, but there is more emphasis on cadet responsibility, a fact reflected in the staff cadet ratio of 1:20 and the absence of Adult Warrant Officers and Civilian Instructors. The long association with the Army is also reflected in CCF (RAF) ranks which include Junior Corporal. The cadets also wear an RAF cap badge, which probably goes back to the tradition started in 1863 of wearing the regimental cap badge of the affiliated unit. Even the proficiency badge of a 4-pointed star and the marksman's badge owe their origin to the arm badges of the 1860 'Volunteers'.

10. What of the future? Despite Options for Change and Defence Cost Studies' cuts, there is still considerable enthusiasm in schools for the RAF. In 1994, many units reported a growth in interest; one school had the whole of its new 4th form apply to put on light-blue uniform and new sections open every year. There will, of course, be a noticeable drop in resources available to cadets as the current draw-down takes effect but, given the support at all levels of the Service that both ATC and CCF (RAF) have enjoyed for many years, there is every chance we shall continue to meet our aims.

11. One final thought, 'A few years ago, Wg Cdr CCF visited the Head, or Master in this case, of a very famous public school to express concern that if he wasn't able to find a VR(T) officer for his RAF Section, there was a chance that it would collapse. The Master listened patiently and promised to do all in his power to recruit an officer. Later, after thanking him of being so supportive, Wg Cdr CCF left to go. As he left his study, the Headmaster said something which should never be forgotten: 'Wing Commander, I'm sure you would not wish to have your name associated with the closure of the RAF Section of the School that gave the Royal Air Force Geoffrey de Havilland, Douglas Bader and Guy Gibson'. Game, set and match to the Master.

#### The Air Training Corps History

12. The Air Training Corps History of the Air Cadet Organisation is somewhat different. Air Commodore Chamier's Air Defence Cadet Corps plan crystallised as follows:

- a. To form an air cadet corps to be named The Air Defence Cadet Corps (ADCC).
- b. Aim to form 200 Sqns with around 20,000 cadets in the first 3 years.
- c. To raise £25,000 to cover the expenses for 3 years of a Central Headquarters plus 8 paid organisers in 8 Regions covering the whole country (7 Regions in practice). (The 3 years was the time thought necessary for such a corps to prove itself, the idea being that if it proved to be a good scheme then it would survive by itself forever but if it proved to be a bad scheme it would die before it was 3 years old).
- d. To invite leading citizens to form committees in their communities to raise squadrons and to raise at least £200 per 100 cadets per year to support them.
- e. The committee to nominate air-minded men who were willing to volunteer to be squadron officers to be commissioned by the Air League but to be unpaid and to buy their own uniform.

## CHAPTER 1



- f. The committee to canvass for cadets who were willing to volunteer to join and to be taught aviation subjects, and to be trained in discipline and patriotism designed to help them to take a place in military or civil aviation when they reached the age of joining - but who would pay threepence a week and mostly would buy their own uniform.
13. In January 1938, at an Air League luncheon given by the Duke of Sutherland, President of the Air League, the plan was agreed.
14. The Air Ministry was approached and at once proved enthusiastic, agreeing to make a per capita grant of 3s 6d (17p) to squadrons towards expenses annually, to help by giving publications and loaning training films to squadrons and to affiliate squadrons to RAF Stations whenever possible so that Stations could give flights to cadets and help with training.
15. In July 1938, Leicester achieved the distinction of being the first to register a squadron - No 1F (Leicester) Squadron - but Watford, not to be outdone, became the first to register a 'wing' by forming two squadrons with a separate wing headquarters and a separate cadet-squadron-leader in charge. By the end of 1938, that is, in a little more than 6 months from the appointment of the first area organisers - 42 squadrons had been registered and by the 26 January 1939 the 50th squadron was reached - No 50F (Lambeth) Squadron. At the end of 1939, there were 173 squadrons and, one year later, there were 207 with more than 20,000 cadets - achievement of the aim long before the end of the 3 years. In fact it was discovered that such was the tremendous enthusiasm and longing to fly on the part of the youth of the country and so strong the air-mindedness, patriotism and generosity of local citizens that many more squadrons could have been formed. London alone might well have supplied the whole 200 squadrons of the aim, but ADCC HQ regretfully decided to postpone the registering of neighbouring squadrons because there were not all that many RAF Stations or other airfields around London and it was feared that the available aviation support might be swamped - and of course there was always the problem of raising enough money and finding enough squadron headquarters space. Nevertheless, there were squadrons that could do both - not only in London - and in due course some squadrons reached strengths of 150 and 200 cadets.
16. The ADCC structure provided the basic mould for the new corps which the Air Council ordered to be planned under the name the Air Training Corps (ATC).
17. His Majesty King George VI set the seal of national recognition on the Air Training Corps by graciously consenting to become its Air Commodore-in-Chief and constituted it by Royal Warrant: 'Whereas we deem it expedient to provide for our youth the means of preparing themselves for service in our Air Force or its Reserves or Auxiliaries or in the Fleet Air Arm or our Navy there shall be established a Corps to be called The Air Training Corps' dated 5 February 1941. That is why the ATC celebrate 5 February as its anniversary.
18. Almost every council and school authority in the land was canvassed by letter and almost every mayor and county education officer received personal letters.
19. On 1 February 1941, Air Commodore Chamier made a national broadcast and the result was spectacular. Within the first month the size of the old ADCC was virtually doubled to more than 400 squadrons, the first of the 'new' ATC squadrons being No 210 (Newport) Squadron. Within the first year of the ATC, the old ADCC had expanded by about 8 times to around 1524 squadrons with 7142 officers, 616 warrant officers, 7048 civilian instructors and 171,407 cadets. The ATC now has just over 1200 Sqns with some 35,000 cadets.



