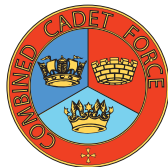




air cadet publication
instructor guide

the air training corps



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Section 1

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Instructors' Guide

OUR VISION

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

OUR MISSION

To Provide a dynamic, sustainable air-minded youth organisation of choice that offers fun and challenging opportunities.

THE AIMS

The aims of the Air Cadet Organisation are:

- To promote and encourage among young people a practical interest in aviation and the Royal Air Force
- To provide training which will be useful in the Services and Civilian Life
- To foster the spirit of adventure and develop qualities of leadership and good citizenship

CHAPTER 1

THE AIR TRAINING CORPS - HISTORY

The Father of the Air Cadet Movement

1. Air Commodore JA Chamier is regarded as the father of the air cadet movement. He was the son of a major-general and joined the Army himself as a regular officer. In the Army he learned to fly and was loaned to the Royal Flying Corps (the forerunner of the Royal Air Force) during World War 1. He transferred to the Royal Air Force in 1919 and eventually retired from service in 1929, at the age of 50.
2. His love of aviation and his tremendous capacity for hard work was such that, following his retirement, he became the Secretary-General of the Air League - an organisation made up of people who could see a bright future for aviation and who wanted to make the British public aware of its potential. Against a background of rising interest in aviation and with the clouds of war beginning to form over Europe, Air Commodore Chamier thought of the idea of starting an aviation cadet corps.
3. He knew that in the 1914-1918 war, in desperate moments, hand picked young men with only a few hours of training were sent to do combat in the air - only to fall victim to well trained enemy aviators. He knew also that the winning of air power would need the services of many highly skilled and highly trained men using the best equipment and that the sooner such training could be started the better.
4. In 1938 Air Commodore Chamier came up with a plan to form an Air Defence Cadet Corps (ADCC). His idea was to attract and train young men who had an interest in aviation, from all over the country. He planned to set up Squadrons of young cadets in as many towns and cities as possible, and ask local people to organise and run them.
5. Thus a plan crystallized:
 - a. To form an air cadet corps to be named The Air Defence Cadet Corps (ADCC).
 - b. Aim to form 200 Sqns with around 20,000 cadets in the first 3 years.
 - c. To raise £25,000 to cover the expenses for 3 years of a Central Headquarters plus 8 paid organisers in 8 Regions covering the whole country (7 Regions in practice). (The 3 years was the time thought necessary for such a corps to

prove itself, the idea being that if it proved to be a good scheme then it would survive by itself forever but if it proved to be a bad scheme it would die before it was 3 years old).

d. To invite leading citizens to form committees and squadrons in their communities and to raise at least £200 per 100 cadets per year to support them.

e. The committee to nominate air-minded men who were willing to volunteer to be squadron officers to be commissioned by the Air League but to be unpaid and to buy their own uniform.

f. The committee to canvass for cadets who were willing to volunteer to join and to be taught aviation subjects, and to be trained in discipline and patriotism designed to help them to take a place in military or civil aviation when they reached the age of joining - but who would pay three pence a week and mostly would buy their own uniform.

6. In January 1938, at an Air League luncheon given by the Duke of Sutherland, President of the Air League, the plan was agreed.

7. The Air Ministry was approached and at once proved enthusiastic, agreeing to make a per capita grant of 3s 6d (17 1/2 p) to squadrons towards expenses annually, to help by giving publications and loaning training films to squadrons and to affiliate squadrons to RAF Stations whenever possible so that Stations could give flights to cadets and help with training.

8. Air Commodore Chamier's idea seemed to capture the mood of the British people at the time. In their eagerness to help the nation in preparation for war, young men rushed to join the Corps in their thousands. The cadets were asked to pay a weekly subscription of 3d (old pennies) which today is equivalent to 1p. This seems very little by today's standards, but when you consider that the £1 in the mid 1930s would probably be worth about £50.00 at today's prices, the cadets were paying the equivalent of 63p each week. Although the plan was that uniforms were to be issued free of charge, in many cases the cadet had to buy his own.

9. It was never easy, in the early days of the Corps, finding people to set up and run new squadrons and it was thought that a spur to greater effort was needed. So, soon after their own formation the ADCC HQ announced that the first 50 Squadrons registered would be known as Founder Squadrons and be entitled to put the letter F

after their squadron number.

10. In July 1938, Leicester achieved the distinction of being the first to register a squadron - No 1F (Leicester) Squadron - but Watford, not to be outdone, became the first to register a 'wing' by forming two squadrons with a separate wing headquarters with a separate cadet-squadron-leader in charge. By the end of 1938 - that is, in a little more than 6 months from the appointment of the first area organisers - 42 squadrons had been registered and by the 26 January 1939 the 50th squadron was reached - No 50F (Lambeth) Squadron. At the end of 1939 there were 173 squadrons and one year later there were 207 with more than 20,000 cadets - achievement of the aim long before the end of the 3 years. In fact it was discovered that such was the tremendous enthusiasm and longing to fly on the part of the youth of the country and so strong the air-mindedness, patriotism and generosity of local citizens that many more squadrons could have been formed. London alone might well have supplied the whole 200 squadrons of the aim, but ADCC HQ regretfully decided to postpone the registering of neighbouring squadrons because there were not all that many RAF Stations or other airfields around London and it was feared that the available aviation support might be swamped - and of course there was always the problem of raising enough money and finding enough squadron headquarters space. Nevertheless there were squadrons that could do both - not only in London - and in due course some squadrons reached strengths of 150 and 200 cadets.

11. Each squadron's aim was to prepare cadets for joining the RAF or the Fleet Air Arm. They tried to give the cadet as much Service and aviation background as possible as well as giving instruction in drill, discipline, how to wear the uniform and how to behave on RAF stations. The training the cadets received also meant development of personal physical fitness, PT, games and athletics, especially cross country running and long route marches, soon became standard squadron activities. Cadets were also encouraged to take part in activities such as shooting, camping and of course flying.

Fig 1-1 Air Defence Cadet uniform



12. The Royal Air Force provided flights in aircraft in which seats were available, as did civil aviation firms, aviation industry aerodromes, flying clubs and private aircraft owners. Many flying club officers and members, Civil Air Guard pilots, private aircraft owners became ADCC squadron officers and instructors, and, together with pilots in Auxiliary Air Force squadrons, offered flights at weekends - very convenient timing for cadets. A notable example was Allied Airways in Aberdeen whose Head of Staff became the squadron commander of No 102 (Aberdeen) squadron and gave cadets places on all flights from Aberdeen to Orkney and Shetlands whenever passenger demands permitted. In Cambridge, Mr A G Marshall, Head of Marshall's Flying School, was also chairman of the civilian committee of No 104 (Cambridge) Squadron, and granted many facilities to the squadron which ensured a very high standard of training for squadron cadets. Another example was in No 12F (Walthamstow) Squadron, where every cadet was given a passenger flight through the generosity of the President of the Romford Flying Club. In some areas a few fortunate cadets were selected for flying courses at local flying clubs paid for by local benefactors.

13. Gliding camps in the summer of 1939 at all the leading civilian gliding centres in the country were arranged by ADCC HQ in co-operation with Air Ministry - ADCC HQ paid £4,000 for accommodation and Air Ministry paid £3,500 for the instruction. The weather was unkind and the outbreak of war cut them short but, in spite of these handicaps, more than 200 of the 570 officers and cadets who attended qualified for their Royal Aero Club Gliding Certificates. Cadets paid their own travelling expenses.

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

15. The Air Ministry became so busy when the war started, that they did not have much time for the "Corps" - even being unable to do the work of paying squadrons the promised capitation grant, but because even this small sum was so important to squadrons ADCC HQ paid it, hoping to recover the money from the Air Ministry later. However, the Air Council were getting very good reports of the qualities of cadets who had joined the RAF and the Fleet Air Arm and, influenced by mounting shortages of aircrew and the need for expansion in all trades, became more and more involved with the Corps, initially by increasing the help given to squadrons and later by asking the Corps to perform specific tasks.

Fig 1-2 Cadets of 195 (Grimsby)
Sqn preparing to start a
Beaufort



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

17. When war casualties mounted they asked the ADCC for a steady stream of aircrew applicants and the ADCC stepped up its efforts to qualify cadets (who volunteered for aircrew) to appear before RAF Selection Boards.

18. When wireless operators were in short supply they asked the ADCC to specialize suitably talented cadets in this subject up to a standard of sending and receiving Morse to at least 20 words per minute - and the ADCC responded to such extent that on joining the RAF some cadets were found to be better than their RAF Instructors at sending and receiving Morse.

19. In June 1940 they asked the ADCC for a major contribution - to take in deferred servicemen - men who had been attested into the Royal Air Force but were awaiting call-up - and to train them (with cadets) in drill, technical subjects and Morse. The ADCC willingly undertook this extra task and soon there were some 4,000 men on deferred service attending squadron parades. The number stayed much the same because, as new men joined, others were called-up. On leaving the squadron each of these recruits was given a certificate showing what instruction he had had, what standard of proficiency he had reached and how many parades he had attended. This scheme was most successful and further increased the value of the Corps in the eyes of the Air Council.

20. During 1940 and after the Battle of Britain in September 1940 the Air Council were coming under increasing pressure to take over the ADCC and to widen its scope very considerably otherwise it might not be possible to build up the Royal Air Force to the strength needed to win the war. Numerous proposals of the kind were being made by people who foresaw that a time might come when the supply of candidates educationally and in character suitable for aircrew service might fall short of the country's needs.

21. But the Government were loath to take over completely as such a thing had not been done before.

22. Towards the end of 1940 it was the Yorkshire County Association who, after canvassing other committees for their opinions, forwarded a memorandum to the Government which advised that taking over the training side of the cadet corps and leaving the forming and staffing of squadrons, finance, welfare and local administration to squadron civilian committees headed by a central civilian advisory

committee at Government level would be politically acceptable. Finally convinced, the Government decided to take over the ADCC on this basis. It was hoped that the infusion of finance would widen the scope and in practice this proved to be the case since after its formation it was not long before the new cadet corps reached the strength of some 221,000 cadets.

23. This meant a large number of changes to the corps and in fact brought about the birth of a completely new organisation, called the Air Training Corps. So on the 5 February 1941 the Air Training Corps (ATC) was officially established.

His Majesty King George VI set the seal of national recognition on the Air Training Corps by graciously consenting to become its Air Commodore-in- Chief and constituted it by Royal Warrant, setting out the Corps' aims.

