

AC/16863/4/P2

**SERIAL NO 6**  
**DATED 19 MAR 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. THE FREEDOM OF INFORMATION ACT**

2. The Freedom of Information Act received Royal Assent on 30 November 2000 and lays down the regulations for how anyone can request information and how such requests must be dealt with. From 1 January 2005 the Air Cadet Organization must answer any request within the terms of the individual right of access laid down in the Act.

3. This should not prove more burdensome than answering requests for information as we have done for many years. The Act merely formalises the procedures for dealing with requests that are not part of normal daily business. Below is a guide to the Act; queries regarding implementation should be directed to Logs 3 at HQ AC on 01400-267633.

## **FREEDOM OF INFORMATION – A GUIDE FOR ALL**

4. Ensure that your records are maintained and that you know where to find your information, be it in hard copy, a notebook, on your PC, in a filing cabinet or in an electronic filing system. If you have information that you no longer need for business purposes then dispose of it in accordance with JSP 441 (Defence Records Management Manual). The key here is if you don't hold information then you don't have to release it.
5. Since November 2002 the MOD has taken a proactive approach to releasing information on topics of public interest. If you hold or create information that is of general public interest and can be released, get in touch with your FOI focal point at HQ AC – Logs 3 on 01400 267633 and suggest it for inclusion in the Publication Scheme.
6. If you work on a sensitive issue or a 'hot topic' think how you would cope with requests for that information. It might be better to publish more of your information or even withhold it - for legitimate reasons.
7. If you hold information from a third party consider how you would consult them if asked to release that information. It is common courtesy and good practice to consult a third party if their information is requested, although the Act leaves the decision on release with MOD.
8. Although the Act is new, there is nothing new about answering a reasonable request for information. The ACO does this as a matter of course, the FOI will merely formalise the process for answering a query.
9. Remember, everything you put down in writing including hand written notes in margins retained on file may have to be revealed at a later date. Think before you write!

### **ORDER NO 3. CORRESPONDENCE WITH HQ AC**

10. Correspondence with HQ AC on matters relating to personnel, pay, travel, issue of identity documents, F7257 Certificate of Shooting Qualifications etc is to include the following personal details:
  - a.
    - (1) RAFVR(T) Officers - Full Service Number including suffix letter (if applicable).
    - (2) SNCOs/WOs ATC - Full Service Number including prefix letter (if applicable).
    - (3) All non-uniformed adult ATC personnel - Computer Identification Number (CIN).
  - b. Rank (if applicable).
  - c. Name and Initials.
  - d. Unit identification (ie Sqn, Wg etc).
11. Failure to comply with the above may result in unnecessary delays.

#### **ORDER NO 4. POSSESSION, SALE AND IMPORTATION OF OFFENSIVE WEAPONS**

12. All personnel are reminded that the possession, sale and importation of offensive weapons is illegal under the Restriction of Offensive Weapons Act 1959 and Sect 170 of the Customs and Excise Management Act 1979 respectively.
13. Offensive weapons fall into 3 broad categories:
- a. Articles which are made for causing injury to a person eg flick knife, knuckle duster, cosh, bayonet, service rifle etc.
  - b. Articles which have been adapted for causing injury to a person eg sharpened tail comb, glass broken for the purpose, sharpened chain etc.
  - c. Articles which are neither made nor adapted but are carried for the purpose of causing injury.

