

AC/16863/4/P2

SERIAL NO 2
DATED 17 JAN 08

HEADQUARTERS AIR CADETS ROUTINE ORDERS

BY

AIR COMMODORE G MOULDS MBE RAF

COMMANDANT AIR CADETS

ROYAL AIR FORCE CRANWELL

OUR VISION

To ensure that the Air Cadet Organization (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 facilitate a modern, dynamic, sustainable air-minded youth organization of choice that offers fun and challenging opportunities.

REPEAT ORDERS

ORDER NO 1. DISSEMINATION OF HQ AC ROUTINE ORDERS - E-MAIL/HARD COPY

1. This CRO is to be distributed by Wings to all Squadrons. Sufficient hard copies are provided by HQ AC to those who are not on e-mail.

ORDER NO 2. CHANGE OF COMMAND

2. Gp Capt M G Evans RAFR assumed the appointment of COS AC wef 7 Jan 08 vice Wg Cdr T J Marley RAF.

ORDER NO 3. LOSS OF RAF F1250/F90

3. The attention of all personnel is drawn to ACP 20B AI No 210 para 13 regarding the actions to be taken in the event of a loss of F1250/F90. For ease of reference, the relevant paras are summarized below:

a. **Loss of Form 1250/F90.** In the event of loss of a F1250/F90, the holder is to inform his superior officer and the civil police without delay. If the holder is on an ATC Squadron, the Squadron Commander is to inform his Wing Commanding Officer who is, in the first instance, to report the loss to HQ Air Cadets (P2b) by telephone. In all other cases, the superior officer is to inform HQ Air Cadets (P2b) direct.

b. In all cases, the initial telephone report is to be followed up by the completed Annex A to ACP 20B, Inst No 210 signed by the loser, which is to be submitted through the Wing Commanding Officer or superior officer to HQ Air Cadets (P2b).

ORDER NO 4. OFFICERS, ADULT WARRANT OFFICERS, ADULT SENIOR NON COMMISSIONED OFFICERS OR CIVILIAN INSTRUCTORS CHARGED IN A CIVIL COURT

4. An Officer, Adult Warrant Officer, Adult Senior Non Commissioned Officer or Civilian Instructor who is officially informed that a charge is to be preferred against him by the civil authorities is to report the nature of the alleged offence to his CO in accordance with AP 1919, Chap 3, para 368. Similarly, an Officer, Adult Warrant Officer, Adult Senior Non-Commissioned Officer or Civilian Instructor who receives a Civil Police caution is to report the matter to his CO in accordance with AP 1919, Chap 3, para 369.

5. This does not apply when the charge is in respect of a minor offence under the Road Traffic Act except where the officer, adult non-commissioned staff member or civilian instructor was on duty at the time of the alleged offence. "Breathalyser" charges are not to be regarded as being of a minor nature and must be reported.

ORDER NO 5. WEARING OF UNIFORM - OVERSEAS

6. In accordance with AP 1919 and Queen's Regulations, ATC uniform is not to be worn in a foreign country without the permission of the Sovereign's representative in that country. Requests to wear uniform overseas are therefore to be submitted to HQ AC (DPSO) at least 42 days prior to departure to Europe and 60 days for departure to other destinations.

ORDER NO 6. AIR TRAINING ADMINISTRATIVE INSTRUCTIONS

7. Administrative Instructions (AIs) and regulations for the ATC are contained in ACP 20B and AP 1919 (Regulations for the Air Training Corps) respectively. All ATC adult staff members and cadets should be aware that the above named publications are available to all personnel should they wish to see them. The documents are held at sqn and wg level. **Your attention is drawn in particular to the following ACAIs:**

- a. ACAI 203 - Equal Opportunities.
- b. ACAI 205 - Redress of Grievance.
- c. ACAI 207 - Special Reports on Members of Staff.
- d. ACAI 209 - Misuse of Drugs.
- e. ACAI 211 - Discipline - Notes on the Handling of Complaints.
- f. ACAI 214 - Caring for Young People and the Vulnerable.

8. All newly appointed adult staff members will receive copies of ACAIs 211 and 214 with their initial commission/appointment pack-up for personal retention. Any cadet wishing access to ACAIs is to be afforded this request on demand.

ORDER NO 7. REDRESS OF GRIEVANCE - CADETS

9. Any cadet who thinks him/herself wronged in any way may report the matter direct to the Squadron CO. The squadron committee or the headmaster or headmistress, as appropriate, is to be given an opportunity of commenting on the cadet's complaint.

ORDER NO 8. MAINTENANCE OF CORPS IMAGE

10. All cadets and adult staff members of the Corps are to be mindful of the need to promote and maintain a good Corps image. Impeccable conduct, a smart turn out and cooperation with the general public are just some of the ingredients required. The requirements do not cease with the casting off of uniform and care is to be taken to ensure that T-Shirts and/or tracksuits and other items of clothing bearing squadron numbers, or anything appertaining to the ATC, do not give offence from the inscription or motif. The publication and use of written material bearing squadron numbers etc is to be specially subjected to care and scrutiny to ensure that it too does not give offence. Particular care is also to be afforded to E-mails and Web-site chat-rooms where references to the ATC and squadrons are readily available to the public and can easily be misinterpreted if the author of the piece is not extremely careful in the choice of words or graphic representations.