# INSTRUCTORS GUIDE

## 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 organisations, 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.

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. Within 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 allows for cadets with instructional and training responsibilities to be NCOs.

## CHAPTER 2

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.

PARENTING AND AFFILIATION

8. As well as being integrated with the Royal Air Force for control and command, the ATC and RAF Sections of the CCF have a very close liaison with the Royal Air Force for day-to-day parenting and affiliation. It is necessary to know the difference because the same Royal Air Force Station may not provide both facilities and, with the reduction of RAF Stations, some of these duties may be undertaken by Army units.

9. Parenting. Parenting is the provision of services to help CCF Sections to operate efficiently. The arrangements for each CCF Section are made by Headquarters Air Cadets and are listed in the CCF (RAF) Schools Directory. The Directory is held by your OC Section and to find your own Section's Parent Station you need to look at the bottom of the entry for your school. A typical Section's Parenting follows the codes below.

<u>Parent Station</u>		<u>Parenting Provided</u>
RAF HENLOW		E
		Z - Advice only
E	=	Supply - All services
E1	=	Supply - Domestic
E2	=	Supply - Technical
E3	=	Supply - Accounting
E4	=	Supply - Ammunition
Z	=	Security - All services

CHAPTER 2

CHAPTER 2



10. Affiliation. Affiliation is a scheme to enable Royal Air Force Stations to provide direct and effective assistance to CCF units in their vicinity. Each Royal Air Force Station Commander appoints a Station Officer to co-ordinate the activities of the Station in respect of all affiliated units of the ATC, CCF (RAF) Sections and other approved organisations such as Air Scouts, and the Girls Venture Corps. As many units may be affiliated to the same RAF Station, he has a busy time. He is known as the Air Cadet Liaison Officer and he is usually referred to as the 'ACLO', said as one word. In general, Royal Air Force Stations provide assistance wherever they can:

- a. By accepting air cadets on day visits. (Exceptionally, 2-day visits if long journeys are involved).
- b. By providing facilities for CCF functions and courses.
- c. By providing RAF personnel (officers and airmen) to visit CCF Sections to assist with the training programme.

## CHAPTER 3



## INSTRUCTORS GUIDE

### DRESS AND DISCIPLINE

1. Emphasis should be placed on the cadets appreciating the distinction imposed and self-discipline. Use small discussion groups to allow cadets to express an opinion on such topics as:
  - a. Obeying orders given by:
    - (1) Officers.
    - (2) Cadet NCOs.
  - b. Following rules, eg no dropping litter.
  - c. Swearing.
2. Ask - should rules still be followed, even if, when broken, there is no chance of being caught.
3. If successful, use more controversial subjects:
  - a. Shoplifting.
  - b. Under-age drinking/smoking.

### Wearing and Return of Uniform

4. Members of the CCF are entitled to wear uniform only when attending an authorised meeting or parade or when specially sanctioned by the Cont Cdr.
5. Uniform is not to be worn in foreign countries unless specially authorised.
6. Ex-members of the CCF are forbidden to wear its uniform.
7. All items of dress and other clothing provided at public expense are to be recovered by the CCF TEST staff from officers and cadets who leave the Section.