#### **ORDER NO 5. EQUAL OPPORTUNITIES**

14. The Air Cadet Organization (ACO) wholeheartedly supports the principles and implementation of equal opportunities and opposes all forms of discrimination on the grounds of sex, race, religion, ethnic origin, sexual orientation or marital status. Thus, within the framework of current legislation, every possible step will be taken to ensure that individuals are treated equitably and that decisions on recruitment, selection, training, career development and promotion are based solely on objective and justifiable criteria. Furthermore, it is the clear aim of the ACO to make full use of the talents and resources of all its personnel and to provide a healthy environment which will encourage good and productive working relations within the Organization and which will contribute to its efficiency.
15. Full details of the ACO's Equality and Diversity Policy are published in ACP 20B AI No 203 and is readily accessible both from Unit and Wg HQs. It is vital that all adult personnel, irrespective of rank or status, understand and accept their personal responsibility towards equal opportunities and embrace the letter, and spirit, of the law. The ACO position is clear and unequivocal: discrimination, harassment or bullying is unacceptable and will not be tolerated. All personnel are to respect and act in accordance with this policy. Failure to do so will be viewed most seriously and may result in formal disciplinary or administrative action.
16. Any adult member of staff, uniformed or civilian, has the right to submit a formal complaint if he or she believes that a breach of any aspect of the ACO's Equality and Diversity policy has taken place. However, where an incident does not amount to a serious offence and is the first such incident involving 2 parties, the complainant is urged to try to resolve the situation by informal means. Where a complainant wishes to discuss an incident 'in-confidence' before making a decision on whether to proceed with a complaint, he/she is advised to contact DPSO.

#### **COMPLAINTS**

17. Details of how to initiate a complaint are contained in ACP 20B AI No 203 Annex C. All complaints will be investigated thoroughly, impartially and in the strictest confidence.

18. Any individual who hampers an investigation, victimises a complainant, or who knowingly makes a malicious or vexatious allegation may commit an offence and may therefore be subject to administrative and/or disciplinary action.

### **ORDER NO 6. SECURITY OF INFORMATION**

19. Every cadet enrolled in the ATC has a responsibility to his Country to guard to the best of his ability, any classified information he may learn through his associations with the ATC and the RAF. Such information includes discussing (with unauthorized persons) squadron operations, or the presence of weapons or ammunition on squadron premises.

20. It is the duty of all adult staff to bring to the attention of all cadets under their control this obligation to safeguard classified information.

### **ORDER NO 7. WEARING OF TRINKETS AND JEWELLERY WHEN IN UNIFORM**

21. In compliance with AP 1358 (Dress Regulations for the Royal Air Force) the following rules apply to all members of the Corps (staff and cadets) when in uniform:

- a. The wearing of watch chains and trinkets in such a manner as to be seen is not permitted when wearing uniform. Facial piercing rings, studs, pins or any other adornment are prohibited from being worn when in uniform, whether on sqn or formal parade.
- b. Male personnel may wear a wedding ring and/or one other plain, precious metal ring and a wristwatch of inconspicuous style and colour.
- c. Female personnel may wear an engagement ring and/or wedding ring and/or one other plain, precious metal ring and a wristwatch of inconspicuous colour and style. Additionally, they may wear plain precious metal stud earrings (one in each ear). The studs are to be small and unobtrusive. The studs may be worn during sqn parades (at the discretion of OC Sqn) but are not permitted when attending a formal Wg, Rgn or civic parade.
- d. Cuff links prescribed for officers and SNCOs/WOs ATC with formal orders of dress are to be plain gold or of similar appearance.

### **ORDER NO 8. MATERNITY POLICY - REVISED REGULATIONS**

22. **Introduction.** This order sets out the revised rules governing Ordinary Maternity Leave (OML) and Occupational Maternity Absence (OMA) for Adult Volunteers within the ACO. Policy changes are highlighted in Bold.

23. **Health and Safety.** The MOD Health and Safety Manual (JSP 375, Volume 2, Chapter 2, Leaflet 36) makes clear that it is the responsibility of a Commanding Officer (CO), or equivalent, to assess any health and safety risks to employees at work. Chapter 2 includes a checklist of hazards for those who are pregnant and their likely effects. Although Cadet Forces Adult Volunteers are not employees, the ACO has decided to apply the above regulations to them. Therefore, on receipt of written notification from a member of the ACO that she is pregnant, the CO, or equivalent, is required to make the necessary health and safety assessment. Adult female staff are also reminded that the ATC

Insurance Scheme does not cover personal accident incidents that may affect the pregnancy, eg incidents which result in a miscarriage.

24. **Options on Pregnancy.** A female RAFVR(T) officer, warrant officer ATC, senior non commissioned officer ATC or civilian instructor may choose either to leave the ACO on grounds of pregnancy or to return to duty after period of OML/OMA. She cannot be discharged or requested to resign on grounds of pregnancy.