ORDER NO 9. CRIMINAL COMPENSATION (OVERSEAS) SCHEME

11. The Ministry of Defence operates a discretionary, ex-gratia, scheme under which lump sum payments may be made to members of the Armed Forces and their accompanying eligible dependants who, while serving overseas, sustain injury (including death) directly attributable to a crime of violence. The Scheme also covers members of the cadet forces and their instructors as well as members of the Reserve forces whilst overseas. Whether or not to make such a payment, and the level of any payment, is wholly within the discretion of the Defence Council. Compensation is not payable where death or injury is the result of war operations or military activity by warring factions.

ORDER NO 10. CLAIMS BY RAFVR(T) OFFICERS AGAINST THE CROWN OR ITS SERVANTS FOR NEGLIGENCE WHICH GIVES RISE TO INJURY OR DEATH

12. Some time ago The Secretary of State for Defence announced the Government's intention to repeal Section 10 of the Crown Proceedings Act 1947. This decision meant that Servicemen or their representatives (includes all personnel who are bound by: The Air Force Act; Manual of Air Force Law and Queen's Regulations (QRs) (RAFVR(T) Officers)) would be able to bring actions in civil court for negligence on the part of the Crown or any of its servants which gave rise to injury or death.

13. The procedures for making a claim are set out in QRs Chapter 14 (Section 2, paragraphs J958 to J961, Chapter 24 (Section 2 paragraphs J1810 to J1815) and Appendix 36. Any RAFVR(T) Officer who feels he/she may have a valid claim should make him/herself aware of these regulations and should consult a civilian solicitor. Those pursuing claims for damages will have to meet the costs of such action themselves – unless the claim is successful when payment of costs could become a feature of any settlement or where costs are awarded by the court.

14. Any person who receives a writ or summons naming a Serviceman/woman, a RAFVR(T) Officer or the Crown as a defendant is to report the matter immediately to HQ AC (PSO) through their Wing Administrative Officer. Information regarding the contents of the above mentioned chapters to QRs is available from HQ AC (PSO).

ORDER NO 11. RAF DRESS POLICY – CARRIAGE OF RUCKSACKS, SPORTS BAGS AND HOLDALLS

15. Royal Air Force Dress Regulations (AP 1358) directs that the carriage of rucksacks, sports bags and holdalls, often in bright colours and on the shoulder, whilst walking, is neither conducive to uniform appearance nor the paying of compliments (saluting).

16. To conform with RAF Dress Regulations all members of the ACO are encouraged to use “only plain dark coloured rucksacks, holdalls and sports bags with discreet logos”. These items should be HAND-HELD unless riding a bicycle, when they may be carried on the owner’s back or shoulder.

ORDER NO 12. ATC/CCF (RAF) PERSONNEL - UNAUTHORIZED/SPURIOUS E-MAIL ENQUIRIES ON SQN WEB/INTERNET SITES

17. Recent reports have confirmed that ATC/CCF (RAF) squadron/section web/internet sites have been “surfing” by individuals purporting to be members of the Corps and attempting to solicit personal information from those squadrons targeted. All personnel operating ATC/CCF (RAF) squadron/section web/internet sites are to be vigilant and to report any unauthorized/spurious attempts to obtain personal information concerning Corps personnel to the relevant higher authority.

18. In particular, all ATC/CCF (RAF) squadrons/sections using e-mail on local or internet web sites are to be vigilant and must ensure that the site is administered and supervised properly. Moreover, OC sqns should establish the identity of any person communicating with the sqn via e-mail prior to any visit being arranged. Additionally, any OC of a sqn or CCF (RAF) section is to report suspect approaches to their Wing HQ or their Contingent Commander as the case may be.

ORDER NO 13. SUPPORTING LETTER TO EMPLOYERS OF ACO ADULT VOLUNTEER STAFF

19. All volunteer members of adult staff are advised that a blue print letter explaining a volunteer’s role in the ACO, which is addressed to employers to encourage them to accommodate a volunteer in meeting his or her commitment to ACO duties, is available from all Wgs HQs (template held at Rgnl HQs). All OC VGSs have been sent a copy for distribution to their own staff, as required.

The letter is signed by Comdt Air Cadets.

ORDER NO 14. NON SERVICE WEAPONS

20. For a number of years many ATC Sqns have procured good quality civilian target rifles through unit non-public funds to enable them to compete on a level platform with other teams in a variety of shooting competitions.

21. The term Non Service Weapons (NSW) includes all rifles that have been purchased by units and privately owned weapons that have been obtained through donation to individual units. All private weapons must be fully authorized by the respective Wg HQ responsible and the weapon in question brought on charge in the units Safe Custody register (RAF Form 2942B).

22. Private Weapons that have been temporary loaned to the unit must be accompanied by a valid Firearms Certificate, which is registered in the owner's name. Other types of private weapons including those independently owned by individuals within the Corps should not be registered under the Home Office scheme or stored on ATC premises under any circumstances.

23. Only those private weapons needed to meet or supplement Cadet Force training requirements are to be stored in a unit's armoury/arms chest. No weapon greater than .22 calibre is to be stored. Handguns of all types are prohibited. Target rifles of 7.62mm calibre are to be stored in MOD armouries that are approved for the storage of full-bore weapons and ammunition.

