

AC/16863/4/P2

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HEADQUARTERS AIR CADETS ROUTINE ORDERS

BY

AIR COMMODORE I R W STEWART BSc RAF

COMMANDANT AIR CADETS

ROYAL AIR FORCE CRANWELL

OUR VISION

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

OUR MISSION

To facilitate a modern, dynamic, sustainable air-minded youth organisation 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. HEALTH & SAFETY - RADIATION ACTIONS

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is located within a cockpit or on a panel that cannot easily be bagged and locked away, the suspect equipment must be withdrawn from use and ACO personnel warned not to stand or sit close by for prolonged periods of time.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

3. 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 3. HEALTH AND SAFETY - HEIGHTS

4. 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.

5. 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.**

ORDER NO 4. RENEWAL OF RAF FORM 1250/F90

6. Personnel are reminded that they are personally responsible for safeguarding their identity card to prevent it being stolen, lost or damaged. F1250/F90 will **only** be replaced when:

a. An officer is appointed to the rank of Squadron Leader and above.

b. Any part of the name of the holder has changed (eg by marriage, deed poll etc) or when his/her personal description or appearance has undergone very noticeable change from that shown on the document.

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- c. It has been lost and the appropriate reporting action taken (ACP 20B AI No 210 para 13 refers).
 - d. The document has reached its expiry date.
7. All applications are to include a coloured photograph, in uniform without a hat (jackets and pullovers must not be worn) on Form 1024C.

ORDER NO 5. CORRESPONDENCE WITH HQ AC

8. 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).
9. Failure to comply with the above may result in unnecessary delays.

ORDER NO 6. WEARING OF TRINKETS AND JEWELLERY WHEN IN UNIFORM

10. 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 7. USE OF MOTOR VEHICLES WITH SEATBELTS FITTED

11. The Air Cadet Organisation (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, authorised 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 8. THE ROLE OF INSTRUCTOR CADETS

12. The role of Instructor Cadets is encapsulated in the definition of “The Role of the Cadet NCO”:

“It is a fundamental principle of the ATC that Cadet NCOs should use the knowledge, responsibility and experiences they have acquired to train and lead younger cadets and thereby contribute to the discipline and ethos of the squadron. They should also contribute to the organisation and infrastructure of their unit. This contribution should increase with age, experience and ability. Suitable cadets are to be encouraged to attend NCO training and cadet leadership courses to develop their skills to undertake these functions to ensure effective personal development. Cadet NCOs are role models for younger cadets and, as such, they must be of good character and be able to set and maintain the high standards which the Corps demands”.

ORDER NO 9. STATUS OF INSTRUCTOR CADETS

13. The status of Instructor Cadets, does not, per se, command specific responsibilities or TOR, but their role is encapsulated within the definition of “The Role of the Cadet NCO”. However, in keeping with their adulthood, cadet SNCO rank and probationary staff status, they should, once they have received BASIC training, be given as much supervisory and organisational responsibility as befits their individual ability, experience, qualifications and personal qualities. The aims should be firstly to develop potential to the maximum and to meet their aspirations as young adults. Secondly, to allow staff to take a view on their potential as future staff. However, Instructor Cadets should not be charged with the overall accountability for the conduct of an activity; that is always to rest with a staff member.

ORDER NO 10. NATIONAL INSURANCE NUMBERS - PERSONNEL

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

15. 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.

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

ORDER NO 11. INERT AND INSTRUCTIONAL STORES - CERTIFICATION AND RECORDING

17. 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.

18. 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 12. MOD SELF-DRIVE HIRE

19. 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.

20. 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 13. MOD DRIVER'S PERMIT (F/MT 600) ANNUAL RE-AUTHORISATION

21. Personnel are reminded that there is a requirement to return to their parent unit (issuing unit) annually to have their F/MT 600 re-authorised. This re-authorisation 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 14. GROUND INSTRUCTIONAL AIRCRAFT (GIA)/GATE GUARDIANS

22. 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 authorised to obtain or hold any such assets without formal application to HQ Air Cadets through their chain of command.