25. **OML and OMA.** While female RAFVR(T) officer, warrant officer ATC, senior non commissioned officer ATC or civilian instructor is not entitled to maternity leave by statute by virtue of her position as a Cadet Forces Adult Volunteer, the ACO has decided to apply the current Department of Trade and Industry guidance (*Maternity Rights* PL958) to a female volunteer in the above categories. In brief, those rights are:

- a. Entitlement to a statutory 26 weeks OML before and after childbirth.
- b. A mandatory period of 2 weeks of the 26 must be allowed for, and must be taken, immediately after childbirth. If necessary, OML must be extended beyond the 26 weeks. However, any entitlement to pay will not be extended.
- c. OML cannot start earlier than the eleventh week before the week in which childbirth is anticipated.
- d. In order for a woman to exercise her rights to OML, she must provide her CO, or equivalent, with written notice of the expected week of childbirth, together with confirmation in the form of an original medical certificate signed by a registered medical practitioner, registered midwife or registered health visitor.
- e. A pregnant woman, who has been employed (including part-time employment) continuously over a period of more than 2 years, has the right to a period of additional absence lasting up to the end of the twenty-eighth week after the week of childbirth. The ACO has decided to apply this right to its Adult Volunteers who have served as such for more than 2 years. She must give written notice of her intention to do this.

26. A female RAFVR(T) officer, warrant officer ATC, senior non commissioned officer ATC or civilian instructor may be granted OMA, if this is requested, in addition to OML. OMA may be approved provided that the total period of absence does not exceed 48 weeks, and that she returns to her duties within 37 weeks from the beginning of the week of childbirth.

27. **Female Cadets.** The status of female cadets differs from that of female RAFVR(T) officers, warrant officers and SNCOs ATC. In particular, OML and OMA are not applicable to cadets. In accordance with AP 1919, para 419d, female cadets are to cease all ATC activities on confirmation of pregnancy. They may resume their ATC membership after the birth if they wish, subject to their Sqn Cdr's approval.

28. This order superseded the instruction in AP 1919 para 373.

## **ORDER NO 9. USE OF MOTOR VEHICLES WITH SEATBELTS FITTED**

29. The Air Cadet Organization (ACO) has a very clear duty of care for the young persons placed in its charge, and this extends to ensuring as safe an environment as possible for all members of the Corps when travelling to and from and undertaking ACO activities. All members of the ACO who use a private motor vehicle to transport members of the Corps – adults or cadets – to, or around, authorized ACO activities, irrespective of whether these activities are publicly or non-publicly funded, are only to carry passengers in those seats fitted with a serviceable seat belt.

## **ORDER NO 10. MEMBERS OF OTHER RESERVE FORCES - APPOINTMENTS TO THE AIR CADET ORGANIZATION AS SNCOWO ATC OR CIVILIAN INSTRUCTORS**

30. Any member, irrespective of rank, of one of the other Reserve Forces may apply for appointment in the ACO as a SNCOWO ATC or CI. Notwithstanding the rules concerning applicants for adult service who have had previous service with the RAF/RAFR/RauxAF contained in ACAI No 228, all members of the other Reserves Services will need to complete the CRB Disclosure procedures before being accepted for the initial probationary period with the ACO.

31. On appointment to the ACO, members of other Reserve Services must be informed that when they are on ATC duty, uniforms of the other Reserve Forces are not to be worn, and that their **ATC** status determines the level of accommodation and messing on RAF stations.

## **ORDER NO 11. AIR LEAGUE EDUCATIONAL TRUST SCHOLARSHIP COMPETITIONS - AN OPPORTUNITY TO LEARN TO FLY**

32. Air League Educational Trust (a UK registered charity) is offering the following opportunities for young men and women who are British citizens resident in the UK. The competitions opened mid-January 2006.

33. Information on all the competitions, including downloadable application forms and “online” membership application can be found by visiting:

[www.airleague.co.uk](http://www.airleague.co.uk).