24. The private purchase of Arms and Ammunition is to be controlled by Wg HQ using Form ACF 20, which is attached at Annex C to Chapter 6 of ACP 26. Part 1 of this document is to be completed by the unit nominated Firearms Officer (FAO) who must be a member of the RAFVR(T). Subsequently, the unit OC is to endorse and date Part 1 before submission to the respective Wg HQ for approval. The Wg CO, Wg Ad O or senior Wg Staff Officer (WSO) appointed for that purpose is to countersign and date Part 2 to authorise the purchase or transfer. Parts 1 and 2 of this document together with the Firearms Officers' F1250 are to be made known to the donor, vendor or registered gunsmith who is to complete Part 3. Following conclusion, a copy of the completed form is to be retained by Wg HQ and the unit concerned as proof of ownership with a photocopy forwarded to HQ AC Logs 2 for inclusion on the central HQ AC register. So as to reduce the constant flow of paperwork and ensure that the Corps NSW register is updated at all times, ACF 20 should only be submitted to HQ AC Logs 2 when a unit acquires or disposes of a good condition weapon.

25. Each Wg HQ is to maintain an inventory of all privately owned weapons including temporary loaned firearms in accordance with the format listed at Annex A to Chapter 6 of ACP 26. Furthermore, a register of authorized unit Firearms Officers (FAO) in agreement with the format listed at Annex B to Chapter 6 of ACP 26 is to be maintained in unison with the weapons register. These records are to be submitted to HQ AC in Jan each year for verification with the central register held by HQ AC Logs 2 who is to be notified immediately in the event of any changes of the unit's private weapon holdings. A copy of the Firearms Certificate for all temporary loaned weapons must be attached.

26. Completed copies of ACF 20 should be regarded as the Firearms Certificate giving authority for that particular unit to hold the listed weapon (s) and ammunition. Whenever, firearms or ammunition are removed from unit armouries for example to a range practice or competition simultaneously with Service rifles and ammunition, the relevant documentation must be raised to cover all arms and ammunition. If privately purchased weapons and ammunition are to be removed on their own it may well be a wise precaution to ensure that copies of the relevant ACF 20 are available to confirm the holder's entitlement to possess them.

27. The Defence Ordnance Safety Group (DOSG) were requested to provide advice for the use of service issue ammunition in privately acquired target rifles by cadets on MOD authorized ranges. For the purposes of this safety advice Service ammunition is considered to be munitions that are procured by the Defence General Munitions Integrated Projects Team (DGM IPT). In response, DOSG recommended that it is safe for service personnel and cadets to fire Service issued ammunition in privately acquired 7.62mm or 22 inch target rifles providing certain caveats are applied including certification that the rifle has been serviced and inspected by a suitably qualified gunsmith or armourer **annually**.

28. In accordance with DOSG recommendations and to ensure the ongoing safety of the ammunition and rifle combination an annual inspection regime will now be required. Each and every NSW with the exception of Air Rifles is to be inspected by a suitably qualified gunsmith or armourer annually. Individual units must demonstrate with documentary evidence that the rifle has been serviced and examined at intervals no greater than twelve months.

29. It may become necessary to dispose of a privately purchased weapon. Whenever a firearm falls into this category, one of the two methods of disposal listed within Chapter 6 of ACP 26 is to be adopted ensuring that HQ AC Logs 2 is kept informed.

ORDER NO 15. NO 4 .303 (DRILL PRACTICE) RIFLE (L59A1)

30. The Enfield No 4 Drill Practice (DP) rifle is deactivated to standards required by the MOD at the time of issue rather than present day Home Office regulation. For that reason, the rifle is to be afforded the same security as a Service live firing weapon and will remain the property of the MOD at all times despite the withdrawal of maintenance activity by parent stations.

31. At some stage during the mandatory on-site inspections of Service rifles, parent station Armourers will continue to account for DP rifles by serial number at Annex A to Leaflet 14 - AP110K-0001-2(R)1 3rd Edition 2 Aug 06. What's more, confirmation that the unit has permission from CSE IPT, Andover to retain this category of rifle is also to be available.

32. A central register by individual serial number is retained by HQ AC Logs 2 who must be contacted prior to any long term movement or proposed disposal of No 4 (DP) rifles.

ORDER NO 16. THE SAFEGUARDING OF ARMS AND AMMUNITION

33. All personnel involved with shooting are reminded that any shortfall or loss of arms or ammunition will invariably be investigated by both the RAF and civil police which can lead to disciplinary action and even civil prosecution. Furthermore, Range Conducting Officers (RCOs) are to remind firers at the conclusion of a range practice it is a civil offence to leave the confines of a range with arms and ammunition, including spent ammunition cases, in their personal possession. Losses or shortfalls of arms or ammunition are always to be reported by RCOs immediately in accordance with ACP 26.

ORDER NO 17. AUTHORIZED FIREARMS AND EXPLOSIVES

34. The firearms and explosives authorized for holding on ATC premises are listed at ACP 26.

35. No other firearms or types of explosives are to be brought into or stored on ATC premises.

ORDER NO 18. CADET FIRST AID TRAINING

36. ACO staff wishing to carry out cadet first aid training must hold an adult first aid qualification that has a minimum of 16 hours class contact time and formal assessment. This will include:

- a. An HSE approved full first aid certificate including the HSE certificates of the voluntary aid societies.
- b. British Red Cross Standard Certificate.
- c. St Andrews Ambulance Association Senior Certificate.
- d. St John Ambulance Activities First Aid Certificate.

37. The training and assessing of cadets must meet the following criteria:

- a. Instructor to student ratio of 1:12.
- b. Assessor to student ratio of 1:6. (A class of 12 cadets requires 2 assessors).
- c. If you are running concurrent courses then 13-24 students would require a minimum of 3 assessors.
- d. Assessors must not have any input to the actual training of the cadets being assessed. It is an independent assessment.