ORDER NO 15. WEARING OF SEAT BELTS IN BUSES AND COACHES (INCLUDING MINIBUSES)

23. The Motor Vehicle (Wearing of Seat Belts) (Amendment) Regulations 2006 - Statutory Instrument Number 2006/1892 came into force in September 2006.

24. The Regulations apply to **all** buses (including minibuses) and coaches having more than 8 passenger seats. The new Regulations require seated **rear passengers aged 14 years and above**, in a bus or coach, to use a seat belt if one is installed. Earlier regulations already require drivers of any vehicle (and front seat passengers seated parallel to the driver) to use seat belts where fitted. The Regulation **also** require that the operators of buses and coaches, where seat belts are fitted, must take reasonable steps to notify passengers of the need to use seat belts by one or more of the following means:

a. An official announcement, or an audio-visual presentation, made when the passenger joins the bus or within reasonable time of his/her doing so.

b. A sign prominently displayed at each passenger seat equipped with a seat belt.

25. An "official announcement" means an announcement by the driver of the bus, by a conductor or courier or by a person who is a group leader in relation to any group of persons who are passengers on the bus.

26. Further information can be obtained from HQ Air Cadets Logs 1 on 01400 267160.

ORDER NO 16. USE OF SURPLUS SAFETY EQUIPMENT BY THE ATC/CCF

27. 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.

28. 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 17. INVENTORIES (ATC/CCF)

29. 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.**

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

ORDER NO 18. SMALL ARMS RANGES - APPLICATION

31. 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.

32. 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 authorised 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.

33. 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).

34. 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 authorising its use by ATC personnel lies solely with HQ AC.

35. Other Navy/Army/RAF owned ranges that are authorised 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 19. SMALL ARMS RANGES - CONSTRUCTION

36. 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.

37. 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 authorised 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.

38. 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 authorisation, procurement, construction, administration and inspection of a permanent land range are to contact Logs 2 direct on 01400 267618.

ORDER NO 20. NON SERVICE WEAPONS

39. 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.
40. 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 authorised by the respective Wg HQ responsible and the weapon in question brought on charge in the units Safe Custody register (RAF Form 2942B).
41. 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.
42. 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.
43. 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.
44. 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 authorised 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.
45. 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.

46. 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**.

47. 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.

48. 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 21. NO 4 .303 (DRILL PRACTICE) RIFLE (L59A1)

49. 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.

50. 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.

51. 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 22. ACO CAMP STAFF ELIGIBILITY

52. 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 23. GOOD PRACTICE GUIDE

53. 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 24. SUBMISSION OF TRAVEL AND SUBSISTENCE CLAIMS

54. 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.

55. 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 28. CONTINUOUS DUTY - ISSUE OF PAY

56. 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.**"

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

ORDER NO 26. AUTHORISED COUNTER-SIGNATORIES – PAY AND ALLOWANCE CLAIMS

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

59. 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.

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

61. Those personnel without access to DNET may obtain a copy of 2005DIN02-209 from the Accounts section at HQ AC

ORDER NO 27. RETURN OF RAF F7101 - HOME TO DUTY

62. An increasing number of non AEF/VGS Home to Duty forms (RAF F7101) are required to be returned to the relevant Wings as a result of incompleteness or errors by

claimants. This is both time consuming for Accounts staff and delays processing of such claims.

63. Incorrectly annotated bank details are the most frequent causes and personnel are reminded that if their bank account details change it is essential that Form CPO2 – 1A (Rev Jun 06) "Confirmation of bank details" is submitted to Personnel at HQ AC. These forms are available from Wing HQs. All claims for payment via BACS must show the correct 6 digit bank sort code and 8 digit account number and it is not possible for claims to be paid into some types of building society accounts. Owing to accounts procedures it is insufficient for new details to be highlighted on the claim form.