34. **2007 Flying Bursaries.** The awards provide between 5 and 8 hours advanced flying training in single-engine piston aeroplanes, to assist licensed pilots to gain additional flying qualifications or renew a rating. There are no age limits but most bursaries go to applicants under 40.

35. **2007 Engineering Scholarships.** The scholarships provide experience in the UK aerospace industry for one or two weeks in the summer for young men and women considering careers as aerospace engineers. Applicants must be at least 17 but under 26 on 1 May in the year of application.

36. **2007 Breitling Scholarship for a PPL (Balloons).** The scholarship is for a PPL (Balloons) course with training being co-ordinated by Brian Jones, who circumnavigated the earth with Bertrand Piccard in the Breitling Orbiter 3. Applicants must be over 17 but under 26 on 1 May in the year of application

37. For Application forms:

E-mail: [scholarships@airleague.co.uk](mailto:scholarships@airleague.co.uk).

Write to: Secretary  
Air League Educational Trust  
Broadway House  
Tothill Street  
London  
SW1H 9NS

Telephone: (020) 7222-8463

Fax: (020) 7222-8462

### **ORDER NO 12. NATIONAL INSURANCE NUMBERS - UNIFORMED PERSONNEL**

38. We have been advised that the Inland Revenue will no longer accept Temporary National Insurance Numbers (TINOs) on the pay records of uniformed personnel.

39. The Personnel Department has been instructed not to appoint new members of staff in future without a National Insurance Number (NINO). They cannot be added to the database without that information.

40. Units are to ensure that Form PS1 (Notification of Joining - produced locally) is completed and submitted with **each application**.

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

41. 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. REQUESTS FOR DISCLOSURE OF INFORMATION**

42. It is becoming increasingly common for requests to be made to the Air Cadet Organization for disclosure of information, usually by adult volunteers or cadets' parents. The request is normally for details of personal information in connection with a particular incident or concern.

43. When such written requests are made, the Freedom of Information Act is often quoted. However, requests for personal information fall instead under the Data Protection Act. Nevertheless, any request for personal data is to be treated as a request under the Data Protection Act and passed **immediately and without acknowledgement** to HQ AC (Logs 3, copy to PSO) for action. The law requires a full response to the request within 40 days, with severe penalties for non-compliance. All adult staff are therefore to ensure that such requests are dealt with at once so as to enable HQ AC to take the (often complex) actions necessary to meet that response time.

## **ORDER NO 15. INERT AND INSTRUCTIONAL STORES - CERTIFICATION AND RECORDING**

44. Many Units hold sectioned or dummy bombs or items of similar nature for instructional general interest purposes. It is essential that "Inert and Instructional Stores" are registered as being held by the Unit and that a certificate is held for each item certifying it Free From Explosives (FFE). Parent Station Armament Liaison NCOs will be able to help with advice.

45. Wg HQs are to ensure that pending the inclusion of a "Register of Inert and Instructional Stores" in the re-written ACP 26, Units produce their own register. During their annual security inspections Wg Staff Officers are to inspect the register and check the FFE certificate against physical holdings.

## **ORDER NO 16. MOD SELF-DRIVE HIRE**

46. It has become apparent that there is some misunderstanding over when it is appropriate to make use of a self-drive hire facility. There are 2 distinct vehicle hire forms, as follows:

- a. **Non-Public.** GPF Supported Activities including Sport which do not attract Public Funding – ACP 300, AI 301.
- b. **Public.** Officially Approved and Publicly Funded Activities – ACP 300, AI 304.

47. Please note there is no 'mix and match' facility because, for the former category, insurance cover is a separate requirement, whereas for the latter, because the vehicle is operated as if it were Service-owned (with driver restrictions and separate accident reporting requirements) the MOD will cover third party risks. So, it is realistic to note that any non-public hire will **not** be covered by MOD insurance. Finally, please note that for any vehicle hired under the latter category, any damage sustained will only be repaired at public expense after a FMT3 has been submitted.