“Whereas we deem it expedient to provide for our youth the means of preparing themselves for air service in our Air Force or its Reserves or Auxiliaries or in the Fleet Air Arm or our Navy there shall be established a Corps to be called The Air Training Corps.” dated the 5 February 1941.

That is why we celebrate the 5 February as the anniversary date of the ATC.

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



24. There was much publicity to launch the ATC.

25. On 9 January 1941 Sir Archibald Sinclair, The Secretary of State for Air, accompanied by The Under-Secretary for Air, Captain H Balfour; Air Vice-Marshal A G R Garrod, Director of Training, Air Ministry; Mr J F Wolfenden, Director of Pre-entry Training, Air Ministry; and Air Commodore J A Chamier, Commandant of the ATC held a Press Conference at Air Ministry to announce the formation of the Corps and to appeal for volunteers.

26. On 10 January 1941, Sir Archibald Sinclair made a national radio broadcast to appeal for support by adults and for young men to come forward and join as cadets.

27. On the 23 January 1941, Mr John Wolfenden made a national broadcast as a post-script to the BBC's nine o'clock home news, the text of which was as follows:

Good evening. In 8 day's time it will be the 1 February, the day when the Air Training Corps officially comes into existence. Since Sir Archibald Sinclair's broadcast we have been pretty busy at Adastral House. We have been building the foundations of what Sir Archibald Sinclair called the "broad highway" into the Royal Air Force, a "broad highway" along which thousands of boys will pass, eager and enthusiastic for what awaits them at the end of the road, the companionship of the Royal Air Force. But it is not only in Adastral House that there has been activity, there has been plenty too throughout the country, in Mayors' Parlours, City Chambers, Town Clerks' offices, headmasters studies, ACC headquarters, local education authorities' offices, TA and AAF Association drill halls, all sorts of places.

For the whole essence of this scheme is local initiative. Nobody in the Air Ministry wants to clamp this movement into the strait-waistcoat of a stereotyped organisation. We want local authorities to make plans to suit local conditions. They know more about their own towns and villages than anyone else does; and we gladly trust them to do what is best in their own circumstances.

Indeed, this is appropriate, for it is in full accord with the spirit of initiative and of reliance which is the breath of life to the Royal Air Force. So it is up to each of you to do what you can locally, as members of your local committees, or instructors, or cadets. Get going in your own city or town or village, in your works or your office or your school; put into practice the plans we have sent out.

The plain fact is this. To man and look after our ever-increasing number of aircraft in the next 2 years we want more men. The best way of producing them is to raise the Royal Air Force standards (which must always be high) with as many young men as we possibly can. In this way we shall keep up our quality and, at the same time, increase the quantity of men available. We are already superior to the enemy in quality. Soon we hope to be on top in quantity as well.

But there is more to it than that. It is primarily a step towards winning the war - and nobody can quarrel with that. But we are looking beyond that. We want to see our boys looking forward beyond the clouds of war to a world where there will be a fuller and more generous measure of social equality.

The basis of such equality is here. We shall have in one Corps, wearing the same uniform, the boy who is earning his living, the boy at the secondary school, the boy at the boarding school and the undergraduate at the university. All of them will be full and equal members of the same Corps and all of them will be members of the same Corps, and all of them will be wearing the same uniform of Royal Air Force blue.

One last word to parents. I know how important to you your boy's future is. His whole life and success depend on his making the fullest use of his opportunities at school or in the works of his office.

You have sacrificed much for him, and you may be afraid that this new Air Training Corps will take too much of his time and energy. Honestly it won't: I won't let it.

I will see to it that he does not spend too much time on his exciting new work. But I hope that you, for your part, will let him join. I know he wants to and I know that it will do him good. So don't stand in his way. Let him set his feet on the "broad highway" - it leads first to victory and then to constructive peace. Goodnight".

28. Almost every council and school authority in the land was canvassed by letter and almost every mayor and county education officer received personal letters.

29. The number of young men responding to this new ATC was spectacular. Within the first month the size of the old ADCC had virtually doubled to more than 400 squadrons the first of the "new" ATC squadrons being No 210(Newport) Squadron. Within the first year of the ADC it had expanded to about 8 times to around 1524 squadrons with 7142 officers, 616 warrant officers, 7048 civilian instructors and 171,407 cadets. Within 18 months the ATC reached its peak with around:

- a. 1753 Squadrons
- b. 8837 Officers
- c. 1103 Warrant Officers
- d. 9962 Civilian Instructors
- e. 220,960 Cadets

but by this time so many cadets were leaving to join the RAF and Fleet Air Arm they exceeded the number joining so that strength in cadets began to fall.

The new ATC badge was designed and once approved by the King; it was published in August 1941.

The motto venture adventure, devised by Air Commodore Chamier, was adopted by the ATC and incorporated into the badge which, together with the ATC Ensign, was approved by the King.

The ATC Ensign must at all times be given the same dignified and respectful treatment that members of the RAF give the Royal Air Force Ensign.

30. The number of young men responding to this new ATC was spectacular. Within the first month the size of the old ADCC had virtually doubled to more than 400 squadrons and after 12 months it was about 8 times as big. The new ATC badge was designed and once approved by the King, it was published in August 1941.

Fig 1-4 The ATC Badge

The Falcon is a good choice for the ATC crest because it has many of the qualities a good cadet should have - remarkable vision, enormous strength and incredible courage.



The ATC Ensign must at all times be given the same dignified and respectful treatment that members of the RAF give the Royal Air Force Ensign.

Fig 1-5 The ATC Ensign

Must be treated with dignity and respect at all times



31. The new ATC squadrons adapted their training programmes to prepare young men for entry to the RAF in specific trades. They increased the amount of academic work and concentrated more on physical fitness by introducing a compulsory PT test. To pass the test the cadet had to be able to:

- a. Run 100 yards (91.4 metres) in 13 seconds
- b. High jump 4 feet / 1.22m (or 2ft 9 inches/0.84m from standing jump)
- c. Long jump 15 feet/4.5m (or 6ft/1.83m-from a standing jump)
- d. Clear 4ft 3 inches/1.3m with any style of vault
- e. Run 1 mile in 6 minutes
- f. Walk 5 miles in 1 hr 10 mins

The Standards are not now compulsory, but something that a cadet could aim for.

32. Squadrons often organised sporting events, swimming galas, boxing competitions, football and cricket matches both at local and national levels.

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

34. The government did improve the flying situation however, in 1943, by setting up a special ATC Flight of 10 aircraft - Oxfords and Dominies, for the sole purpose of giving cadets air experience flights.

Fig 1-6 The Airspeed Oxford used as an advanced trainer.



They also allowed cadets to go flying in RAF aircraft on normal Service flying activities and introduced a scheme of Overseas Flights to places like India and Egypt. A few years later the ATC Flight was replaced by 14 Avro Anson aircraft, located at airfields close to ATC Squadrons.

35. But the Corps was about to change again. By the end of 1944 the allied forces in Europe had achieved air supremacy without losing as many men as they expected - the RAF had, therefore, too many aircrew! As a consequence of this, reductions on intake had to be made and large numbers of cadets waiting to join the Service were disappointed.

36. With the end of the war fast approaching, thoughts had to turn to the role of the ATC in peacetime. What was to happen to the ATC now that the need for air crew had reduced? Would the government still support the Corps during peacetime? Fears for the future of the ATC were fortunately unfounded. In 1945 the government announced that the ATC would be retained by becoming part of a recently formed Reserve Command. This helped the Corps enormously because, instead of just being an organisation with close links with the RAF, it now actually became part of it - with serving RAF officers at its head.

37. Reserve Command's function was to:

a. Recreate, and then command and control, the 20 Auxiliary Force fighter squadrons (with Spitfires and Mosquitoes initially) that existed before the war. In January 1948 the King conferred upon them the prefix "Royal" in recognition of the distinguished service of the force during the war and they became the Royal Auxiliary Air Force (RAuxAF).

b. Create, and then command and control, 20 Auxiliary Air Force Regiment squadrons to work with each of the fighter squadrons.

c. Create, and then command and control, 16 Air Defence Units for raid reporting and fighter control.

d. Create, and then command and control, 25 RAF Reserve Flying Schools with Tiger Moths to give flying experience to ex-service pilots who had obtained their "wings" and pilots of equal standards (including women pilots) who were members of the RAF Volunteer Reserve

- e. Create, and then control (command retained with Air Ministry) the University Air Squadrons with Tiger Moths at those Universities nominated by Air Ministry.
 - f. Command and control the ATC. Thus the ATC was the only "going concern" to join" Reserve Command.
38. The ATC recognised the need to change its approach to training with the changing political situation and in 1947 a new Royal Warrant was issued outlining the new approach. This defined the aims of the Corps as:
- a. To promote and encourage among young men a practical interest in aviation and to fit them to serve their country in Our Air Force, its reserves and auxiliaries, and also in the Air Branch of Our Navy or in Our Army.
 - b. To provide training which will be useful both in the Air Service and in civil life.
 - c. To foster the spirit of adventure, to promote sports and pastimes in healthy rivalry and to develop the qualities of mind and body which go to the making of a leader and a good citizen.
39. So the ATC got down to work in its peacetime role and the strength of the Corps settled to about 30,000. In August 1947, 2 officers and 46 cadets went on a 3 week visit to Canada as guests of the Air League of Canada, and on the return trip they brought back some Canadian cadets for an exchange visit. This was the first in a series of exchanges that have taken place every year since then. The scheme soon became international, involving over 15 countries and in 1958 was officially called the International Air Cadet Exchange (IACE).
40. Throughout the war years gliding training continues to grow with enthusiasm. By 1946 the Corps had 350 Kirby Cadet Gliders, with a further 50 waiting to be delivered and 115 more on order, spread between 84 Elementary Gliding Schools located at various RAF stations around the country. It was at these Gliding Schools that the cadet would learn the basics of gliding.

41. The first step in gliding training was for the cadet to be shown how to strap himself into the seat and then, with the glider stationary and facing into wind, to practice "balancing" it until his reactions were sufficiently fast for him to notice and correct a wing drop quickly.

Fig 1-7 The GROB 115E (Tutor)



42. When competent at ground slides the cadet went on to airborne slides and low hops, using aileron control to keep the wings level and rudder to keep the glider straight while the winch pulled it along the ground at a speed just below flying speed - so that it could not get airborne, but with enough speed to have good aileron control.

43. The winch was set upwind about 500 yards from the glider. At the end of the ground slide both the glider and the cable had to be retrieved, ie picked up and taken back to the starting point.