### SCALE OF UNIFORM AND DRESS REGULATIONS - CCF CADETS

#### Scale of Uniform Cadets

8. 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	1	
Shirts, working dark blue	1	
Shirts, Wedgwood blue	1	For wear on formal occasions only



## CHAPTER 3

## CHAPTER 3



Skirts, No 2 Dress	1	Female Cadet
Trousers, No 2 Dress	1 pr	Male Cadets
Belt, trousers	1	For wear with trousers blue/grey
Beret, blue/grey	1	Practising members of the Sikh religion are issued with 5 metres of ensign blue puggri cloth in lieu of a beret
Badges, Beret	1	
Brassard, CCF	1	
Anoraks, blue Jeltex	1	
Necktie, black	1	To be worn with Wedgwood blue shirts only
Coverall 1971 pattern	1	To be worn when participating in adventurous activities

OPTIONAL ITEMS MAY BE OBTAINED AT PRIVATE EXPENSE

Shoes/Boots DMS, RAF  
or woman pattern

Gloves, knitted blue/grey  
(male and female cadets)

Belt, Stable (Male Cadets only)	1	The RAF Stable Belt is web woven in RAF colours and has leather straps and buckle fastenings, secured over the left hip. It is not to be worn on the outside of the Jersey
---------------------------------	---	--

Handbags, shoulder strap  
(Female cadets only)

Not to be carried on parade

Hats, Airman's No 1 SD

May be purchased privately by  
CWOs only

Part worn Airman's/Airwoman's  
No 1 SD uniform as appropriate and  
No 1 SD hat

May be issued on availability basis for  
wear by CWO and cadet Bandsmen only.

Purse Belt

Buckle worn in the centre of body  
(females only)

DRESS REGULATIONS - GENERAL

9. The normal working dress for cadets is:
  - a. Beret (blue/grey and complete with CCF badge). This is to be worn so that the band is



## CHAPTER 3



horizontal around the head, 25 mm above the eyebrows. Loose material of the crown is to be drawn to the right side and the badge clearly displayed in a position directly above the left eye.

b. The Dark Blue Working Shirt, worn with the top button undone and the collar of the shirt placed outside the jersey.

c. Jersey blue/grey, RAF.

d. No 2 Dress trousers (worn with a blue/grey supporting belt) or No 2 Dress skirt for female cadets.

e. Black socks and black shoes/boots (male cadets); pattern hosiery and black shoes (female cadets).

f.. Brassard.

g. Proficiency and Qualification Badges are worn either on a brassard on the right arm or on the shoulder patches of the Jersey.

Notes:

(1) *Jeltex jackets may be worn in inclement weather.*

(2) *Protective combat clothing and flying clothing may be worn as ordered.*

SHIRTSLEEVE ORDER

10. During the period 1 May-30 Sep, COs may authorise Shirtsleeve Order for cadets subject to uniformity of dress. Shirtsleeve Order comprises:

a. Dark blue working shirt with the top button undone and sleeves neatly rolled above the elbow.

b. No 2 Dress trousers supported by a blue/grey webbing belt or stable belt (male cadets only) or skirts No 2 Dress for female cadets.

c. Black socks, black shoes or boots (male cadets); black shoes, pattern hosiery (female cadets).

d. The brassard bearing appropriate badges.

e. Beret

CADET BADGES

11. Cadet badges are to be worn as stated:

a. Badges on the Brassard. The brassard is to be fitted over the right sleeve of the Jersey or shirt and positioned above the elbow. The top of the brassard is to be fixed by a fabric strap to the right shoulder strap of the Jersey or the shirt, as appropriate. The location of badges on the brassard are:

(1) CCF Identification Badges. These are to be worn centrally at the top of the

CHAPTER 3

# CHAPTER 3



brassard, 6 mm from the top edge.

(2) Proficiency Badges. First class, leading or senior cadet badges are to be worn in a central position immediately below the distinguishing badge with one point of the star or one blade of the AL24 propeller uppermost. Only one Proficiency Badge is to be worn and normally will be that for the highest classification for which a cadet is qualified.

(3) Bandsmen Badges. These are to be worn in a central position with the bottom of the badge 75 mm from the lower edge of the brassard.