## **ORDER NO 17. MOD DRIVER'S PERMIT (F/MT 600) ANNUAL RE-AUTHORISATION**

48. Personnel are reminded that there is a requirement to return to their parent unit (issuing unit) annually to have their F/MT 600 re-authorized. This re-authorization requires personnel to produce their DVLA driving licence for checking and the resigning of MT orders. Failure to have an in-date F/MT 600 could result in the refusal by a unit to issue a vehicle to that individual.

## **ORDER NO 18. GROUND INSTRUCTIONAL AIRCRAFT (GIA)/GATE GUARDIANS**

49. ATC Squadrons and CCF units holding Ground Instructional Aircraft (GIA), Gate Guardian aircraft or cockpit/link trainers that have been issued through HQ Air Cadets are reminded that these assets remain the property of the MOD and are held on the MOD register. ATC squadrons and CCF units holding these assets are responsible for the husbandry and upkeep. The disposal of, removal of parts, or the allocation of these assets to other squadrons/units is strictly forbidden without prior authority from HQ Air Cadets. Additionally, ATC Squadrons and CCF units are not authorized to obtain or hold any such assets without formal application to HQ Air Cadets through their chain of command.

## **ORDER NO 19. USE OF SURPLUS SAFETY EQUIPMENT BY THE ATC/CCF**

50. All surplus safety equipment, ie life rafts (dinghies) and life saving jackets (Mae West) issued to the ATC and CCF (RAF Sections), for instructional use, is to be regarded as unserviceable. Even if any items were serviceable when issued, it is impracticable for such equipment to be given the necessary periodical checks and/or servicing at RAF Safety Equipment Sections.

51. Life rafts and life saving jackets held by ATC and CCF units (and any such equipment issued to these units in the future) are only to be used for training cadets who hold the Air Cadet Basic Swimming Competence Certificate, and only in swimming baths under supervision. Under no circumstances is this equipment to be used by ATC and CCF units in the sea, rivers, or other open waterways.

## **ORDER NO 20. INVENTORIES (ATC/CCF)**

52. Changes in inventory holders are to be notified by the CO of the ATC Sqn/CCF Contingent to the parent station at least 4 weeks before the proposed handover date. This is to allow for the preparation of the relevant documentation by the parent unit. Inventory holders are also reminded that it is their responsibility to ensure that all items listed on the inventory printout are physically present for the handover. **Never accept a signed loan card as proof that an item is present.**

53. When the CO of an ATC squadron resigns or is transferred, the Wing HQ is to notify the parent station.

## **ORDER NO 21. SMALL ARMS RANGES - APPLICATION**

54. All shooting within the ATC is strictly controlled and supervised by staff qualified to standards laid down by the RAF. Every precaution is taken against any danger including the construction, inspection and conservation of ranges utilized by cadets. The procedures governing procurement, construction, authorization, administration and inspection of a permanent land range is laid down in ACP 20A, Instruction No 41.

55. ATC owned Rimfire and Air Rifle ranges are authorised for use on MOD Form 904 (Land Range Authorisation Certificate) by the Range Authorising Officer (RAO), Commandant Air Cadets; on the recommendation of HQ AC Logs 2 having considered the findings and recommendations of a Board of Officers inspection. The certificate will be valid for as long as the range to which it refers is not modified; the authorized firing conditions (including restrictions on those conditions) are not changed and the facility is maintained in a safe condition. Prior to issue, a unique range serial number must be obtained from the Defence Lands Range Safety Committee (DLRSC) and entered on the certificate.

56. MOD Form 904 is supported by MOD Form 905 (Land Range Safety Certificate) which is issued by HQ AC Logs 2. MOD Form 905 is valid for the period of 5 years (indoor) and 3 years (outdoor).

57. Before a Civilian range (including civil police range) is first used by ATC personnel on duty, it is to be inspected with the agreement of the civilian owner(s) and occupier(s) by a Board of Officers as arranged by HQ AC Logs 2. The acceptance criteria are no less stringent than those applicable to an equivalent MOD controlled range. Should the design,

maintenance and control of the civilian range meet the current criteria for MOD ranges, the responsibility for authorizing its use by ATC personnel lies solely with HQ AC.