44. When competent at ground slides the cadet went on to low hops. Initially this meant simply keeping the stick neutral while the winch driver speeded up a little from the ground slide speed until the glider became just airborne. The cadet endeavoured to keep the wings straight and level with the ailerons as he had during the ground slides - while the winch driver endeavoured to hold it airborne with the correct speed and to 'land' it by reducing speed gently at the end of the flight.

45. As the cadet gained confidence he would be taught to use the elevators little by little to take the glider up to a low height, fly it level, and then land as the winch driver reduced speed at the end of the run.

46. When fully confident at flying on the cable up to about 30 feet in height the cadet would go on to high hops, in which he would take the glider up to about 50 feet, release the cable and land - truly 'solo'. If the field was sufficiently large he could do high hops up to a height of about 100 feet from which a straight glide of 30 seconds followed by a good landing would earn him an 'A' Licence.

47. In 1948 however a major change in policy was taken to improve the gliding training given to cadets. It was decided that training would take place in a 2 seater aircraft -the cadet receiving instruction while actually flying. The first 2 seater used by the ATC was the Slingsby T21B called the Sedbergh and it was brought into service in 1950.

48. In keeping with the spirit of the Royal Warrant, cadets were encouraged to participate in sports and to follow a variety of interests and pastimes. So it was that in 1956, 7 Squadrons of the ATC were asked to pioneer the recently introduced Duke of Edinburgh Scheme. Trevor Mason of No 85 (Southgate) Squadron was the first cadet to gain the Silver award and David Hood of No 1141 (6th Edinburgh) Squadron was the first to achieve Gold. The experiment was an outstanding success and most welcomed by the vast majority of cadets. The scheme was opened to all squadrons in 1960 and the number of awards gained by cadets seems to grow each year.

49. But the Air Council were particularly keen that all cadets should endeavour to become at least 'Proficient' and most privileges were for cadets holding the Proficiency Certificate (ie Leading Cadets). These were:

a. Their Squadron obtained the Proficiency grant.

b. (1) They became eligible for selection for special flights and/or special visits (notably overseas flights and visits when these were introduced) and for flying scholarships, initially those presented by firms and individual benefactors and later those provided by Air Ministry.

(2) They could apply to be trained as RAF pilots during National Service (there were 300 places a year of which 100 were reserved for Proficient Cadets only and they could compete for the other 200 places as well).

(3) Proficient Cadets who were also up to School Certificate standard were excused the open competitive exam held by the Civil Service Commissioners if they wished to apply for RAF Cadetships for Permanent Commissions in the RAF. (In the first post-war entry to the RAF College, Cranwell, the ATC provided 70% of the successful candidates).

(4) Proficient Cadets were eligible for selection to commissioned rank in the GD and Ground Branches of the RAF, both during National Service and if they elected for regular engagement, full account being taken of their achievements in cadet training in considering them for such commissions.

c. When joining the RAF as Tradesmen:

(1) Proficient Cadets were guaranteed entry into the RAF subject to medical fitness either on a regular engagement or on National Service, and under certain circumstances could choose their own trade. (It should be noted that at the time aircrew vacancies were being filled only by transfers from the ranks and cadets looking for an aircrew appointment had first to join as a tradesman).

(2) Recruit training was reduced for Proficient Cadets on a regular engagement from 13 weeks to 8 weeks and for those on National Service from 8 to 6 weeks.

(3) Proficient Cadets were allowed to wear their Leading or Senior Cadet Badge on their RAF uniform during recruit training.

50. The 5th February 1962 was the 21st anniversary of the formation of the ATC. To mark the occasion the Corps was presented with its own Banner by His Royal Highness the Prince Philip, Duke of Edinburgh, Air Commodore-in-Chief of the ATC, who was appointed to this position on the death of His Majesty King George VI. On ATC Sunday in 1962 (in that year it fell on 4 February) His Royal Highness The Duke of Edinburgh, Air Commodore-in-Chief ATC, presented the Corps with its own Banner. The Banner was received from His Royal Highness during a special 21st anniversary thanksgiving church parade at the historic St Clement Danes Church in London, official church of the Royal Air Force. The service was conducted by the Venerable F W Cocks, Chaplain-in-Chief to the RAF, assisted by Canon H F Woolnough, Chairman of the Chaplains' Committee of the Scottish Air Cadet Council, and the Reverend T Ryder, Resident Chaplain of the Church of St Clement Danes.

51. The Banner, which measures 3 feet by 3 feet, is mounted on a 7ft pike topped by an Astral Crown; the background is Air Force blue and it has a blue and white fringe and cords and tassels; in the centre is the ATC Badge, worked in red and gold and bearing the Corps motto "Venture Adventure"; and the top inside corner of the Banner bears the personal insignia of Prince Philip.

Fig 1-8 The ATC Banner



52. At the special 21st anniversary church service were members of the Air Council, the Air Cadet Councils, London dignitaries, ATC Wing Commanders and Wing Representative Chairmen and their wives and many invited guests from parents and others associated with the ATC. His Royal Highness read the lesson and prayers were led by Dr Small. The Chaplain-in-Chief delivered the address, which was very appropriate for the ATC, being taken from St Peter's advice on community behaviour, give due honour to everyone, love to the brotherhood, reverence to God, honour to the Sovereign - and then, before presentation, the Banner was dedicated by Canon Woolnough.

53. The honour of accepting the Banner from the Duke of Edinburgh fell to:
- a. CWO David Hood, No 1141 (6th Edinburgh) Squadron, who was the first recipient of a Gold Award in the D of E Award Scheme.
 - b. Cdt FS A Collins, No 409 (Bermondsey & Southwark) Sqn, Silver Award Holder.
 - c. Cdt FS W R Wright, No 470 (Falkirk) Sqn, Gold Award Winner.
 - d. Cdt Sgt R Williams, No 1378 (Mold) Sqn, Gold Award Winner.
 - e. Cdt FS W S Waugh, No 2241 (Regent House School) Sqn, Gold Award Winner.

54. Outside the church, trumpeters of No 296 (Stoke Newington) Squadron sounded a fanfare, a guard was formed by members of the City of London Wing and an Escort Flight provided by the County of London and Middlesex Wings marched off the Banner at the end of the service.

55. On this day normal "ATC SUNDAY" thanksgiving services and church parades took place throughout the land, at which a message from the Duke of Edinburgh and an Order of the Day from Air Commodore A G Dudgeon CBE, DFC, RAF Commandant ATC were read.

56. On Sunday 25 February 1962 the Banner was borne through the streets of Edinburgh, escorted by a Flight of 50 cadets from the four Ayrshire squadrons of Dumfries Wing and attended by masses pipes and drums from 2175 (Rolls Royce) and No 2240 (Upper Deeside) Squadrons, to a special Service of thanksgiving in St Giles Cathedral, Edinburgh. All 6 Scottish Wings took part and more than 300 cadets from all parts of Scotland paraded. The Banner bearer was CWO J McIntyre.

57. Throughout the remainder of the year the Banner was handed from Wing Colour Party to Wing Colour Party to serve as the focal point of wing anniversary parades and of regional 21st year celebrations, the aim being that as many cadets as possible should see it.

58. At the end of the year it was laid up at Headquarters Air Cadets and in due course a policy was developed that it should be paraded each year at those annual Wing Ceremonial Parades at which the Commandant ATC was the Reviewing Officer.

59. In 1979, after 17 years of regular use and 109 appearances, the Corps had to have a replacement Banner presented by HRH the Duke of Edinburgh as the old one was beginning to wear out. The old Banner is on display in the Central Church of the RAF, St Clement Danes, together with the Banner of the Royal Air Forces Association, the idea being that both old and future members of the Royal Air Force can be thought of together.

60. In 1970 trials were undertaken with a Self-Launching Glider (SLG), the Scheibe Falke 25B built by Slingsby. The SLG is fitted with an engine and propeller so that it can taxi and takeoff just like a light aeroplane, but after reaching the correct height, the engine can be switched off, the propeller prevented from turning with a brake, and the machine allowed to glide as a normal glider. The idea proved to be very popular and after some modifications finally came into service in 1977 with the name Venture Mk2.

61. The Main Advantages of the SLG were that it:

a. Had the advantage of doing away with winches and the fatigue of retrieving the cable.

b. Would give flexibility by allowing glider operations from runways (winch launched gliders normally needing grass airfields and these were becoming fewer and fewer).

c. Would give much greater airborne time. In winch launched glider operations the glider spends a lot of time on the ground being retrieved and repositioned for the next take off. In addition the winch launch was probably to no more than 800 or 1,000 feet while the SLG could go to any height required, normally to a height of 1,500 feet for a circuit or higher for the practice of turns and other standard manoeuvres advantages only otherwise possible by aero-tow.

62. The machine chosen for evaluation trials, the Schiebe Falke 25B, being built by Slingsbys under licence from the German company. It was a low wing side-by-side 2-seater, dual-control aircraft with a 1,500 cc Stamo petrol engine (modified Volkswagen engine) of 45 HP at 3,200 rpm. It had a soaring capability equal to the Sedbergh and could be assembled and transported by trailer as for conventional gliders.

63. However, it was not until 1974 that the decision was taken to equip some of the weekend schools with the SLG and the purchase of 15 T61s from Slingsby was authorised; making, with one already in use, a total of 16 in the Corps. The production model was to be similar to the T61A but with a more powerful engine; and in 1975 a further modification to install a glass fibre main spar in the wing was ordered.

64. The production model as modified was designated the Slingsby T61E.
65. Also in 1976 Slingsbys were bought up by Vickers who required the name of all their products to begin with the letter V. After consideration of suggested names such as Vega; Volant; Vol-Plane; Viper; Vela; the T61E was officially named VENTURE Mk1.
66. It was not until September 1977 that the first production model Venture Mk2 reached RAF Boscombe Down for RAF acceptance trials. Unfortunately, the more powerful engine was difficult to start (using a hand-operated cable) and the propeller braking system did not pass its tests so that the aircraft could be given only a restricted release to service. Repeated engine-starting attempts could exhaust the pilot and so no cadet solos were allowed.
67. During 1978 the full order was delivered and 7 weekend schools became SLG schools with 2 Venture MK2s each and ACCGS became a combined school. The weekend Venture schools were at 611 Swanton Morley; 616 Henlow; 625 South Cerney; 632 Ternhill; 633 Cosford; 642 Linton-on- Ouse and 644 Syerston.
68. In July 1978 MOD placed an order for 25 more to bring the fleet of Venture Mk2s to 40.
69. At the end of 1978, Service use brought sufficient improvement to engine starting to make it possible to allow Staff Cadets at Gliding Schools who had been selected for Gliding Instructor training to fly it solo. Cadet Warrant Officer Jeremy Lightowler at 611 Venture School at RAF Swanton Morley was the first cadet to become a Cat C Venture Instructor.
70. Unfortunately Venture Mk2 serviceability proved poor due to spares difficulties and two further decisions were taken:
 - a. To fit electric engine starting to all Ventures.
 - b. To increase the establishments of a weekend Venture school from 2 aircraft to 3 aircraft

71. On 3rd May 1974 Air Commodore Chamier died at the age of 91. He had created an organisation which had developed a life of its own, growing and changing over the years, and built around the young people of the day. He firmly believed that the future of the nation is in the hands of its youth, and the ATC continues as an embodiment of his ideals.