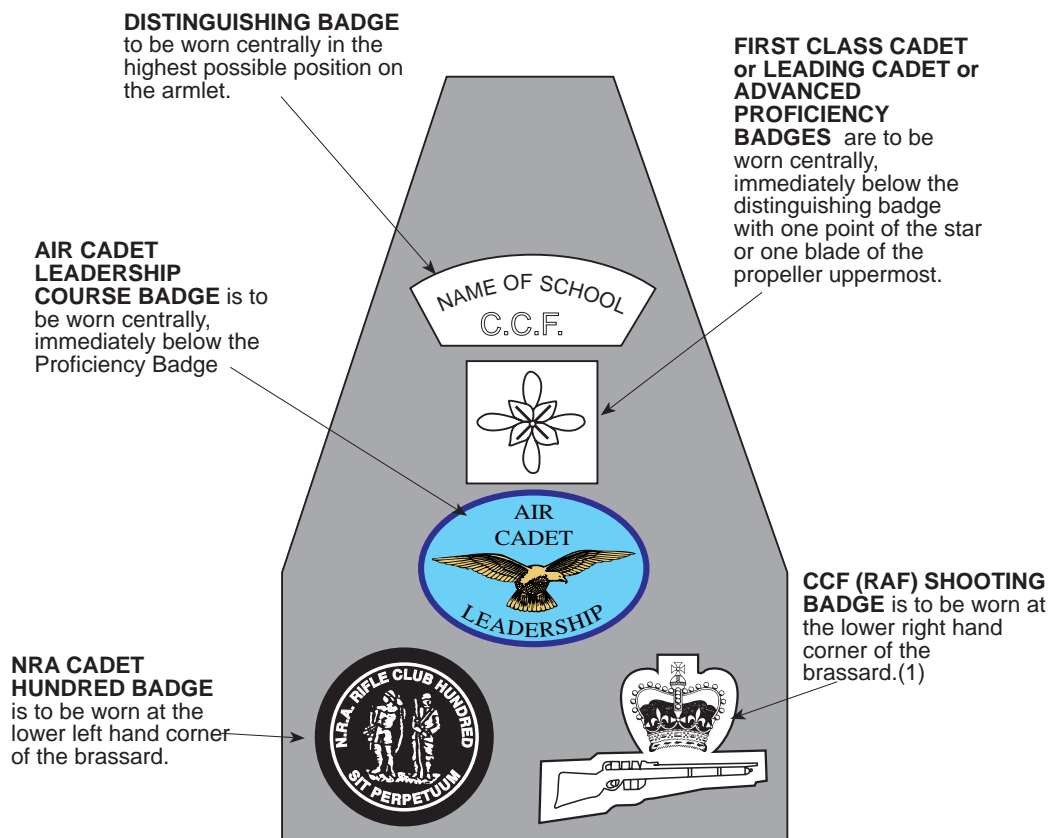
(4) Cadet Hundred Badges. These are to be worn on the left side of the brassard 6 mm above the lower edge and 1.2 cm from the Marksman's Badge.

(5) The Marksman's Badge (RAF or CCF). This is to be worn on the right side of the brassard 6 mm above the lower edge and 1.2 cm from the Cadet Hundred Badge. Where the Marksman's Badge only is worn, it is to be positioned centrally on the brassard 6 mm from the lower edge.