64. Another significant concern is the amendment of the mileage claimed and personnel are requested to ensure that the correct information is submitted. All factors, including change of address, which will affect the distance of the required journey, must be notified to the Accounts section to ensure that records are accurate and verifiable. Mileage claimed should also be annotated by all ACO personnel as integers (the majority already are), as accounting rules require mileages of less than .50 to be rounded down and mileages exceeding half to be rounded up.

ORDER NO 28. USE OF PRIVATE MOTOR VEHICLES ON OFFICIAL DUTY - ADEQUATE INSURANCE COVER

65. It is the personal responsibility of members of the Corps using his or her private motor vehicle on an authorised duty journey to ensure that the vehicle insurance policy covers the risks set out below and is insured for use in respect of Air Cadet activities (which, notwithstanding the voluntary nature of the Air Cadet Organisation, will require insurance for occasional business use or as advised by the individual's insurer) and has the following minimum cover:

- a. **Official Duty Rate (ODR).** Personnel using their vehicles on duty journeys and claiming ODR mileage allowance must be insured to a financial limit of not less than £10M against claims in respect of:
 - (1) Damage to or loss of the vehicle.
 - (2) Bodily injury to or death of third party.
 - (3) Bodily injury to or death of any passenger.
 - (4) Damage to the property of third party.
- b. **Public Transport Rate (PTR).** Personnel using their vehicles and claiming the PTR mileage allowance must be insured with a financial limit of not less than £10M against claims in respect of items 1 a.(2) to a.(4) above.
- c. **Solo Motorcycles.** Personnel using solo motorcycles on official duty must be covered by at least third party insurance.
- d. **Equipment.** Personnel using their private vehicles to convey cash, service clothing or official equipment associated with their duties are to ensure that their insurance is not invalidated by the conveyance of such items.

66. **Carriage of Passengers.** For journeys where either rate of repayment is authorized, a supplement to the mileage allowance is payable for each passenger whose fare would otherwise be paid from public funds. Naturally, passenger allowance will not be paid for travel in/on any vehicle designed specifically for one person (e.g. single motorcycles). The number of supplements paid may never be more than the legal seating capacity of the vehicle less the driver. Exceeding this legal capacity is an offence and will invalidate the insurance.

67. **Insurance Checks.** When required, individual members of the Corps must furnish proof of insurance by producing for inspection the policy together with the receipt for the current premium or the Certificate of Motor Insurance.

68. Personnel are strongly advised to notify their insurers of the use to which their vehicles are made on a reimbursement basis so that they may be aware of the total risk undertaken. Further advice may be obtained from the Accounts Officer HQ AC, ext 7634.

ORDER NO 29. SELF-HELP STRUCTURES ON THE ACO ESTATE

69. 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.

70. 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.

71. 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.

72. 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.

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

ORDER NO 30. PARTICIPATION IN ATC SPORT BY CADETS WHO WEAR SPECTACLES

74. The rules of sport do not specifically preclude the wearing of spectacles in sport. However, referees/umpires have the authority to ban anything which they consider may be a danger to the player or other players.

75. The ATC discourages the wearing of spectacles in ATC sport and all cadets who must wear them should be made aware of the serious risks they run to themselves and their spectacles. Individuals concerned should be strongly advised to play without spectacles, or use contact lenses or plastic spectacles specially designed for sport. Any claim for damage incurred whilst playing ATC sport in spectacles will be assessed and considered on an individual basis by the ATC insurers.

ORDER NO 31. CONTRIBUTIONS TO THE AIR CADET MAGAZINE, THE ACO WEBSITE AND RAF NEWS

76. Contributions including pictures for the Air Cadet Magazine must be sent direct to the Editor, Carol McCombe at editoraircadet@hotmail.com and not to Media and Communications HQ AC.

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

aio@atc.raf.mod.uk

78. 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.

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

editor@rafnews.co.uk

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

81. Deadlines for Air Cadet are:

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

Original Signed

T N BOULTON (MRS)
DPSO
for Comdt AC

Annex:

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: _____