72. In 1980, the decision was made to allow girls to join the ATC in a limited number of squadrons on a trial basis over 2 years. Girls were to be fully integrated in the squadrons, wearing the same uniform and receiving the same training as the boys. They were to take part in all ATC activities and have the same opportunities for air experience flying and gliding, and where suitable facilities existed, they were allowed on camps. The girls took up the challenge of the ATC with relish.

73. In 1982 approval was given to purchase modern gliders to replace the Sedberghs and Kirby Cadets. The aircraft chosen were the AS K21 (Vanguard) - a tandem 2 seater high performance glider, the AS W19 (Valiant) - a single seater version of the AS K21 and the Janus C - made from glass reinforced plastic (GRP). In 1984, a further 100 tandem seater gliders, the GRP Grob 103 (Viking) were also introduced as the major part of the total glider strength. It was not until 1989 that a new motorised Self-Launching Glider, the GRP Grob 109B, was announced as a replacement for the canvas clad Venture. This aircraft came into service in 1990 with the name Vigilant.

Fig 1-9 The Viking T Mk 1 entered service in 1984



74. During 1980 two more Venture schools were established, at 613 GS RAF Halton and 612 GS at RAF Benson, making 9 schools in all - and all 9 with 3 aircraft each. The new electric engine starters were effective but delay in the programme to modify earlier aircraft was caused by economy pressures.

Note: The practice of switching off the SLGs engine at the required height was discontinued for safety reasons - instead the power of the engine is reduced and the aircraft glides with the engine set to idle.

75. A significant landmark in ATC history came in 1991 with the Corps' Golden Glider Jubilee. The initial launch of the 50th Anniversary year took place on 31 January 1991 at the Southampton Hall of Aviation when the AOC Air Cadets, Air Commodore Skelley, received the Air League Challenge Cup from Mr Michael Cobham, chairman of the Air League. The cup was awarded to the Corps in recognition of the outstanding contribution made to British aviation over the past 50 years. A Service of Thanksgiving was held on 3rd February at the Central Church of the RAF, St Clement Danes, in the presence of HRH the Duke of Edinburgh.

76. Some events that took place to celebrate the 50th Anniversary of the Corps include:

a. Burton-on-Trent's local County Council prepared the ATC crest in flowers in gardens situated near the town centre.

b. 195 (Grimsby) Sqn presented their local church with 5 kneelers, all made by the cadets. Each kneeler represented 10 years of the ATC and bearing the Grimsby Coat of Arms.

c. 2214 (Dursley) Sqn constructed a raised garden for the residents of a local nursing home.

d. West Mercian Wing commissioned an embroidered panel depicting the Wing area and Corps activities and presented it to the Aerospace Museum at RAF Cosford.

e. East Essex Wing took 20 cadets, 9 Mountain Instructors and a logistics team of 3 to link with 504 (Montgomery) Sqn Royal Canadian Air Cadets for an expedition in the Rocky Mountains.

Sample Checks of Understanding

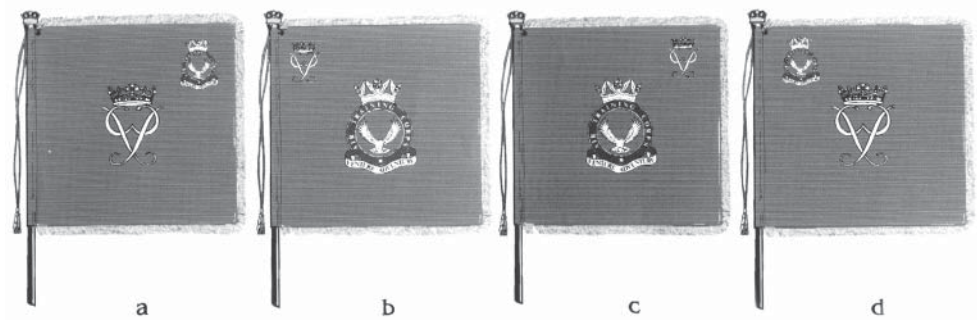
1. Who is affectionately known as the father of the ATC? Is it:
 - a. HRH the Duke of Edinburgh.
 - b. King George VI.
 - c. Air Commodore Chamier.
 - d. Air Commodore Moulds.
2. The ATC grew from an organisation called the:
 - a. Air Cadet Defence League.
 - b. Air Defence Cadet Corps.
 - c. Air Cadet Defence Corps.
 - d. Air Defence Cadet League.
3. The initials ADCC stand for:
 - a. Air Defence Cadet Council.
 - b. Air Defence Council of Cadets.
 - c. Air Defence Corps of Cadets.
 - d. AirDefenceCadet Corps.
4. The term **Founder Squadron** means that a Squadron (Sqn) was:
 - a. The First Sqn to be formed.
 - b. One of the first 50 Sqns to be formed.
 - c. One of the first 100 Sqns to be formed.
 - d. One of the first 200 Sqns to be formed.
5. The ATC came into existence in:
 - a. 1941
 - b. 1938
 - c. 1944
 - d. 1930
6. How does a Founder Squadron identify itself? Does it:
 - a. Display the letter F after the Sqn Number.

- b. Display the letter F before the Sqn Number
- c. Display the Word Founder above the Sqn Number
- d. Display the Word Founder below the Sqn Number

7. Identify the Correct ATC Badge



8. Identify the Correct ATC Banner



9. The Duke of Edinburgh (D of E) Award was first introduced on a trial basis in:

- a. 1949
- b. 1956
- c. 1960
- d. 1962

10. Write down the aims of the Corps as outlined in the Royal Warrant:

11. What is the Guinea Pig Prize award for?

12. What Significant ATC event took place in 1991?

CHAPTER 2

THE AIR TRAINING CORPS - ORGANISATION

1. The minimum and maximum permitted size of units is shown in ACP 20B ACAI 101 Annex A. The minimum regular attendance figure governs whether or not a unit will be allowed to continue in being.

a. Squadrons. The Commandant Air Cadets may authorise the retention of squadron status provided that a minimum strength of 25 enrolled cadets is maintained. Such an extension period will not normally exceed one year.

b. Detached Flights. Subject to the recommendation of the Commandant Air Cadets, authority may exceptionally be given for a detached flight to continue in being provided that a minimum strength of 10 enrolled cadets is maintained. Such an extension period will not normally exceed one year.

2. Adult Establishment Scales. Adult establishment scales are related to the criteria mentioned above. Sqns and Flts that include girls must include at least one female member of adult staff.

3. A Squadron will ideally have a minimum of 30 enrolled cadets and be run by Royal Air Force Volunteer Reserve (Training) (RAFVR(T)) Officers, ATC Senior Non-Commissioned Officers (SNCOs), and Civilian Instructors (CIs). Some Squadrons may control a detached flight in an area where there are not enough cadets (30) to make a full Squadron. In March 2008 there were a total of 921 Squadrons and 79 detached Flights.

4. Changes in Establishment Scales:

a. The establishment scale of a squadron can be increased only when the enrolled cadet strength has been maintained at the appropriate new level for at least 3 consecutive reporting periods and the Regional Commandant is reasonably satisfied that the new level will continue to be maintained.

b. A squadron which falls below the minimum enrolled cadet strength for its current establishment scale will, after a period of 3 consecutive reporting periods, be downgraded.

5. Wing Headquarters. A Wing Commander is established to command each Wing, irrespective of size. Wing staff officers are appointed according to the scale shown in ACP 20B Admin Instructions.

a. Establishment scales of staff officers of Squadron Leader rank are determined by the combined total number of squadrons and detached flights in a Wing as set out in ACP20B.

b. In addition, at the discretion of the Commandant Air Cadets, Wing staff of the rank of Flight Lieutenant may be appointed from the HQ Air Cadets pool of officers.

The Civilian Committee

6. Each Squadron Commander has a civilian committee, to help organise and run the Squadron. The committee is made up of 5 or more local people who meet regularly and take responsibility for a number of things, including:

a. Raising funds for Squadron activities.

b. Controlling the Squadron finances.

c. Helping with cadet welfare problems.

7. Responsibilities in detail:

a. Squadron committees are responsible through the Wing Commanding Officer, to the Regional Commandant for the following functions:

(1) Administering squadron accommodation, in consultation with the Wing Commanding Officer, Squadron CO and other staff officers and in liaison with the appropriate RFCA.

(2) The provision and maintenance of office and other furniture not provided by RAF sources of supply.

(3) The provision of sport and welfare amenities.

(4) The receipt and accounting of public funds.

(5) The collection, receipt and expenditure of subscriptions for non-public funds including the subscriptions from cadets.

(6) The provision of the squadron's quota of the cost of welfare and sport at Wing, Regional and Corps level (each committee deciding how the necessary funds will be raised), and the collection, receipt and onward transmission of such funds including contribution received from cadets to Wing HQ.

(7) Handling requests for financial aid from the Welfare and Sports Committee of the Air Cadet Council.

(8) Responsibilities regarding the appointment, employment and termination of the appointment of squadron COs and other officers, ATC SNCO's, civilian instructors and honorary squadron chaplains are laid down in AP 1919 Chapters 3 and 7.

8. These are only a few of the things the squadron committee involve themselves with; perhaps you can think of more? What you must realise, however, is that the people in this committee do a great deal of work on behalf of the cadets and will often turn to you, the cadet, for your help and support.

9. Squadron Commanders secure the appointment of chaplains to their squadrons in consultation with their civilian committees and wing chaplains. They provide the chaplains with the opportunity of meeting cadets and of taking part in the squadron training programme. An honorary chaplain is eligible for membership of a civilian committee and may be invited to serve on it.