# CHAPTER 3



## POSITIONING OF CCF(RAF) BADGES ON THE BRASSARD



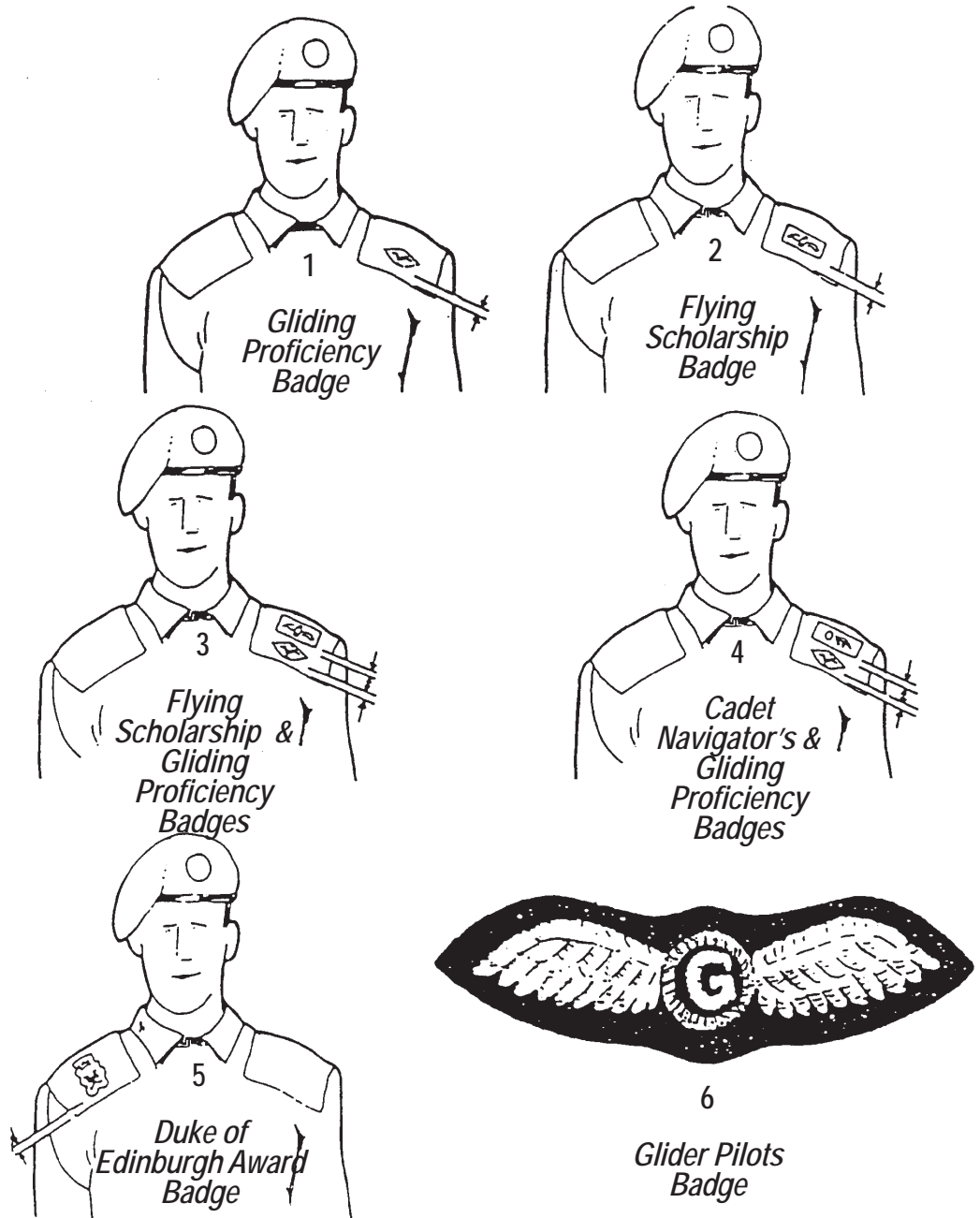
**NOTE (1)** Where the Cadet Hundred Badge has not been awarded, the Shooting Badge is to be positioned centrally on the brassard.

RAF/GRAPHICS 3.84

# CHAPTER 3



## 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.

## CHAPTER 3



b. Flying Scholarship Cadet Navigator and Gliding Badges are worn as stated only on the Jersey BG.

(1) Gliding Proficiency Badge. 1.0 cm above the bottom edge of the patch on the left shoulder.

(2) Flying Scholarship Badge. When worn with the Gliding Proficiency Badge, 1.0 cm above it. Otherwise it is to be worn as in sub-sub para 11b(1).

(3) Cadet Navigator's Badge. When worn with the Gliding Proficiency Badge, 1.0 cm above it. Otherwise it is to be worn as in sub-sub para 11b(1).

(4) Glider Pilot's Badge. When worn with the Flying Scholarship Badge and/or the Cadet Navigator's badge, it is to be worn as in sub-sub para 11b(1).

*Note: When worn with No 1 SD uniform, the above badges are to be positioned in accordance with sub-para 14d below.*

c. Duke of Edinburgh Award Badges. Duke of Edinburgh (DofE) Award badges are to be worn centrally on the right shoulder patch 1.0 cm above its lower edge on the RAF pattern Jersey and in the corresponding position on the WRAF pattern. Only one DofE badge is to be worn; normally it will be the most advanced badge for which the cadet is qualified.

d. The Lord Lieutenant's Badge. Lord Lieutenant's cadets who are authorised to wear No 1 SD are to display the Lord Lieutenant's badge centrally on the left sleeve as stated.

(1) CWOs, 1.2 cms above the top edge of the CWO badge.

(2) Other cadets, 16 cms from the cuff.