58. Other Navy/Army/RAF owned ranges that are authorized by the appropriate Service staff by the issue of MOD Form 904, supported by MOD Form 905, may be used by ATC personnel on duty. Before ATC personnel utilize this type of range, the Range Conducting Officer (RCO) is to ensure that MOD Form 904 and MOD Form 905 have been issued to the Range Adminstrating Unit (RAU) and are current and that the guidelines listed in Annex B to ACTI 41 are in place prior to application.

### **ORDER NO 22. SMALL ARMS RANGES - CONSTRUCTION**

59. Rimfire ranges both indoors and tubes, are extremely expensive and time consuming to build. Applications for public funds to offset the cost of construction with approval from the area RFCA must be submitted through Wg HQ to HQ AC Org branch.

60. Air Rifle ranges are inexpensive and easy to construct and maintain. They provide a good alternative to Rimfire ranges as well as being an ideal weapon for the cadet's introduction to the basic skills of shooting. All cadets including Probationers are authorized to engage in air rifle shooting on MOD approved ranges. Currently, public funds are not available to construct Air Rifle ranges; therefore, the Sqn will require the authority of HQ AC and the area RFCA before carrying out range construction.

61. Upon request, HQ AC Logs 2 will provide advice and other technical information including 3 positional Air Rifle ranges. Units wishing to discuss the procedures controlling authorization, procurement, construction, administration and inspection of a permanent land range are to contact Logs 2 direct on 01400 267618.

### **ORDER NO 23. NON SERVICE WEAPONS**

62. 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.

63. 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).

64. 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.

65. 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.

66. 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 authorize 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.

67. 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.

68. 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.

69. 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 authorised 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**.

70. 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.

71. 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 24. NO 4 .303 (DRILL PRACTICE) RIFLE (L59A1)**

72. 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.

73. 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.

74. 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 25. SMALL ARMS - PROTECTION FROM DAMP/MOULD**

75. There have been recent reported instances of damp causing mould to form on weapons stored in Thompson Arms Chests (TAC). It should be noted that if damp is present, mould will form, even on weapons that are regularly cleaned.

76. Any Wg/Sqn experiencing this problem is to obtain a supply of Silica Gel (NATO stock No 4440-99-2246995) from their parent unit. Silica Gel is supplied in packets and 6 packets is considered sufficient to absorb any damp in the TAC. The Silica Gel should be changed monthly and "used" Silica Gel may be dried out and used again.

### **ORDER NO 26. ACO CAMP STAFF ELIGIBILITY**

77. All members of staff are reminded that iaw ACP 237, Chap 3, eligibility to attend ACO camps is dependent upon completion of the OIC or Adult SNCO Course at HQ ATF. Only HQ AC TG2 is able to waive this requirement.

### **ORDER No 27. GOOD PRACTICE GUIDE**

78. HQ AC aims to publish the Good Practice Guide annually, but the input for the Guide comes from you. Please submit ideas to HQ AC (TG 2), through your Sqn, in soft format (email (tg2@atc.raf.mod.uk) if a short input), CD-Rom or floppy disc. Such a format will enable TG 2 to have the Guide published on the Corps website. The Good Practice Guide is your opportunity to spread the word of your Sqn's good ideas to your colleagues on other Sqns.

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

79. 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.

80. 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.raclub.org.uk>.

81. 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.

82. 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.

83. 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. SUBMISSION OF TRAVEL AND SUBSISTENCE CLAIMS**

84. MOD auditors have observed in the past that accounts staffs have, on occasions, assumed too much about individual Travel and Subsistence (T&S) claims and have paid allowances without sufficient written justification from the claimant. In particular, concern was expressed at the number of Fs1771 submitted which, in their opinion, were incomplete. To prevent further erroneous overpayments, accounts staffs have been instructed to return incomplete claims to the claimant for the missing detail to be inserted.

85. All personnel, therefore, are to ensure that the details required in Section G of RAF F1771 and Part 4 of the Accts Form 1771 are completed fully. Particular attention should be paid to the information required in the column headed "To be completed in all cases", ie, "nature of duty", "authority for journey(s)" etc. In order to comply with the directive lack of information may, in future, result in claims being returned.