10. So that orders may be carried out efficiently and an individual cadet's achievements recognised, the ATC uses a graded series of classifications and ranks. When you first join a squadron, you become a Junior Cadet and are then enrolled as a Second Class Cadet. Further classifications are awarded as a result of check of understanding and examination and are available to everyone.

Classifications

Staff Cadet (Gold Lanyard)



Senior Cadet

Leading Cadet



First Class Cadet

Second Class Cadet (on enrolment)

Junior Cadet – normally a minimum of 4-weeks

Classification in TrainingStages of Training or Classification

11. You should already be familiar with the aims of the Corps. The training you will receive while you are in the ATC is designed to help you fulfil these aims. If you work hard at all the activities presented to you, you should find your time in the Corps both rewarding and enjoyable.

12. Junior Cadet. Approximately one month from joining. However, this could be extended at the discretion of the Sqn Cdr. At the end of this, you become a second class cadet and start your First Class Training Programme.

13. First Class Training. The training you receive at this stage of your ATC career is very important and should take about 6 months to complete. It will help you fit into the Corps quickly and prepare you for all future ATC activities. Once First Class Cadet has been achieved, you start your Leading Cadet Training.

14. Leading Cadet Training. Your training at this level should take about nine months and should widen your interest in aviation subjects. You will also get involved with project work as a compulsory part of the syllabus. You should use your project time as an opportunity for you to pursue a particular interest in greater detail. It's a very important part of your training and once started, it must be seen through to the very end - so think about what you want to do carefully!

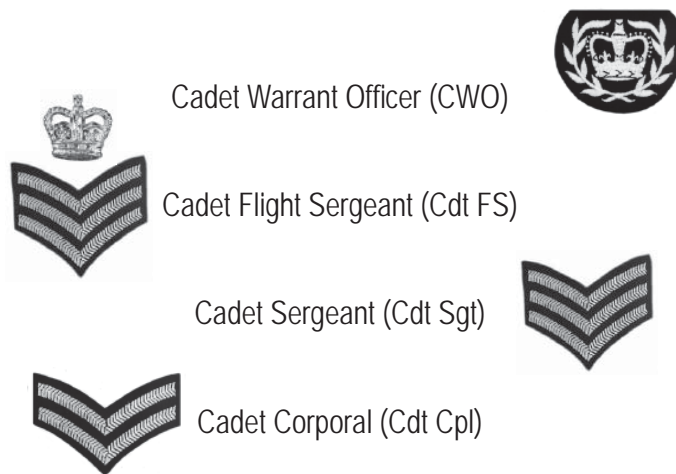
15. Senior Cadet Training. This part of your course should take about nine months to complete and allows you to specialise and concentrate on the subjects that you find the most interesting. Your project work also continues through this stage of training.

16. Staff Cadet Training. The technical subjects studied at Senior Cadet Level are continued through the Staff Cadet classification. You should also find that your training now includes things like organisational and managerial skills, because when you are qualified you will be expected to take on the responsibility for organising and running various Squadron activities. This last stage of your training will normally take about 9 months. On completion of this course, you will be eligible for the BTEC Certificate in Aviation Studies. This is equivalent to 2 GCSEs and a useful addition to you CV.

Ranks

17. Every cadet will work his/her way through the various stages of training, or classifications and, hopefully, all cadets will eventually reach the level of Staff Cadet. It is not the same, however, with the rank structure on the Squadron. Promotion is only awarded as a result of selection by the Squadron Commander and the number of cadets that can be promoted is limited.

Ranks



Personal Qualities of an NCO

18. Every CWO and Cadet Non-Commissioned Officer (NCO) in the Corps is expected to:

- a. Bear an appropriate share of responsibility for the morale, discipline and control of all cadets junior to him and her.
- b. Show pride in the Corps and take an active interest in its good name and efficiency.
- c. Be smart in appearance and set a high standard of personal behaviour.

19. Cadet Corporal. A Cdt Cpl will have specific duties and responsibilities and should be able to:

- a. Recognise the need for discipline and be able to apply it with fairness and common sense.
- b. Communicate clearly, orally and in writing

- c. Plan and organise a given task.
- d. Command a drill squad.

20. Cadet Sergeant. A Cdt Sgt will generally be given more responsibility on the squadron and, as well as possessing all the qualities of a Cpl, should be able to:

- a. Accept a greater amount of responsibility, show initiative and inspire confidence.
- b. Display a sound understanding of the role and organisation of the Corps
- c. Take an active part in the organisation of squadron activities.

Personal Qualities of an NCO

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

22. Cadet Warrant Officer. A CWO is a junior manager and should possess outstanding ability and personal qualities. A CWO should have a wide experience of ATC activities, and have a thorough knowledge of the organisation of the Corps. Service as a CWO gives excellent experience for possible subsequent adult uniformed service.

23. Instructor Cadet (IC) Any Cadet who is selected to remain a cadet after reaching their 18th birthday will have the title Instructor Cadet (IC)

Wings and Wing Committee

24. Several Squadrons within a certain geographical area are grouped together into a Wing. A Wing is commanded by a Wing Commander (Wg Cdr) RAFVR(T) and to assist him in his duties he will have a small full time staff working from a Wing Headquarters. Each Wing also has a number of Wing Staff Officers RAFVR(T) who are often given responsibility for special areas of training throughout the Wing for example, Wing Training Officer, Wing Sports Officer and Wing Adventure Training Officer. They may also look after a number of key squadrons within their sector or area of responsibility.

25. In order to organise and run the wing efficiently the Wg Cdr will have a Wing Civilian Committee to help him. The Wing Committee has the responsibility of ensuring that the training the cadets receive is effective and beneficial, raise funds and controls the non-public monies.

Role and Responsibilities

26. Local influences will affect the role of Wing Committees. Basically, however, the role and responsibilities of a Wing Committee should be:

- a. To ensure that every squadron enjoys the support of an active and effective civilian committee, and to help find suitable members to serve on the committee of proposed new squadrons.
- b. To formulate, as far as is practicable, a Wing policy for all activities not supported by public funds, eg sport and citizenship training, and service to the community.
- c. To arrange with other parties concerned, for the necessary support (in terms of facilities, finance and negotiation) for activities conducted on a Wing basis.
- d. To represent to the Wing Commanding Officer and to the Regional Commandant (through the Wing Commanding Officers) its views on any matters considered to be relevant to the opening re-grading, amalgamation or disbandment of units.
- e. To assist the Wing Commanding Officer by any means open to them, whereby Corps activities in the Wing may be made more effective in terms of the training and facilities offered to the cadets.
- f. To co-ordinate ATC activities with those of other youth organisations.
- g. To submit recommendations to the Regional Commandant for the appointment of the Wing Commanding Officer, if required to do so.

Regions and Regional Councils

27. The whole of the United Kingdom is divided into 6 regions, each region controlled by a Group Captain (Gp Capt) called the Regional Commandant and has a Regional HQ with an Assistant Regional Commandant (ARC) and a small team of civilian staff and a limited number of RAFVR(T) Officers. A number of Regional staff officers RAFVR(T) are attached to the HQ.

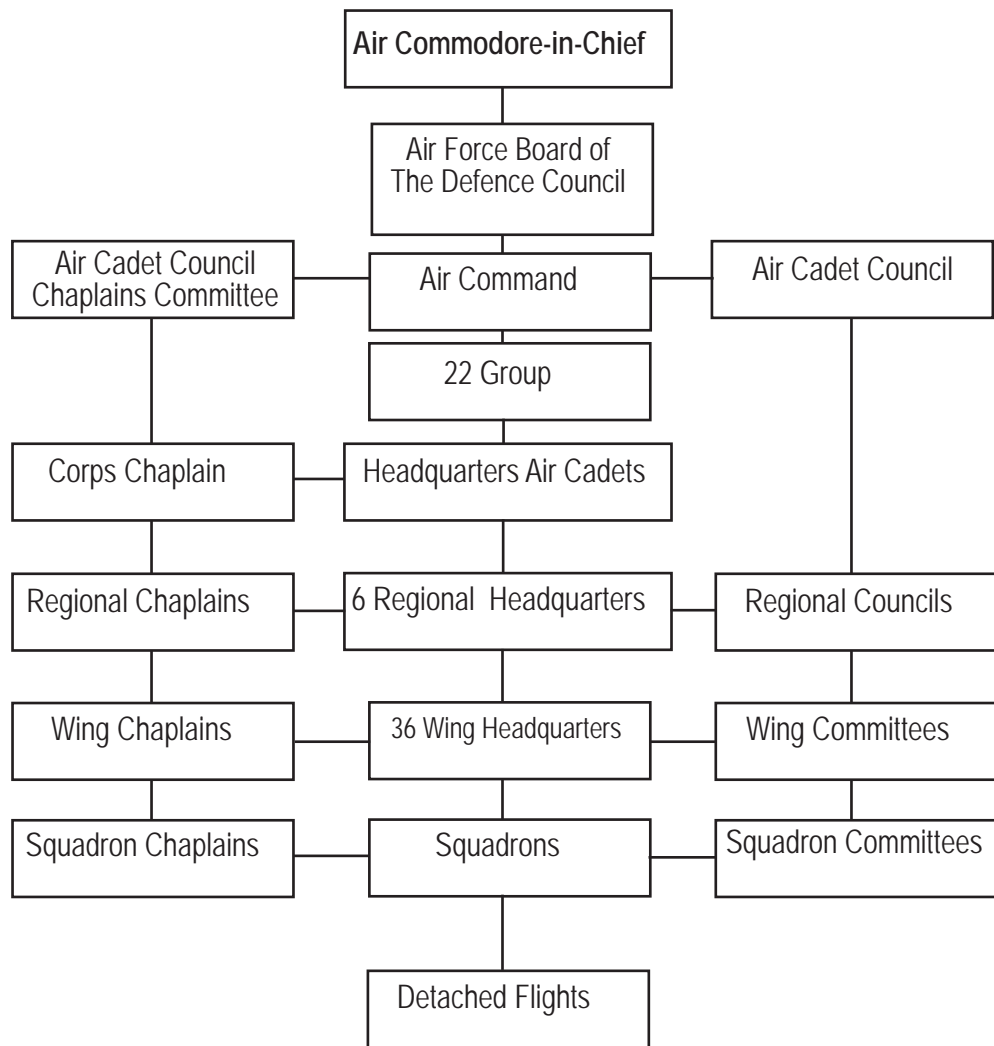
28. Rather like the Squadrons and Wings already mentioned, the Regional Commandant has a Regional Civilian Council to assist in running the region.