ORDER NO 19. SOUVENIR HUNTING

38. The illegal practice of taking equipment without authority during annual camps, or external visits, is to cease immediately. This practice may be deemed "souvenir hunting" but it is theft. Any member of the Corps found to be involved in this practice will be subject to severe disciplinary action, which may well result in dismissal from the Corps.

ORDER NO 20. MARCHING IN CONDITIONS OF POOR VISIBILITY AND AT NIGHT

39. Air cadets are not to march on public roads at night unless the prior approval of HQ Air Cadets has been obtained. Additionally, air cadets are not to march on public roads when snow, rain, fog or other conditions reduce visibility to 1000 metres or less.

ORDER NO 21. AWARDS FROM THE ST JOHN AMBULANCE SERVICE

40. This is a reminder to all Squadron Commanders, that they can nominate Cadets and Adult Staff for awards from the St John Ambulance. These prestigious awards include: Letters of Appreciation; Letters of Commendations; Certificates of Honour; Meritorious First Aid Certificate and Life Saving Medal of the Order of St John.

41. Submissions should be based on good First Aid and more details can be obtained from your Wing/Region FAI(T). Send all details through Wing FAI(T) and as much supporting evidence as possible to the Corps First Aid Advisor through TG1 HQ AC.

ORDER NO 22. USE OF AMMUNITION AND PYROTECHNICS

42. The use of live or blank ammunition and pyrotechnic or explosive devices other than emergency flares on cadet field exercises, adventurous or expedition training is forbidden unless written authority has been obtained from HQ AC TG5. Application is to be made through Wg and Rgnl HQs.

ORDER NO 23. RANGE CONDUCTING OFFICER, COACHING AND WEAPON INSTRUCTOR TRAINING

43. Adults are not to apply for, or undergo, Range Conducting Officer training (RCO), Marksmanship Coaching, Weapon Instructor (WI) or Conduct of Weapons Handling Test training before their appointment as a VR(T) officer, adult staff member or civilian instructor has been fully or formally confirmed. Civilian Instructors may not attend such courses or fire any rifle other than an Air Rifle on ATC duty during their probationary period.

44. The minimum entry standard for the first RCO course, (the SA (SR) 07 is "Current and Competent with the No 8 rifle".

ORDER NO 24. HEARING PROTECTION DURING ALL TYPES OF LIVE AND BLANK FIRING - USE OF EAR PLUGS

45. During all types of live or blank firing including the use of pyrotechnics, minors, ie persons of 15 years or younger, are not permitted to use ear plugs. They must use ear muffs as defined in AC 71751, Pamphlet 21, Regulations for the Planning, Conduct and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics - 2001 (Chapter 1 Section 1 para 0110). References B and C will be amended in due course in line with Reference A.

ORDER NO 25. AIR CADET ORGANIZATION APPROVED SHOOTING COURSES AND QUALIFICATIONS

46. Air Cadet Small Arms Training Teams (SATTs) are tasked with providing the following:

- a. RCO, WI and basic coaching training for all Sqns and DFs.
- b. RCO, WI and basic coaching training for CCF (RAF) Sections if requested.
- c. Staff training and continuation training for instructors on the team.
- d. Assistance with weapon training for cadets.
- e. Assistance with RCO & WI coverage for Annual Camps.

47. OC SATTs can be contacted through ACRHQs. The courses currently offered by SATTs are set out in Annex A .

ORDER NO 26. CADET TARGET RIFLE (CTR) - REMOVAL OF THE BARREL FROM ITS BEDDING

48. Users are **not** to remove the barrel of the CTR from its bedding under any circumstances. This is because the Engineering Authority (CSE Lt Weapons, DLO Andover) does not have the resources to undertake the auditing tasks required by their duty of care responsibilities to ensure that rifles which have had their barrels removed by the user would be safe for firing.

49. Any unit which ignores this instruction will face a long term ban on participation in all CTR competitions.

ORDER NO 27. WELCOME TO THE ROYAL AERONAUTICAL SOCIETY!

50. The Royal Aeronautical Society (RAeS) is the most respected aerospace society in the world. We are proud of the fact that our members include not only famous names in the world of aviation – Sir Richard Branson and the Chief of the Air Staff, Air Chief Marshal Sir Glenn Torpy, for example – but students and graduates looking forward to embarking on careers in aerospace.

Did you know?

51. The Royal Aeronautical Society has:
- a. An international network of over 60 Branches
 - b. More than 4,000 young members worldwide
 - c. A headquarters in central London in a prestigious historical venue
 - d. Organizes over 300 conferences, lectures and events each year

(Note: the following to be in a separate tone box)

Attend one of our Branch lectures and get involved at a local level

52. During the year a variety of fascinating aerospace lectures and events take place throughout the UK at our regional branches – and there is a good chance that one of these branches is located near you!

Free to all and all are welcome!

53. Friendly aerospace enthusiasts and those working in aerospace will welcome you. All branch lectures are free of charge and ***you don't have to be a member of the Society to attend.***

54. To find out the current regional lecture programme go to our website at www.aeosociety.com or email/phone your closest branch representative from the list below. Don't forget to mention that you heard about your local Branch through the Air Cadet publication.