#### DESCRIPTION OF BADGES

12. Badges worn by members of the ACO are illustrated in Poster ACP 30. Details of cadet badges are as listed:

a. Beret/SD Hat Badge. A silvered metal RAF Badge.

b. CCF Distinguishing Badge. An arc-shaped dark blue fabric badge with the CCF Section name embroidered in light blue.

c. First Class Cadet Badge. A four-pointed star embroidered in light blue with a dark blue background.

d. Leading Cadet Badge. A four-bladed propeller embroidered as in sub-para 12c.

e. Senior Cadet Badge. A four-pointed star superimposed on a four-bladed propeller and embroidered as in 12c.

f. RAF Marksman Badge. A badge comprising crossed rifles embroidered in light blue with a dark blue edging.

g. ACO Marksman Badge. A badge comprising a rifle and crown embroidered as in subpara 12c.

h. Flying Scholarship Badge. A pair of fabric wings embroidered as in 12c and with 'FS' in

## CHAPTER 3

## CHAPTER 3



the centre. 'AIR CADETS' is embroidered in gold respectively above and below 'FS'. (This is to be worn if a Cadet Navigator Badge is also valid).

i. Glider Pilot Badge. A pair of wings embroidered in light blue with dark blue edging and a central 'G' contained in a woven blue ring.

*Note: Cadets qualified for both Glider Proficiency and Glider Pilot's badges are to wear only the latter.*

j. Cadet Navigator Badge. An embroidered half-wing in light blue with dark blue edging, bearing a ringed 'N' with the words 'AIR CADETS' embroidered in light blue above and below it.

k. Gliding Proficiency Badge. A dark blue fabric badge with the symbol of a gull in flight (in blue, silver or gold) centrally embroidered and 'AIR CADETS' embroidered above and below the gulls head, with the appropriate standard in the centre.

l. Band Badges. The following band badges are authorised.:

(1) Trumpeter Badge. Consisting of crossed trumpets in white metal.

(2) Piper Badge. Pipes in white metal.

(3) Drummer Badge. A drum in white metal.

(4) Other Musicians in Brass, Military and Pipe Bands. A badge of white metal comprising a lyre within a wreath.

(5) Drum Major. A badge of white metal comprising 4 inverted chevrons surmounted by a drum.

(6) Pipe Major. A badge of white metal comprising 4 inverted chevrons surmounted by pipes.

*Note: For the manner of wearing band badges on NO 1 SD, see para 14.*

m. The 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 in light blue, 'NRA CADETS HUNDRED'. The Badge is awarded for the best aggregate scores in the annual competition for the Patriotic Challenge Shield held at the Inter-Service Cadet Rifle Meeting. It may be worn by entitled cadets during the period for which it is awarded.

#### CADET RANK BADGES

13. Except for the CWO and J/Cpl badges, cadet rank badges worn with the Jersey blue grey or shirt are identical to those worn by members of the Royal Air Force. Badges are available from RAF Stores and have ribbon loops to enable them to be worn on the shoulder straps of the Jersey blue/grey or shirt as appropriate. Description of badges are:

a. CWO. A woven fabric badge in dark blue with an embroidered light blue crown and laurel wreath.

b. FS Badge. Three chevrons surmounted by a crown.

## CHAPTER 3



- c. Sgt Badge. Three chevrons.
- d. Cpl Badge. Two chevrons.

#### WEARING OF AIRMAN'S No 1 SD UNIFORM BY AUTHORISED CADETS

14. The Wearing of No 1 SD uniform by authorised cadets is subject to the following regulations:
- a. The authority of the Cont Cdr is required for the wearing of No 1 SD uniform on parade and, at all times, uniformity of dress among cadets is to be maintained on parade.
  - b. Distinguishing Badges are to be worn on both sleeves with the centre point of the top edge of the badge located 6 mm below the centre of the shoulder seam.
  - c. CWO Rank Badges are to be positioned on the centre front of both sleeves with the middle of the badge located 16 cm above the cuff.
  - d. Glider Pilot and Gliding Proficiency Badges are to be centrally worn 1.0 cm above the left breast pocket. When a CWO is qualified also for the Flying Scholarship Badge or Cadet Navigator Badge, it is to be worn centrally 1.0 cm above the Gliding Proficiency Badge.
  - e. When worn without the Cadet Hundred Badge, the Marksman Badge is to be positioned on the right sleeve immediately above the CWO badge. When the Cadet Hundred Badge is worn, it is to be located immediately above the CWO badge with the Marksman Badge positioned immediately above it.
  - f. Leading Cadet and Senior Cadet Badges are to be worn centrally on the left sleeve with the top of the badge 15 cm below the shoulder seam and located with a propeller blade vertical.