29. Composition. The Regional Council consists of a representative, normally the Wing Chairman from each Wing Committee, together with the Regional Commandant and the Regional Chaplain as ex-officio members and a member of the Regional headquarters' staff to act as Secretary. The Regional Chairman should be elected for a 3-year period of office by the civilian members only. The Regional Chairman need not necessarily be a Wing Chairman; if he does not hold that position, however, he should be a retired senior officer or local person with Air Training Corps experience. If a Wing Chairman is elected Regional Chairman he may, if he wishes, relinquish any Wing responsibilities. Whether the elected Chairman or the Regional Commandant takes the chair at their meetings is a matter for each Council to decide. The Regional Council Chairman or the deputy may be relieved of an appointment by a majority vote of Wing Chairmen. Each Council should also determine whether Wing Commanding Officers should attend their meetings, and if so, in what capacity.

30. Terms of Reference. Councils should decide their own terms of reference but as a general guide it is desirable that they should operate on a Regional basis in much the same way as Wing committees do at their level. However, the size of each region and the travelling time involved for Wing Chairmen suggest that councils should deal in the main with Regional policy and not be concerned with executive matters requiring fairly rapid decisions, such as closures or amalgamation of units.

31. All 6 Regions are controlled by a regular RAF Air Commodore and his staff who are based at RAF Cranwell in Lincolnshire. He is called Commandant Air Cadets, and is responsible for the command, administration, discipline and training of all ACO units. For matters connected with the well being and encouragement of the ATC, the Air Force Board is advised by the Air Cadet Council.

***The number of ATC
Regions***



32. The organisation of the ATC is closely linked with the RAF. The chain of command goes all the way up from squadrons to the Air Force Board not only on the Service side through HQ Air Cadets, but also on the Civilian Committee side through the Air Cadet Council; and at local level wings are affiliated to RAF stations for direct assistance in training. Visits are made by cadets to affiliated RAF stations on prearranged training programmes and RAF affiliated stations send instructors to ATC squadrons whenever possible. RAF stations, not necessarily the affiliated stations, also operate a parenting scheme which is set up for the distribution of RAF equipment to squadrons.

33. It is necessary to know the difference between day-to-day parenting and affiliation because the same Royal Air Force Station may not provide both facilities and with the reduction of RAF Stations, some of these duties may be undertaken by Army units.

34. Parenting. Parenting is the provision of services to help ATC squadrons to operate efficiently. The arrangements for each ATC squadron are made by Headquarters Air Cadets and are listed in ACP 8 - List of ATC Units under the heading 'ATC Location and Parenting Statement'. ACP 8 is held at your wing headquarters and on BADER and to find your own squadron's Parent Station or Stations you need to ask your Squadron Adjutant as he holds a copy of your squadron parenting details taken from ACP 8. For example, the table below gives the details of those sqns in Dorset & Wilts Wing.

Parenting Units:

RAFSU Boscombe Down: A1, C, T16, W1, Z
 DFRMO South: F
 RAF Lyneham: E, L, M3, Q, T8, T10, T13, T21A

Squadrons:

RAF Lyneham: E, M3, T8, T10, T13, T18 - all
 Wessex RFCA: A3, W - **all except** 1011, 1304 DF, 2491
 DFRMO South: **F All**
 RAF Lyneham: A3, W, Z - **2491**
 DCSA Corsham: A3, W - **1304 DF**
 DERA Boscombe Down: A3, W - **1011**

Here all squadrons are parented by RAF Lyneham for: E, M3, T8, T10, T13 and T18
 Wessex RFCA provides parented support for: A3 and W with the exception of 1011 sqn, 1304 DF and 2491. RAF Lyneham, DCSA Corsham and DERA Boscombe Down provide A3 and W for those units as indicated in the table.

DFRMO South provide all the units in Dorset & Wilts with F

To see a list of what these letters mean see Annex A

35. Affiliation. Affiliation is a scheme to enable Royal Air Force Stations to provide direct and effective assistance to air cadet units in their vicinity (ACP 20A ACTI No 7). Only wing headquarters are affiliated and all requests by squadrons are actioned by wing headquarters with the RAF Station. Each Royal Air Force Station Commander appoints a Station Officer to co-ordinate the activities of the Station in respect of all affiliated units of the ATC, CCF (RAF) Sections - and other approved organisations such as Air Scouts, and the Girls Venture Corps. As many units may be affiliated to the same RAF Station, he has a busy time. He is known as the Air Cadet Liaison Officer and he is usually referred to as the 'ACLO', said as one word. In general, Royal Air Force Stations provide assistance wherever they can:

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

36. Close relationship with the Royal Air Force is further maintained by squadrons attending both Easter and summer camps at an RAF station each year. These camps are generally considered to be the highlight of the year's training and provide an excellent opportunity for cadets to see the daily life of an RAF station and to gain first hand experience of the Royal Air Force. Almost every cadet who goes to camp is given a flight, with the more fortunate among them flying in the station's aircraft.

Who pays for the ATC?

37. The money that is available to the ATC comes mainly from 2 sources:
- a. Ministry of Defence (MoD) - called Public money
 - b. Cadet Subscriptions and fund raising - called non-Public money.

38. Public Money. This is money provided to the Corps by the MoD from the UK's defence budget. The money pays for such things as:

- a. Training.
- b. Flying and Gliding.
- c. Uniforms.
- d. Shooting.
- e. Accommodation.
- f. Squadron administration.

39. Non-Public Money. Cadet subscriptions are used for:

- a. The General Purposes Fund – A registered charity is controlled by the Trustees and the Finance and General Purposes Committee of the Air Cadet Council and is used to pay for sporting, welfare and other activities at Corps and Regional level.
- b. The Regional Fund - used to provide Adventure Training equipment for the Region, with some Regions funding cadet travel to Regional sporting events.
- c. The Wing Fund -used to pay for Wing sporting events, prizes and medals.
- d. The Squadron Fund - controlled by the Squadron Committee and used to finance local projects such as:
 - (1) Duke of Edinburgh Award
 - (2) Specialist training equipment
 - (3) Sporting activities
 - (4) General Cadet welfare

Squadron Non-Public Funds

Additional Notes:

1. Expenditure. Items on which squadron welfare (ie non-public) funds may be spent are outlined as follows:
 - a. Additional Accommodation. All charges resulting from the use of unauthorised accommodation.
 - b. Additional Furnishings. Approved accommodation is furnished to scale from public funds. All additional furniture or furnishings must be paid for from squadron welfare funds.
 - c. Canteens. Where a canteen is established in approved accommodation, and separate meters are not installed, all gas, water and electricity accounts submitted for payment are to be accompanied by a remittance for the portion attributable to the canteen, including the portion of the standing charge attributable to unauthorised equipment, eg a cooker, grill or hotplate.
 - d. Use of Premises for Welfare or Social Activities. No charge is made for the use of approved accommodation for welfare or social activities but a remittance is to be forwarded to the relevant RFCA, to cover the additional gas, water and electricity used. Adequate insurance cover must be obtained for social activities..
 - e. Fire Insurance. Where it is necessary for premises to be insured against loss by fire then arrangements will be made by the local RFCA. The Committee may however consider it desirable to insure against loss of, or damage to, items purchased from welfare funds. The regulations require that, when ATC premises are used for welfare or social activities, an insurance policy is taken out by the user to cover all third party claims, and loss, or damage, arising as a result of fire.
 - f. Detached Flights. The same rules apply to Detached Flights as Squadrons.
 - g. Link Trainers; the installation, repair, maintenance and running costs.

h. Band Instruments; the provision, maintenance and replacement of instruments and accoutrements.

i. Duke of Edinburgh's Award. The scheme does not normally attract support from public funds; any expense incurred is normally the responsibility of the individual participants.

j. Sports, Games and Competitions, Including Shooting Competitions. All expenses under this heading including travel costs, affiliation and other fees and special insurance policies for shooting, aero-model flying, canoeing etc except when participating in Wing, Region or Corps events when some charges are met from the appropriate non-public fund.

k. Welfare. The provision of tables, chairs, indoor games, canteen, and club equipment for social and recreational purposes, and payments made to canteen helpers and cleaners.

l. Publicity and Recruiting; local publicity and recruiting expenses.

Note: National recruiting campaigns are organized by Headquarters Air Cadets, and are conducted, and paid for, by the Ministry of Defence.

m. Maintenance of Surrounds. The maintenance of the area around ATC premises, including grass cutting, is the responsibility of the squadron, committee and staff, but not the cadets.

2. The ATC General Purpose Fund. The purpose of the ATC General Purpose Fund is to collect, disburse and account for all moneys relating to ATC welfare and sports at Regional and Corps level. The fund is concerned with those welfare and sports facilities which are authorised by HQ Air Cadets in implementation of the policy of the Welfare and Sports Committee, and which are organized at Regional and Corps level.

3. The day-to-day administration of this fund is conducted by the finance officer at HQ Air Cadets, who is also customarily the fund treasurer. Full details of the fund are in ACP 300, FI 301.