Branch/Division	Contact	Tel	Branch email contact
Bedford	Ken Nicholas	01480 810940	ken_nicholas@nich99.plus.com
Belfast	Malcolm Cloke	028 9046 5650	malcolm.cloke@uk.thalesgroup.com
Birmingham	Alan Banbury	01902 745957	graham@wiley61.fsnet.co.uk
Boscombe Down	Jason Iles	01980 664437	JTILES@qinetiq.com
Bristol	Dr Shai Macci	01179 367698	smacci@aol.com
Brough	Ben Groves	01482 664537	ben.groves@baesystems.com
Cambridge	David Whitehead	01223 373541	david.whitehead@marshallaerospace.com
Cardiff	Brian Kitson	01179 364229	raescardiff@f2s.com
Chester	Keith Housley	0151 600 3372	keith.housley@brabners.com
Christchurch	Mel Porter	01202 857655	porterm@flight-ref.com
Coventry	M G Stevens	024 76411172	mg_stevens02@yahoo.co.uk
Cranfield	Craig Lawson	01234 754686	c.p.lawson@cranfield.ac.uk
Cranwell	Flt Lt. R "Sid" Sidney	01400 266565	rsidney@cranwell.raf.mod.uk
Derby	Keith Cobley	01332 261316	keith.cobley@rolls-royce.com
FAA Yeovilton	Lt. Cdr. Ian Punton	01935 455755	ian.punton@ukonline.co.uk
Farnborough	Ian Pigram	01932 760243	PigramIK@bp.com
Gatwick	Don L Bates	0208 654 1150	DBates3192@aol.com
Glouc & Cheltenham	Roy McCarthy	01242 527730	roy.mccarthy@talk21.com
Hatfield	Maurice James	01920 466001	jamesaeroltd@yahoo.co.uk
Heathrow	Adrian Constable	0208 738 7299	adrian.gj.constable@britishairways.com
Highland	Alex Gray	01224 319464	AlexWmGRAY@aol.com
Isle of Wight	Stephen Ashworth	0870 460 1621	ashworths@enablingtechnologies.co.uk
Isle of Man	Chris Astley	01624 801884	chris@iominvest.com
Loughborough	Colin Moss	0116 256 1149	colin.moss@baesystems.com
Manchester	Bill James	0161 439 1796	billjames2@ntlworld.com
Marham	Sgt Tim Doyle	01760 337261	raesmarham@aol.com
Medway	Robin Heaps	x7602	robin.heaps@baesystems.com
Oxford	Jon Viner	01634 204 079	jon.viner@bmaa.org
Preston	Alan Matthews	01869 336006	chcott@globalnet.co.uk
Prestwick	John Hopkins	01995 61470	irah@btinternet.com
Southampton	Tim Coffey	01292 316892	timcoffey@mathshop.co.uk
Southend	Sean Corr	01980 556600	s.corr@shwgroup.co.uk
Stevenage	Richard Broughton	020 7712 6324	richard.broughton@astrium.eads.net
Swindon	Vic Simon	01438 774126	simon@dalton-morris.freemove.co.uk
Weybridge	Ken Davies	01793 525350	kenmodavies@aol.com
Yeovil	Michael Williams	01483 531529	williamm@gkn-whl.co.uk

THINKING OF JOINING THE ROYAL AERONAUTICAL SOCIETY?

55. We have put together a special package of benefits, tailor made for Air Cadets, to enable you to get the most out of your membership and help you make your mark in this second century of powered flight.

56. **Running a Squadron?** There is also membership available for those running squadrons, some carrying a professional designations. To find out more, contact beverley.gaynor@raes.org.uk or telephone 020 7670 4303.

57. As an Air Cadet Affiliate member of the Royal Aeronautical Society you will receive:
- a. Two magazines each month containing interesting articles about the latest developments in the world of flight.
 - b. Excellent networking opportunities to meet and impress potential future employers through:-
 - c. **Local Lectures and Events** – Contact your nearest Branch for more details
 - d. **FREE Places at RAeS Conferences** – subject to availability.
 - e. **FREE Careers Advice & Guidance** from our dedicated Careers Centre, including one-to-one sessions.
 - f. **FREE Careers Guidance Workshops** – Contact Ros Azouzi, Learning and Development Manager, rosalind.azouzi@raes.org.uk
 - g. **Free Scholarships** – Apply for assistance in completing your degree or starting a postgraduate course.
 - h. Involvement in our **Young Members group**, enabling you to participate in special youth activities – for more details email yms@raes.org.uk
 - i. **Use of the Society's excellent Aerospace Library** – postal service available – enquire now.

AN OPPORTUNITY TOO GOOD TO MISS

58. We think you'll agree that being an Air Cadet member of the Royal Aeronautical Society is just too good an opportunity to miss.

59. For more information about Air Cadet membership, contact the Membership Department at:

Royal Aeronautical Society
4 Hamilton Place
London
W1J 7BQ
United Kingdom

Tel +44 (0)20 7670 4300
Fax +44 (0)20 7670 4309
Email membership@raes.org.uk
www.aerosociety.com

ORDER NO 28. ROYAL AIR FORCE CLUB – RAFVR(T) MEMBERSHIP

60. The RAF Club in Piccadilly, London, offers very much reduced membership rates to RAFVR(T) officers. The Club has 92 air-conditioned bedrooms, restaurant, several bars and can provide facilities for conferences and private functions. Rates are exceptionally good value for Central London. For example, from Monday to Thursday the nightly rate for a single room with shower/WC is £65.50 per night and a double room with shower/WC is £104.00.

Charges are around £14 per room cheaper at weekends. There is also a Weekend Breakaway costing from £47.00 per person per night (including breakfast) on at least two consecutive nights from Friday to Sunday inclusive. The Annual Membership Fee for RAFVR(T) Officers is only £68.00 and includes free Associate Membership for spouses if required.