#### **ORDER NO 30. CONTINUOUS DUTY - ISSUE OF PAY**

86. 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.**"

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

### **ORDER NO 31. AUTHORIZED COUNTER-SIGNATORIES – PAY AND ALLOWANCE CLAIMS**

88. Officers authorized to countersign claims for pay and allowances are reminded that the Accounts Office is to be advised in writing of their authorized deputy in the event of their absence to meet audit requirements and prevent possible fraud.

89. It is also a requirement of current payment regulations that the name of the counter-signing officer is printed in capitals beneath the signature on the claim form for ease of identification.

90. Failure to adhere to this advice may lead to unnecessary delays in payment of claims.

### **ORDER NO 32. DEFENCE DISCOUNT DIRECTORY**

91. All ACO volunteers are advised that it has been confirmed that they are eligible to join the Defence Discount Directory (DDD) which upon registering with the website affords the opportunity to benefit from “Forces Discount Schemes”. The scheme is open to anyone with a past or present connection with MOD and includes Regular Service personnel, Veterans, Reserves, Cadets and MOD Civil Servants. Crest Publications, the owners of the site, have advised that volunteers may join the scheme under the auspices of Reserves and Cadets. Further information will be available on the Air Cadet website in due course.

### **ORDER NO 33. UNAUTHORISED/UNOFFICIAL ACTIVITY**

92. It has become increasingly apparent that some sqns are conducting activities without proper approval being in place in the mistaken belief the activities are acceptable if parental consent has been obtained and the activity’s unofficial status has been drawn to their attention. **All staff are reminded that only correctly authorised activities are permitted within the ACO.** The consequences of an accident happening outside the protection of the MOD and ATC insurance cover would be potentially catastrophic for the adult in charge. If the activity meets the ethos of the ATC, is correctly risk assessed and supervised by an appropriately-qualified person in the correct ratios, and is included in the ATC Insurance Schedule then it can be authorised. Activities which do not meet these conditions carry no assurance that they are safe. Therefore, the duty of care responsibilities of the adult leading the activity may be difficult to defend in court.

93. Some extant ACO instructions specify a number of conditions in which unauthorised or unofficial activities may take place. As this implies implicit approval from the ACO for these activities to take place, these instructions are being removed. Whilst this is being done, all references to unauthorised or unofficial activity are not to be taken as permission to undertake activities that have not been properly approved.

### **ORDER NO 34. CONTRIBUTIONS TO THE AIR CADET MAGAZINE, THE ACO WEBSITE AND RAF NEWS**

94. Contributions including pictures for the Air Cadet Magazine must be sent direct to the Editor, Carol McCombe at [editoraircadet@hotmail.com](mailto:editoraircadet@hotmail.com) and not to Media and Communications HQ AC.

95. Articles for the ACO Website should be sent to:

[aio@atc.raf.mod.uk](mailto:aio@atc.raf.mod.uk)

96. Photographs should not be saved inside word/text documents but attached as separate jpeg files. Users are to be aware that MOD Internet restrictions prevent files over 1MB reaching local networks. To that end users are encouraged to use Win zip wherever possible and ensure total email size does not exceed 1 MB.

97. Articles for the RAF News should be sent to:

[editor@rafnews.co.uk](mailto:editor@rafnews.co.uk)

98. The strongest stories submitted for each will be used. Advice on writing articles and on photography can be found in ACP 50.

99. Deadlines for Air Cadet are:

<u>ISSUE</u>	<u>DEADLINE</u>
Jul/Aug 08	1 <sup>st</sup> Jun 08
Sep/Oct 08	1 <sup>st</sup> Aug 08
Nov/Dec 08	1 <sup>st</sup> Oct 08

### **ORDER NO 37. SELF-HELP STRUCTURES ON THE ACO ESTATE**

100. 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.

101. 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.

102. 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.

103. 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.