*Note: Only one classification badge is to be worn and is normally to be that for the highest classification for which the Cadet is qualified.*

- g. Duke of Edinburgh Award badges are to be worn on the left sleeve, 1.2 cm above the CWO badge.
- h. Lord Lieutenant's Cadet Badge. When required to be worn, the Lord Lieutenant's Badge is to be positioned centrally on the left sleeve with the bottom edge of the badge 1.2 cm above the lower badge.

#### WEARING OF AIRMAN'S No 1 SD UNIFORM BY BANDSMEN AND BANDSWOMEN

15. Official working dress for CCF Bandsmen and Bandswomen is the same as for all other cadets, viz: Jersey BG, blue working shirt, No 2 trousers, black socks, black shoes or boots and beret is to be worn on all occasions other than when on formal duties with the band. Optional dress for formal band duties is No 1 uniform, Wedgwood blue shirt, black tie, black boots or shoes, black socks, beret or SD hat with headgear uniform throughout the band. Cont Cdrs may authorise bandsmen to wear white belts, cross straps, gaiters and gloves subject to uniformity being maintained within the band(s).

16. When wearing No 1 SD uniform, bandsmen are to wear CCF Badges in the prescribed manner:
- a. Flying Scholarship Badges, Glider Pilot, Gliding Proficiency and Cadet Navigator Badges

## CHAPTER 3

## CHAPTER 3



are to be worn as described in para 11b above.

b. First Class Badges are to be worn centrally on the left forearm of the jacket with the top of the badge 18 cm above the cuff and one point of the star uppermost.

c. Leading and Senior Cadet Badges are to be worn as described in sub-para 14f and with one propeller vertical.

d. Marksman Badges are to be worn centrally on the right uniform sleeve and located 18 cm above the cuff. When First Class, Leading or Senior Cadet badges also are worn, the Marksman Badge is to be positioned immediately above the Classification Badge.

e. Badges of rank for cadet FSs, Sgts and Cpls are to be worn centrally on the outer face of both uniform sleeves with the lowest point of the chevrons located 24 cm from the shoulder seams.

f. Band badges for cadets, other than NCOs, are to be worn centrally on the right arm of the jacket with its lowest point located 23 cm below the shoulder seam. Cadet FSs are to locate their band badge centrally between the chevrons and the crown.

g. Drum Majors and Pipe Majors are to wear 4 inverted chevrons on both jacket sleeves with the apex of the lowest chevron located 18 cm above the cuff; the lower edge of the drum or pipe is to be 12 mm above the apex of the topmost chevron. Pipe and Drum Majors are to wear Proficiency and advanced training badges in the manner prescribed in 14f.

h. Dress Cords are to be worn as stated: the loop at the end of the braided portion of the cord is to be fastened to the top button of the jacket inside the buttonhole. It is then taken under the right arm, parted and placed over the head and under the jacket collar. The toggles are then to be drawn up the back and front of the neck. With the cord looped from the neck, it is fastened by a tag to a loop sewn on the head of the left shoulder near the seam. The tassels are to hang down freely from the front of the shoulder and to the left side of the body.

i. Distinguishing Badges are to be worn as described in para 14b.

#### WEARING OF OPTIONAL ITEMS BY FEMALE CADETS

17. Subject to CO's approval the following optional items may be worn:

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, overboots, overshoes or Wellington's may be worn with uniform except on parade or other occasions as locally ordered. This footwear is to be black, plain patterned with low heels made of rubber, leather or plastic and of such a length that the top of the boot is not higher than the base of the wearer's knee.

d. Purse/Belt. The Purse Belt is web woven in blue.



## CHAPTER 3

VALETING OF UNIFORMS

18. The following points are to be noted:

a. The styling of uniform items is not to be altered by ironing in pleats or creases.

b. Jacket sleeves are constructed to meet the physical silhouette of the arm in repose.

When the arm is held stiffly in the 'attention', ironed creases merely accentuate the distortion of the back of the jacket. Sleeves should be lightly pressed, using a damp cloth to iron out any lateral creases. This can be best achieved by using a sleeve board when available.

c. Trousers creases are to be ironed into the front and rear of the trouser leg.