61. There are many benefits from being a member of a premier London Club, especially for those in business who wish to hold meetings in the Conference Suite or entertain clients in an impressive setting. That aside, members may enjoy informal meals in the Running Horse Tavern or perhaps choose the more formal setting of the main dining room which caters for all tastes and pockets. In addition to a variety of in-house functions, the Club has a rapidly growing series of external outings. The Club is also very family friendly and caters for all children, young and older. Further information is available on the Club's website at: <http://www.rafclub.org.uk>.

62. To allow prospective members an opportunity to see for themselves the excellent facilities on offer, there is a 24 Hour 'Taster Membership' Card which can be obtained from the RAF Club representative at your parent or local RAF stn or from Wg Cdr M Eveleigh at HQ Air Cadets. The 'Taster Membership' Card is valid for one day only but can include an overnight stay at normal cost for you and a guest. Once you have received your Card, telephone Club Reservations on 020 7399 1000 and make your booking. If required, the Club will have a staff member on hand to show you around following your arrival.

63. Successful completion of the Officers Initial Course (OIC) qualifies newly commissioned officers for one year's free membership of the Club. OC ATF will provide Application Forms at the end of each OIC.

64. Whether visiting London on business or for pleasure, the RAF Club is an ideal venue. If you are interested in becoming a Member please call Wg Cdr Eveleigh on 01400 267616.

ORDER NO 29. GLIDING SCHOLARSHIPS - MEDICAL CERTIFICATES F6424

65. A gliding course possibly involving solo flying, ie, a gliding scholarship or advanced gliding training, requires the cadet to have been declared fit using RAF Form 6424 "Air Cadet Medical Certificate of Fitness for Glider Pilot Training". ACP 20A, ACTI 32 gives details of the procedures to be followed.

66. The doctor who completes Form 6424 may claim payment of a standard fee direct from HQ Air Cadets. **The cadet is not required to pay any fee to the doctor for this service.** ATC Sqn Cdrs are to make this clear to cadets before they take the Form 6424 to their doctor.

ORDER NO 30. RAF GLIDING AND SOARING ASSOCIATION

67. Following an amendment to their rulebook, the RAFGSA have declared all Air Cadets and RAFVR(T) officers eligible for membership of the Association. Officers and cadets considering joining a RAFGSA Gliding Club are reminded that they do so as private individuals. Except for HQ AC sponsored activities such as Air Cadet entry in gliding competitions, officers and cadets gliding with the RAFGSA are not considered to be on duty and are not therefore eligible for pay, allowances or Air Cadet insurance cover.

68. RAFGSA Contacts:

Club	Location	Point of Contact	Contact Nos
Chilterns JSAT (Gliding Centre)	RAF Halton	Maj Roger Davis	01296 696818 95237 Ext 6483
Anglia Gliding Club	Wattisham Airfield	Maj Phyl Fanning Cpl Andy Hill	94674 Ext 8789 01449 728248/8789
Bannerdown GC	RAF Keevil	Mr Oscar Constable	95481 Ext 6572 01249 890381
Clevelands GC	Dishforth Airfield	Mr Mark Desmond	07779 454124 (Weekends)
Cranwell GC	RAF Cranwell	WO Mark Evans	95771 Ext 6582/6861 01400 267230
Crusaders GC	Dheklia, Cyprus	Sgt B G Rogers	9231 98435 Ext 7668
Fenland GC	RAF Marham	Sgt Paul McLean	95951 Ext 6532 07833 760456
Four Counties GC	RAF Wittering	TBN	TBN
Fulmar GC	Easterton Airfield RAF Kinloss	Flt Lt Stu Naylor	95131 7478
Kestrel GC	RAF Odiham	Neil Armstrong	07855 036145
Wrekin GC	RAF Cosford	Mr Mike Osborn	95561 Ext 7255 01902 377255

ORDER NO 31. SQUADRON IDENTIFICATION BADGES

69. Squadron identification badges should be ordered by Squadron Commanders direct from the contractors:

Messrs Charterhouse Embroidery Co
49 Chestnut Grove
Hainault
Essex
IG6 3AS
(Tel: (0208) 500 3319)

70. The unit of issue is to be 100 per order. Any larger order is to be approved by Accounts Office, HQ AC (Ext 7634).

71. On receipt of the order the Squadron Commander should check that the correct number of badges have been received and are of satisfactory quality, certify the consignment delivery note to that effect and forward it to the Accounts Office HQ AC, RAFC Cranwell, Sleaford, Lincs NG34 8HB **by return post**. Any badges of unsatisfactory quality should be returned direct to the supplier for replacement and the Accounts Office informed.

ORDER NO 32. THEFT FROM ATC PREMISES

72. Burglaries of squadron premises resulting in the loss of valuable property and cash happen occasionally.

73. Squadron Commanders are advised that any losses of equipment, property or cash are not covered by the ATC insurance. (ACP 300, FI 306 refers).

74. Cash should not be left unattended on squadron premises, but should be deposited in the appropriate bank account as soon as is practicable. Therefore Squadrons should ensure that non-publicly funded equipment/property is suitably covered for insurance as appropriate.

75. Small and attractive personal items are the responsibility of the individual. It is therefore a wise precaution, where possible, to remove them from the premises.