Annex A

Parenting Statement - Category List

- A Accommodation - All Services
- A1 Accommodation - JRSLA/Messes
- A2 Accommodation - Families Quarters (Northern Ireland & Overseas Units only)
- A3 Accommodation - Functional

- B Budget Services - All Services
- B1 Budget Services - Based upon agreed division of responsibilities, undertake estimates and action as appropriate
- B2 Budget Services - Management and in-year control of expenditure provision
- B3 Budget Services - Provision where appropriate, of communicated cost details

- C Cash Accounting (Including non JPA cash services and Service Funds) - All Services not provided by JPA
- C1 Cash Accounting (Including non JPA cash services and Service Funds) - Public Accounts - Non JPA
- C3 Cash Accounting (Including non JPA cash services and Service Funds) - Service Funds

- D Dental Treatment (Provided under CSA by DDS) - All Treatment and Documentation
- D1 Dental Treatment (Provided under CSA by DDS) - Treatment only
- D2 Dental Treatment (Provided under CSA by DDS) - Dental Documentation - Location of FMed27

- E Supply - All Services
- E1 Supply - Domestic
- E2 Supply - Technical
- E3 Supply - Accounting
- E4 Supply - POL, Explosives & Compressed Gases
- E5 Supply - Mobility
- E6 Supply - IT Systems Administration
- E7 Supply - Commercial Support
- E8 Supply - Provision of Photocopiers and Fax Machines
- E9 Supply - Computer Consumables

- F Fire Services (provided by DFRMO through in-house personnel or through a Contractor) - All Services

- G Force Protection - All Services

- G1 Force Protection - FP and GDT advice & planning
- G10 Force Protection - Recruit GDT leading to CCS diagnostic testing: Service Personnel including where applicable RAF(VR) and RAuxAF
- G11 Force Protection - Initial GDT leading to CCS diagnostic testing: Essential civilian personnel (NBC, First Aid and Passive Defence)
- G13 Force Protection - FP, CCS and NARO/HCMF advice as appropriate including GD specialist appointments, STO and GD planning both in peace and war
- G2 Force Protection - Augmentation Force Training in accordance with SD814
- G3 Force Protection - CCS Diagnostic testing and remedial training
- G4 Force Protection - SSGF Training and testing
- G6 Force Protection - NARO/HCMG Training and Advice
- G7 Force Protection - Contingency Forces & Rapid Reaction Forces (Air)
- G9 Force Protection - Emergency Reinforcement Scheme Training including PDT

- H Education - Resettlement
- H1 Education - Further Education (overseas only)

- J Training Development - All Services

- L Publications, Forms and Stationery - All Services
- L1 Publications, Forms and Stationery - Publication and Forms
- L2 Publications, Forms and Stationery - Stationery

- M All Medical Services on the Station by Medical Officers or Full-Time Civilian Medical Practitioner -
- M1 All Medical Services on the Station by Medical Officers or Full-Time Civilian Medical Practitioner - All Medical Services on the Station by Part-Time Civilian Medical Practitioner
- M2A All Medical Services on the Station by Medical Officers or Full-Time Civilian Medical Practitioner - Special Medical Examinations by Service Medical Officer
- M2B All Medical Services on the Station by Medical Officers or Full-Time Civilian Medical Practitioner - Periodic Medical Examinations and Inspection
- M2C All Medical Services on the Station by Medical Officers or Full-Time Civilian Medical Practitioner - Regional Medical Centre
- M3 All Medical Services on the Station by Medical Officers or Full-Time Civilian Medical Practitioner - Medical Equipment
- M4 All Medical Services on the Station by Medical Officers or Full-Time Civilian Medical Practitioner - Full Occupational Health Service - Service and Civilian Personnel

- M5 All Medical Services on the Station by Medical Officers or Full-Time Civilian Medical Practitioner - Environmental Health Technician
- O Admin Support -
- P Personnel Administration - non-JPA Personnel Administration (including Allowances) and Community Support -
- P1(Cer) Ceremonial - Drill and Ceremonial; advice and training
- P1(Discip) Service Discipline - All Services
- P1(Discip)A Service Discipline - Documentation only
- P1(Discip)B Service Discipline - COs Powers only
- P1(Discip)C Service Discipline - Custody of Prisoners
- P1(Discip)D Service Discipline - Honours and Awards
- PE Physical Education - Full Physical Education Services - Full Physical Education Services
- PE1 Physical Education - Full Physical Education Services - Adventurous Training
- PE10 Physical Education - Full Physical Education Services - Air Training Corps - Specialist Advice and assistance with Regional and Wg Sports
- PE2 Physical Education - Full Physical Education Services - Fitness Testing and Remedial Training
- PE3 Physical Education - Full Physical Education Services - Fitness Test - Data Collection Only
- PE4 Physical Education - Full Physical Education Services - Adventurous Training - Advice and Documentation Only
- PE5 Physical Education - Full Physical Education Services - Applied Training
- PE6 Physical Education - Full Physical Education Services - Formal Training
- PE7 Physical Education - Full Physical Education Services - Full PE Services less Formal Training
- PE8 Physical Education - Full Physical Education Services - Sports and Recreation
- PE9 Physical Education - Full Physical Education Services - Facilities only
- Q Health and Safety - Support
- Q1 Health and Safety - Advice
- Q2 Health and Safety - Environmental Protection – Advice
- Q3 Health and Safety - Environmental Protection Administration

- R Catering (Excludes services provided under PAYD) - Full Catering responsibility, including standards, accounting and supply of rations
- R1 Catering (Excludes services provided under PAYD) - Limited catering responsibility, confined to supply of rations and accounting only
- R2 Catering (Excludes services provided under PAYD) - Limited catering responsibility, confined to supply of rations on demand by parented unit

- S Communications (Excludes services provided under CSA by contractor) - All Services not provided by contractor iaw CSA
- S1 Communications (Excludes services provided under CSA by contractor) - Telephone Service
- S2 Communications (Excludes services provided under CSA by contractor) - Signals Traffic when not provided by contractor iaw CSA
- S3 Communications (Excludes services provided under CSA by contractor) - Guard Responsibility when not provided by contractor iaw CSA
- S4 Communications (Excludes services provided under CSA by contractor) - Security of Communications Aspect (including Crypto) when not provided by DCSA iaw CSA

- T Technical - All Technical Services
- T1 Technical - Technical Administration
- T10 Technical - Explosives Storage & Ground Ranges
- T11 Technical - Ground Radio Maintenance (First Line)
- T12 Technical - Ground Radio Maintenance (Second Line)
- T13 Technical - MT – Full administration and control of vehicles established on the LUE(s) of Dependent Units
- T14 Technical - MT Maintenance – First Line Maintenance facilities and materials only for vehicles established on the LUE(s) of Dependent Units
- T15 Technical - MT Maintenance – Second Line Maintenance and Repair of vehicles established on the LUE(s) of Dependent Units
- T16 Technical - MT – Provision of Transport for authorised tasks of Dependent Units
- T17 Technical - Quality Assurance
- T18 Technical - Photographic Services
- T19 Technical - Radiation Safety Advice and Assistance
- T19A Technical - Maintenance of Radiation Monitoring Instruments
- T2 Technical - Aircraft Maintenance (First Line)
- T20 Technical - Battery Maintenance
- T21 Technical - Electrical Equipment Maintenance

- T21A Technical - Maintenance of Small Computer Systems
- T22A Technical - Medical & Dental Equipment Maintenance by MDEMS
- T23 Technical - MT Third Line Maintenance (via the MOD Assessor)
- T24 Technical - Communications Maintenance excluding Crypto Equipment (First Line)
- T25 Technical - Communications Maintenance excluding Crypto Equipment (Second Line)
- T26 Technical - Control Management and co-ordination of Test and Measuring Equipment
- T29 Technical - Painting and Finishing
- T3 Technical - Aircraft Maintenance (Second Line)
- T30 Technical - Precision Terminating Tools
- T31 Technical - Aircraft TEMPEST Testing
- T4 Technical - Aircraft Bay Maintenance
- T5 Technical - Survival & Aircrew Equipment Maintenance
- T6 Technical - Ground Equipment
- T7 Technical - General Engineering Services
- T8 Technical - Ground Defence Weapons (Storage and Maintenance)
- T9 Technical - Guided Weapons

- U Special Services - (To be defined in the remarks column)
- U10 Special Services - Central Sterile Supply Facilities
- U11 Special Services - Meteorological Services
- U12 Special Services - Reprographic Services

- W Property Management (Excludes services provided under RPC) - Works Services, Administrative Support to Projects and Estates Management
- W1 Property Management (Excludes services provided under RPC) - Limited W Parenting (as described in the remarks column)

- X Chaplaincy Services - All services
- X1 Chaplaincy Services - C of E
- X2 Chaplaincy Services - CSFC
- X3 Chaplaincy Services - RC

- Z Security - All Services
- Z1 Security - Basic Support (Guards, CT&Physical Sy aspects)
- Z3 Security - Security of Personnel (Vetting and Associated Processing)
- Z4 Security - Security of Computers and Associated Processing
- Z5 Security - Security of Information (including Documents, Loss and Compromise)

CHAPTER 3

DRESS AND DISCIPLINE

Introduction

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

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

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

DRESS AND DISCIPLINE

4. Emphasis should be placed on the cadets appreciating the distinction imposed and self discipline. Use small discussion groups to allow cadets to express an opinion on such topics as:

a. Obeying orders given by:

(1) Officers.

(2) Cadet NCOs.

b. Following rules eg, no dropping litter.

c. Swearing.

What NOT to wear with Uniform

Ask - should rules still be followed, even if, when broken, there is no chance of being caught?

5. If successful, use more controversial subjects.
 - a. Shop lifting.
 - b. Underage drinking/smoking.

UNIFORM

Uniform - What is it?

6. The ATC uniform is a way of dressing, decided on by those in authority and approved by HM The Queen. Because it is "uniform" - the same for all - deviations from or additions to, the approved pattern are forbidden. Nor is any ornament, emblem or badge to be worn unless it is officially authorised. Ornamental chains, tie pins and trinkets, if worn, are not to be visible.
7. Members of the Air Training Corps are normally to wear uniform while on duty. In the main, this means when attending or travelling to or from, an authorised meeting or parade. Sometimes exceptions to this rule will have to be made according to the type of activity, security considerations, or local circumstances.
8. Cadets in uniform are seen much more often by the public than regular members of the Royal Air Force. Therefore, it is essential that cadets behave well, wear the uniform exactly in accordance with the regulations, and so uphold the good name of the Corps and the Royal Air Force. At all times the uniform is to be clean, complete and properly pressed.
9. Members of the ATC are entitled to wear uniform only when attending an authorised meeting or parade or when specially sanctioned by the Wing CO.
10. Uniform is not to be worn in foreign countries unless specially authorised.
11. Ex-members of the ATC are forbidden to wear its uniform.
12. All items of dress and other clothing provided at public expense are to be recovered by ATC squadrons from officers, WO/SNCO (ATC) and cadets who leave the Corps.

Standard Dress

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



Fig 3-1 Standard Dress

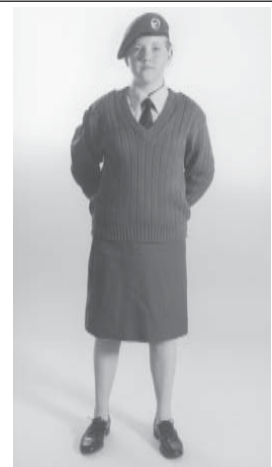


Fig 3-2 Standard Dress
wedgewood blue shirt
and tie

- b. Jersey. Blue-grey RAF pattern as applicable
- c. Trousers. RAF No 2 dress trousers, to be worn with blue-grey supporting belt (skirt or slacks for Girls).
- d. Shirt. Collar attached, dark blue work shirt, with no tie; the collar of the shirt is to be worn outside the jersey; the top button of the shirt being undone. Each cadet is also issued with a Wedgewood blue shirt and black tie, which is worn on formal occasions as instructed by the Sqn Cdr.
- e. Brassard. A brassard for badges is worn on the upper right arm.
- f. Footwear. Service type black, laced ankle boots; or service type shoes; purchased by cadets privately.
- g. Socks. Black nylon or wool socks purchased by cadets privately or Barely Black tights for girl cadets

Optional Dress Items.