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

### **ORDER NO 38. HEALTH & SAFETY - RADIATION ACTIONS**

105. The issue of radiation, applies to the RAF as well as the ACO and we must adopt a precautionary approach by carrying out the following simple actions:

- a. Sqn Cdrs are to periodically review their holdings, to identify and note (eg manufacturer name, serial number) suspect articles or equipment.

b. Suspected item(s) **must not** be opened or dismantled and must be double bagged and sealed until assessed by CESO (RAF) radiation protection staff who will provide an appropriate resolution. The outside of the bag is to be clearly marked **“Suspected radioactive material”**. The package must then be placed in a marked, locked container, eg a drawer or ammunition box. **OC Sqn is to inform Wg HQ - DO NOT SENT THE ARTICLE TO WG HQ.**

c. Where an instrument is located within a cockpit or on a panel that cannot easily be bagged and locked away, the suspect equipment must be withdrawn from use and ACO personnel warned not to stand or sit close by for prolonged periods of time.

d. ACO personnel are to be briefed along the lines: **“do not be apprehensive - as a responsible organisation, the ACO is taking reasonable precautions iaw our duties under H&S, Environmental legislation and our duty of care to our personnel, especially young people”**.

e. On receipt of such notification, the information is to be added to a wing register with the appropriate location and identification details **and communicated to the appropriate Rgnl H&S Adviser.**

f. Your H&S Adviser ACO is available to answer questions and provide guidance and may be contacted through your Wg HQ.

106. Hd of H&S continues to pursue a resolution from CESO (RAF) radiation protection staff. In the meantime we must be vigilant and implement these instructions until CESO (RAF) is able to assess the situation and provide Hd of H&S with suitable advice. Where required, further advice and guidance may be obtained from your H&S Adviser - via Wg HQ.

### **ORDER NO 39. HEALTH AND SAFETY - HEIGHTS**

107. ACO volunteers and cadets may only operate at height under specific conditions, ie during authorized activities under the supervision of a competent person and in accordance with an appropriate risk assessment (RA). H&S Adviser ACO, assistance may be obtained by contacting your Wing HQ and when visiting a RAF Station, the H&S Adviser (SHAS) through the station ACLO. Supervisors are to obtain a safety briefing and communicate the content to all concerned prior to the activity.

108. These requirements are especially important where aircraft are involved and **neither cadets nor adult volunteers are to climb onto the upper structure or wings of an aircraft unless the preceding conditions have been met.**

***Original Signed***

T N BOULTON (MRS)  
DPSO  
for Comdt AC

Annexes:

A. Notification of Next of Kin and Bank Details Form.

**NOTIFICATION OF JOINING**

This Form is to be completed, handed to the Commanding Officer of your Unit for signature for onward transmission to Headquarters Air Cadets, Royal Air Force College Cranwell, Sleaford, Lincs NG34 8HB (Attn: Personnel Section).

My Personal Details are:

SERVICE No/CIN: \_\_\_\_\_ RANK: \_\_\_\_\_ SURNAME: \_\_\_\_\_  
FIRST NAME(S): \_\_\_\_\_ RELIGION: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
TEL No: \_\_\_\_\_

Ethnic Group:  (1=White, 2=Black/Caribbean, 3=Black/African, 4=Black/other  
5=Indian, 6=Pakistani, 7=Bangladeshi, 9=Chinese, 10=Any Other)

Please indicate in the above box with a number from 1 - 10, which Ethnic Group you come under.

**The Ethnic Group MUST be completed.**

Next-of-Kin: \_\_\_\_\_  
Address (if different from above): \_\_\_\_\_  
Relationship (if any): \_\_\_\_\_

**BANK DETAILS**

NATIONAL INSURANCE No -  
**This MUST be completed**

FIRST 2 LETTERS		1st & 2nd NUMBERS		3rd & 4th NUMBERS		5th & 6th NUMBERS		INDEX LETTER

BANK SORT CODE: \_\_\_\_\_ BANK ACCOUNT No: \_\_\_\_\_  
BANK NAME: \_\_\_\_\_  
BRANCH ADDRESS: \_\_\_\_\_

I certify that I have reported for service with \_\_\_\_\_ Unit on \_\_\_\_\_ (date)  
My Return Home to Duty Mileage is: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Countersigned by Commanding Officer  
Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_