76. Squadron top-up cover with an "add-on" money cover clause (if required) can be purchased through the ATC brokers if required by contacting either:

Centor Insurance and Risk Management
3rd Floor
9 Bonhill Street
London
EC2A 4PE

Tel: 020 7256 7300 or 020 7330 8735 (quote "ATC Top-Up")
Fax: 020 7256 9455
E-mail: ycd@centor.co.uk

ORDER NO 33. CONTINUOUS DUTY - ISSUE OF PAY

77. The attention of all concerned is drawn to the following regulation regarding the issue of pay:

"When eligible to receive pay, one day's pay will be issued for a period of continuous duty from 8 hours to 24 hours inclusive, whether wholly in one day and partly in

another, **subject to the completion of at least 4 hours attendance at the place of duty.**"

78. Further guidance can be found in ACP 300 (finance manual), FI 308.

ORDER NO 34. CADETS CONTRIBUTION TO MESSING (WEF 1 APR 07)

79. For each day that messing is provided under service arrangements, e.g. annual camps, cadets pay a standard contribution towards messing. With effect from 1 Apr 07 for each day, or part day, that messing is provided by a Service Mess, cadets pay a standard contribution towards messing for the full day only. This includes VAT as a service has been provided.

80. The rate of contribution has been set for the Financial Year 2007/08 at the following rate (wef 1 Apr 07). It should be noted that this is a significant increase on 2006/07.

81. a. **Full Day.** £1.28 + 22p VAT per cadet per day = £1.50

82. Officers responsible for the collection of these contributions where cadets receive messing under service arrangements are to ensure that this rate is collected from each cadet.

83. When Cash in Lieu of Rations (CILOR) is issued the cadet element is £1.28. VAT is not collected as a service is deemed not to have been provided. The amount of CILOR due is paid by HQ AC less the cadet's contribution. Staff are therefore to collect the appropriate cadet contribution stated above and when added to the CILOR paid by HQ AC, the full CILOR allowance is achieved.

84. All Wgs should ensure that Sqns within their Wg are notified of this change accordingly.

ORDER NO 35. EMERGENCY AND SUBSEQUENT DENTAL TREATMENT FOLLOWING ACCIDENTAL INJURY

85. Recent correspondence received at HQ AC has highlighted the need for parents and guardians to ensure the adequacy of dental arrangements in the event of their child requiring emergency and (if necessary) subsequent treatment following accidental injury.

86. Within the UK, minors are entitled to dental treatment under National Health Service arrangements, including emergency and out-of-hours treatment, at minimal or no cost. However, that is not the case outside the UK (including Channel Islands).

87. Parents/guardians of cadets who are not entitled to NHS treatment are therefore encouraged to consider taking out appropriate dental insurance cover for their children in view of the high cost of private dental treatment.

ORDER NO 36. ATC INVOLVEMENT IN LOCAL EMERGENCY CONTINGENCY PLANS AND AID TO THE CIVIL AUTHORITIES

88. All ACO personnel are to be aware that neither adult staff nor cadets are permitted to take part in any form of local Emergency Contingency Plans in preparation for disasters, natural or otherwise, nor are they to participate in Aid to the Civil Authorities should an

incident occur. The ACO is to play no role in any such activities since neither adult personnel nor cadets are military deployable forces or competent, and thus cannot be placed into any kind of non-risk assessed dangerous situation. All authorised and approved ATC activities are pre-planned, risk assessed and supervised by competent personnel at all times, which clearly would not be the case for Aid to the Civil Authorities in the event of an emergency.

89. Any involvement by adult staff or cadets in the activities described above will contravene ACO policy, be unauthorised, will not be covered by MOD indemnity under any circumstances and may render the adult staff in charge personally liable for any legal claims arising from such participation

ORDER NO 37. ADVENTURE TRAINING - USE OF PRIVATE LAND OR WATER

90. The attention of all ATC units is drawn to the regulations contained in ACP 17, ACATI No 15 concerning the use of private land or water by cadet groups for adventure training exercises.

91. All units are to comply with these regulations and, in particular, use the correct procedure to obtain clearance to exercise, laid down by the appropriate authority listed at ACP 17, ACATI No 15.

ORDER NO 38. SUPPORT FOR ADVENTURE TRAINING FROM THE RAF CHARITABLE TRUST

92. The RAF Charitable Trust (RAFCT) has earmarked money for the furtherance of ATC expeditions. However, it has been agreed that grant applications will be administered through the Ulysses Trust and not by the RAFCT. Therefore, applications are to be submitted via the electronic form which can be found on the Trust's Website (www.ulyssesrust.co.uk).

93. The application instructions should be read carefully before submitting a grant application as a number have been turned down because the project has not contained a sufficiently high adventurous training content. Further advice can be obtained from Hd of Phys Ed, HQ Air Cadets (physed@atc.raf.mod.uk).

ORDER NO 39. NOTIFICATION OF OCCUPATION OF ACCOMMODATION BY AN ATC UNIT

94. Wings are reminded that when an ATC unit takes over new/alternative/additional accommodation, Annex A to AI No 102 in ACP 20B must be submitted to HQ Air Cadets (Org Branch) promptly.

ORDER NO 40. SELF-HELP STRUCTURES ON THE ACO ESTATE

95. In accordance with current policy, all personnel are reminded no further construction of self-help buildings or structures/containers of any type is permitted on the ACO Estate.

96. During the annual inspections of the Sqn accommodation, RFCA and Wg Ad Os have been requested to report any new structures found on the estate to Region and Wing staff. The Sqn will then be required to arrange and pay for their removal.

97. Some self-help work inside Sqn accommodation may be allowed in certain circumstances, for example, the construction of a portable air rifle range, but the consent of RFCA and HQ AC must be obtained before any work starts.

98. No works on the mains electricity, water or gas systems, no alterations to the structure of the building and no storage in the loft area is permitted.