SALUTING

*Note: Cadets are subject to the same regulations for saluting as airmen.*

Reason for Saluting

19. Saluting is a recognition of the Sovereign's Commission being indirectly a salute to the Crown through the individual holding the Queen's authority. Returning a salute is not an acknowledgement of a salute to the officer personally, but is a recognition of the fact that through that officer an outward sign of loyalty to the Crown and Service has been acknowledged.

20. Saluting is important and it is the responsibility of all officers to see that saluting is carried out.

21. Personnel are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand.

Saluting by Non-commissioned Personnel

22. Personnel are to salute commissioned officers of the Royal Air Force, the Royal Navy, the Royal Marines, the Army, Commonwealth and Foreign Services at all times, and at any time when they recognise officers who are dressed in plain clothes.

23. A person in passing an officer is to salute on the third pace before reaching him at the same time turning the head smartly in the direction of the officer. The salute is to be finished on the third pace after passing the officer by smartly lowering the hand to the side and turning the head to the front.

24. When the person is not wearing head-dress or is carrying anything other than his weapon, which prevents his saluting, he is to turn his head smartly towards the officer being passed. If the person is stationary he is to stand to attention as the officer passes.

25. A non-commissioned person when approaching to address an officer is to halt two paces from the officer. He is then to salute and address the officer. He later takes leave by saluting again before turning to withdraw (no backward step before saluting).

26. On entering a room personnel are to salute entitled officers as usual; they are also to salute finally before leaving the room again.

*(Note: Personnel are to remain standing until given permission to sit by the senior person present. Head-dress is not to be removed until permission is given. However, if the senior person has already uncovered, it is appropriate for male personnel to remove their head-dress when permitted)*

## CHAPTER 3

## CHAPTER 3



*to sit. (If the senior person remains covered, then all present are to follow suit. Head-dress is to be replaced on rising to leave).*

27. Flight Sergeants and below, when addressing a warrant officer, are to halt two paces from him/her and address him/her as 'Sir/Madam'. Similarly, any airman when addressing a noncommissioned officer senior to himself is to halt two paces from him and is to address him by full title of his rank. Airmen when reporting to, or being addressed by their seniors in rank, are to stand to attention.

28. When a stationary airman sees an officer approaching, he is to stand to attention, face the officer and is to salute when the officer is three paces from him. The salute is to finish and the hand returned to the side after a pause equal to five paces. When airmen are sitting or standing together, the senior airman present is to stand facing the officer and call the whole party to attention before saluting.

29. Personnel in a group already being addressed by an officer or NCO are not to take individual action to salute another officer; the responsibility lies with the senior person present who will give orders as appropriate.

30. When a number of personnel are walking together as individuals, they are all to salute when passing an officer. When they are being marched in a party however, it is the responsibility of the senior person to give orders as appropriate.

#### Trumpeters

31. A trumpeter carrying a trumpet is to salute by placing the bell of the trumpet on the right hip. With the trumpet mouthpiece upwards to the right front at an angle of 45 degrees, the trumpeter is to turn his head towards the officer.

#### Royal Air Force Ensign

32. On occasions when the Royal Air Force Ensign is being hoisted or lowered at a Royal Air Force establishment, all ranks within view of the ensign or within hearing of the Alert (whistle or trumpet) call are to face the Flagstaff, standing to attention during the period when the ensign is being hoisted or lowered; officers are to salute.

#### Uncased Colours

33. When passing uncased colours, standards or guidons, personnel are to salute those flags except when they are being carried by units forming part of an escort at a Service funeral. Individuals are to halt and face the colour etc before saluting. (Cased colours etc are not to be saluted). When uncased colours, standards or guidons are approaching from a flank or passing the front of a group of airmen who are not part of a formal parade, each individual of that group is to salute.

#### Vehicles

34. The rider of a cycle or driver of a vehicle is not to salute when the vehicle is in motion. When stationary, the driver is to salute by turning his head smartly towards the officer passing. The hands are always to remain in the steering position.

35. Airmen, when seated in a vehicle, are to sit to attention; they are to look straight to their front.

36. Personnel are to salute the entitled occupant of a vehicle flying a distinguishing flag showing star-plates or in any case when they recognise the occupant as being entitled to a salute.

# CHAPTER 3



## Self Assessment Questions - Answer Sheet

Chapter 1      Page 31.1.1.13

1. d
2. b
3. b
4. c
5. c
6. d
7. See para 17
8. c

Chapter 2      Page 31.1.2.11

1. c
2. d
3. b
4. c
5. a

Chapter 3      Page 31.1.3.5

1. b
2. c
3. a
4. b