14. The following items may be authorised by Squadron Commanders for wear on specified occasions or by certain cadets, as indicated:

- a. Gloves, black leather/ leatherette (private purchase). Not on formal parades.

Fig 3-3 *Shirtsleeve Order*



- b. Stable belt, worn under the jersey, and therefore visible only in shirt sleeve order (private purchase). Informal wear by cadets only.

- c. Airman's No 1 Service Dress hat, to be worn by Cadet Warrant Officers or band members only (private purchase).

- d. No 1 Service Dress may be issued when authorised by HQ Air Cadets

- e. Anoraks (Jeltex) are issued for wear in cold or wet weather, but not on ceremonial parades. They are not to be worn in rough physical conditions such as rock-climbing, shooting or gliding.

- f. Protective, combat or flying clothing may be worn as ordered for taking part in specified activities. Such clothing may be issued on loan or may be purchased privately.

DESCRIPTION OF BADGES

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

- a. Beret on Hat Badge: a silvered metal badge comprising a falcon in a circlet bearing the words "Air Training Corps".
- b. ATC Distinguishing Badge. An arc-shaped dark blue fabric badge with "AIR TRAINING CORPS" embroidered in light blue.
- c. First Class Cadet Badge; a four-pointed star embroidered in light blue with a dark blue background.
- d. Leading Cadet Badge; a four-bladed propeller embroidered.
- e. Senior Cadet Badge; a four-pointed star superimposed on a four-bladed propeller.
- f. Region Marksman Badge; a badge comprising crossed rifles embroidered in light blue with a dark blue edging.
- g. Wing Marksman Badge; a badge comprising a rifle and crown embroidered.
- h. Flying Scholarship Badge; a pair of fabric wings embroidered as in 2c and with 'FS' in the centre. 'AIR CADETS' is embroidered in gold respectively above and below 'FS'. (This is to be worn if a Cadet Navigator or Microlight Badge are also valid).
- i. Glider Pilot Badge; a pair of wings embroidered in light blue with dark blue edging and a central 'G' contained in a woven blue ring.

Note: AGT and Glider Pilot's badges are to wear only the latter.

j. Cadet Navigator Badge; an embroidered half-wing in light blue with dark blue edging, bearing a ringed 'N' with the words 'AIR CADETS' embroidered in light blue above and below it. (This is to be worn if a cadet Microlight badge is also valid).

k. Gliding Scholarship Badge. A dark blue fabric badge with Wings (in blue, silver or gold) centrally embroidered and 'AIR CADETS' embroidered above and below.

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

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

(2) Piper Badge; pipes in white metal.

(3) Drummer Badge; a drum in white metal.

(4) Other Musicians in Brass, Military and Pipe Bands; a badge of white metal comprising a lyre within a wreath. Gold versions can only be worn by cadets who have attended an ACO Music Camp.

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

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

m. The Cadet Hundred Badge. The Cadet Hundred Badge is a woven badge of dark blue fabric, with 2 marksmen embroidered centrally inside a light blue ring which also contains in light blue, 'NRA CADETS HUNDRED', and the best aggregate scores in the annual competition for the Patriotic Challenge Shield held at the Inter-Service Cadet Rifle Meeting. It may be worn by entitled cadets during the period for which it is awarded.

CADET RANK BADGES

16. Except for the CWO badge, cadet rank badges worn with the Jersey blue grey or shirt are identical to those worn by members of the Royal Air Force. Badges are available from RAF Stores and have ribbon loops to enable them to be worn on the shoulder straps of the Jersey blue grey or shirt as appropriate.
17. Descriptions of the badges are:
 - a. CWO: a woven fabric badge in dark blue with an embroidered light blue crown and laurel wreath.
 - b. FS Badge: three chevrons surmounted by a crown.
 - c. Sgt Badge: three chevrons.
 - d. Cpl Badge: two chevrons.

WEARING OF OPTIONAL ITEMS BY FEMALE CADETS

18. Subject to CO's approval the following optional items may be worn:
 - a. Rain hood. During wet weather a clear un-patterned plastic hood may be worn over uniform headdress except on parade or other ceremonial occasions.
 - b. Umbrellas. Umbrellas may be carried or used while in uniform except on parade or other ceremonial occasions. Umbrellas are to be plain handled black, short or telescopic and not walking-stick type.
 - c. Overshoes/Boots. In wet or snowy conditions, civilian type boots, over-boots, overshoes or Wellington's may be worn with uniform except on parade or other occasions as locally ordered. This footwear is to be black, plain patterned with low heels made of rubber, leather or plastic and of such a length that the top of the boot is not higher than the base of the wearer's knee.

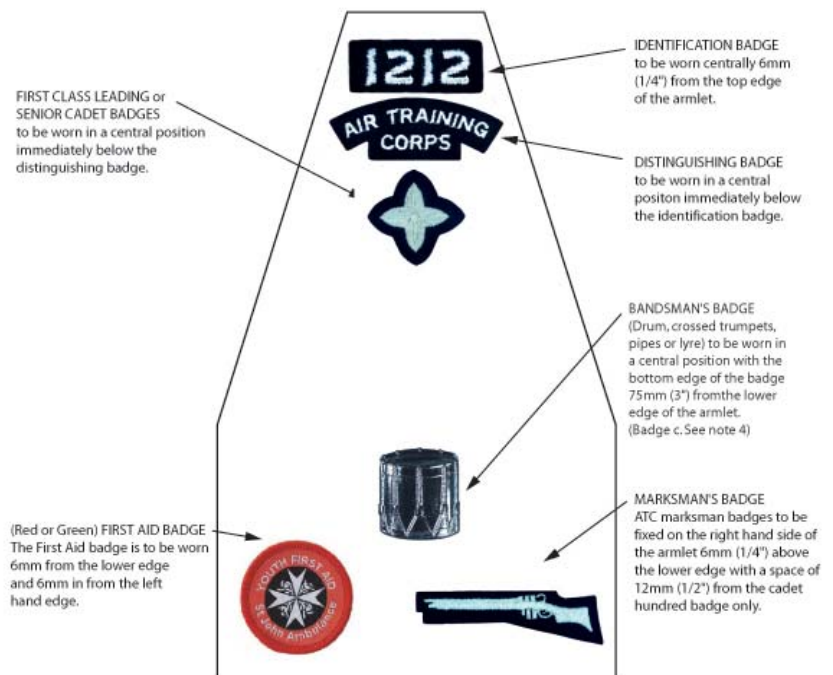
VALETING OF UNIFORMS

19. The following points are to be noted:
 - a. The styling of uniform items is not to be altered by ironing in pleats or creases.
 - b. Jacket sleeves are constructed to meet the physical silhouette of an arm when at rest. When the arm is held stiffly in the "attention", ironed creases merely accentuate the distortion of the back of the jacket. Sleeves should be lightly pressed, using a damp cloth to iron out any lateral creases. This can be best achieved by using a sleeve board where available.
 - c. Trousers creases are to be ironed into the front and rear of the trouser leg.

Fig 3-5 THE CADET BRASSARD

ACP 37

An example of a Cadet Brassard



Saluting

The Salute

Why we Salute

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

How and When to Salute

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

How to Salute

22. In uniform, wearing head-dress, a salute is given by smartly bringing the right hand, up in an arc, palm facing outwards, to a position where the first finger is in line with the right eye, the elbow being level with the shoulder and the arm in line with the body. If the right arm cannot be used, because it is injured, then salute with the left hand. Do not salute without head-dress. Once the Salute is complete, the hand should be dropped straight down.

Fig 3-6 *The Salute*



Trumpeter

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

When to Salute

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

25. Similarly the hands are not free, for example when carrying a parcel, salute by giving "eyes right" or "eyes left".

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

27. A cadet must salute the occupant of a vehicle flying a distinguishing flag or showing star plates. This is particularly important to remember when visiting an RAF station or other military units. It is the occupant of the vehicle being saluted - do not salute an empty, stationary vehicle.

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

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

Royal Air Force Ensign.

30. On occasions when the Royal Air Force Ensign is being hoisted or lowered at a Royal Air Force establishment, all ranks within view of the ensign or within hearing of the Alert (whistle or trumpet) call are to face the flagstaff, standing to attention during the period when the ensign is being hoisted or lowered; officers are to salute. These general rules are to be applied within their own formations by the Air Training Corps in relation to their own Corps ensigns.

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

Fig 3-7 Ranks of the Royal Air Force



WING COMMANDER



SQUADRON LEADER



FLIGHT LIEUTENANT

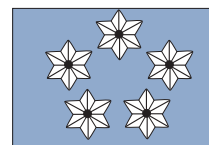


FLYING OFFICER

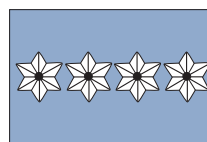


PILOT OFFICER

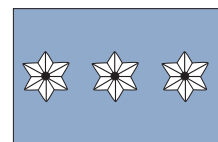
Fig 3-8 Vehicle Star Plates



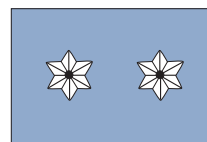
MARSHAL OF THE ROYAL AIR FORCE



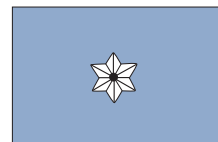
AIR CHIEF MARSHAL



AIR MARSHAL



AIR VICE-MARSHAL



AIR COMMODORE

Sample Checks of Understanding

1. Which items of uniform are not issued to cadets:

- a. Wedgewood Blue Shirts
- b. Black Shoes
- c. Trousers
- d. Black Tie

2. For Shirt sleeve order a cadet would wear:

- a. Open neck shirt, no brassard and shirtsleeves down
- b. A tie, a brassard and shirtsleeves rolled up
- c. Open Neck shirt, a brassard and shirt sleeves rolled up
- d. Open neck shirt, no brassard and shirtsleeves rolled up

3. This badge would be worn by a :

- a. Leading Cadet
- b. Senior cadet
- c. First Class Cadet
- d. Staff Cadet



4. What does this badge represent?

- a. RAF Marksman
- b. Cadet Hundred
- c. ATC Hundred
- d. Shooting Blue