99. The AP 1919 and ACP 20B are currently being amended to reflect this policy.

ORDER NO 41. APPLICATION FOR RISK ASSESSOR COURSES

100. In addition to the H&S awareness training delivered by volunteers, to HQ AC, Health & Safety Branch delivers a Risk Assessor (RA) course that provides students with "competence" based RA training.

101. To ensure quality and continuity, each RA course is delivered by a member of the H&S Branch, with a maximum duration of 6½ hours. This course may be tailored to suit individual wing needs by reducing the timing, however, less than 4½ hours will be designated "RA awareness training". This is due to the time required for workshops.

102. At the end of each course students are assessed by a short multiple choice questions test; and an RA scenario. Each successful student will receive a certificate of "competence" from HQ AC. Wg Ad Os are reminded that each course (to ensure the best cost benefit for the ACO) requires a minimum of 10 and a maximum of 20 candidates.

103. To arrange RA training simply contact your Health & Safety Advisor ACO and provide him with the proposed date, a list of names, venue and start time.

ORDER NO 42. SPECIAL ARRANGEMENTS FOR PURCHASE OF RAF NEWS

104. The RAF News is the official newspaper of the Royal Air Force and every fortnight it reports on news, events and views throughout the 'family of the RAF'. The Air Training Corps is a mainstay of this family and the RAF News carries a dedicated page of 'News from the ATC' whenever there is sufficient editorial copy.

105. To encourage readership of the RAF News amongst cadets and staff of the Air Training Corps, the newspaper can be supplied direct to squadrons for sale at the discounted price of 30 pence a copy; the minimum order for a squadron is 5 copies of each fortnightly issue. Payment to the RAF News is at 15 pence a copy, quarterly in arrears, for the number of copies ordered and, in effect, a squadron only needs to see 50% of the papers supplied before it starts to make a profit which can be retained for squadron social/welfare funds.

106. Squadrons interested in taking up this special sales agreement are invited to contact the RAF News Business Office, RAF News, HQ Air Cmd, RAF High Wycombe, Naphill, Bucks HP14 4UE either by telephone: 01494 495566 (editor) GPTN 95221, Fax: 01494 495569 or e-mail: editor@rafnews.co.uk.

ORDER NO 43. VISITS TO ATC UNITS BY PARLIAMENTARIANS/VIPs

Reference:

A. PTC/353515/22/AMP SEC dated 6 Sep 04.

107. With immediate effect, ATC units not situated on defence establishments do not need to seek prior permission for visits by parliamentarians. Nevertheless, DRFC and US of S need to be informed of such visits beforehand.

108. US of S's outer office have however confirmed that it is still necessary to seek prior approval for any proposed visits to cadet units that are based on defence establishments.

109. When a visit by a parliamentarian/VIP has been confirmed with his/her office, the details should be annotated on the attached proforma and submitted through the chain of command to HQ AC, MC Dept.

110. HQ AC MC will:

- a. Hold the information for media evaluation purposes.
- b. Forward the detail to Air Command and DRFC.

Original signed

T N BOULTON (MRS)
DPSO
for Comdt AC

Annex:

A. Air Cadet Organization Shooting Courses and Qualifications.

Annex A

AIR CADET ORGANIZATION SHOOTING COURSES AND QUALIFICATIONS

Course	Provider	Eligibility	Pre-Entry Requirements	Duration	Qualification
Basic Coaching Course	SATTs	Cdt SNCOs Adult Staff	Current No 8 WHT.	one weekend	Qualified to Conduct Weapon Handling Tests (qCWHT) may offer NRA/NSRA qualification. Includes qCWHT if required*.
Corps Coaching Course	HQ AC	Cdt SNCOs Adult Staff	Passed Basic Coaching Course preferred. Knowledge of Target Rifles helpful.	one week	NRA/NSRA qualification appropriate to individual's experience. Includes qCWHT if required*.
Wing and Region Coaching Course	NRA/NSRA Instructors	Cdt SNCOs Adult Staff	Knowledge of Target Rifles helpful.	one weekend	NRA/NSRA qualification appropriate to individual's experience
NRA Cadets and Schools Coaching Course	NRA		Thorough knowledge of Target Rifles essential.		NRA Cadets and Schools Coach
Weapon Instructors Course	SATTs	Cdt SNCOs Adult Staff	Current No 8 WHT essential, passed Basic Coaching Course helpful (no requirement to be RCO).	one weekend	Weapon Instructor (Cadets) (WI(C)). Includes qCWHT if required*.
Skill at Arms Instructors Course	SATTs	Adult Staff	Current L98 WHT and passed WI Course essential.	two weekends or as part of a Wg or Sqn exercise	Skill at Arms Instructor (Cadets) (SAInst(C))

Annex A

Course	Provider	Eligibility	Pre-Entry Requirements	Duration	Qualification
Skill at Arms Instructor (Trainer)	As arranged by HQ AC	Officers and WOs on SATTs	Passed SAAInst Course current L85 WHT.	one week	Skill at Arms Instructor (Cadets) Trainer (SAAInst(C)T)
Range Conducting Officer's Short Range Course	SATTs	Adult Staff	Current No 8 WHT essential. Passed Basic Coaching Course a great advantage. (No requirement to be WI). (SA(SR)07)	two weekends	Small Arms (Short Range) 2007 (SA(SR)07)
Range Conducting Officer's Long Range Course	SATTs	Adult Staff	(SA(SR)07)	one weekend	Small Arms (Long Range) 2007 (SA(LR)07)

* qCWHT is part of all Coaching and WI Courses provided by HQ AC or SATTs. Students who already have the qualification are exempt from that part of the course.