



air
cadets
the next generation

air cadet publication
ACP 31

general service training
section 1 - the air training corps



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ACP 31

GENERAL SERVICE TRAINING

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Section 1

The Air Training Corps

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Instructors' Guide

ISSUED 2000

OUR VISION

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

OUR MISSION

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

CHAPTER 1

THE AIR TRAINING CORPS - HISTORY

The Father of the Air Cadet Movement

1. Air Commodore J A 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. 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

The Organisation from which today's ATC was founded

to be issued free of charge, in many cases the cadet had to buy his own. The cost of a tunic in 1939 was 72p, the equivalent cost in 1999 would be approximately £40.

***A Founder Squadron
and how it is identified***

6. 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.

7. 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.

***Fig 1-1 Air Defence
Cadet uniform***



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.

8. By 1939 the activities of the ADCC were severely restricted because of the approach of World War II. Many ADCC instructors and squadron officers were called up into the regular Service. Buildings were commandeered by either the Service or by local government for war work and cadets went to work on RAF stations. Cadets were used to carry messages, they helped with clerical duties, in

providing extra muscle in handling aircraft and in the movement of stores and equipment. They filled thousands of sandbags and loaded miles of belts of ammunition.

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



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

The ATC is established

10. Towards the end of 1940 the government realised the true value of the work done by the ADCC and agreed to take over its control. This meant a large number of changes to the corps and in fact brought about the birth of a completely new organisation, called the *Air Training Corps*. So on the 5 February 1941 the Air Training Corps (ATC) was officially established, with King George VI very kindly agreeing to be Air Commodore-in-Chief, and issuing a Royal Warrant setting out the Corps' aims.

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



The Corps Motto Badge and Ensign

11. 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 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.

Fig 1-5 The ATC Ensign

Must be treated with dignity and respect at all times



12. 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 yard (91.4 metres) in 13 seconds.

- b. High jump 4 feet/1.22 m (or 2ft 9 inches/0.84 m from a standing jump).
- c. Long jump 15 feet/4.5 m (or 6 ft/1.83 m - from a standing jump).
- d. Clear 4 ft 3 inches/1.3 m 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.

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

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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).

Major policy change in gliding training

20. 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 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 by sitting at the controls and being winched across the airfield - a series of low or high hops, depending on the cadet's experience. 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 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.

A Flying Scholarship scheme is introduced

21. Despite the gliding there was still a tremendous demand for cadets to fly, so in May 1949 a flying scholarship scheme was introduced, taking up to 250 cadets each year and training them to the standard of Private Pilot licence. There was also a scheme introduced to pay local flying clubs for cadet flights.

Chipmunk is used for Air Experience Flights

Unfortunately this was not too successful and it was abandoned after only 5 years. By 1957 it was decided that the Corps would have its own fleet of 50 Chipmunk aircraft, established in 13 Flights called *Air Experience Flights* and located at existing University Air Squadron bases. In 1996/97 the 12 AEFs were fully integrated into the UASs, and the flying task for both units was achieved using the Bulldog aircraft. A new aircraft, the GROB 115E (Tutor), was introduced in 1999 for use at AEFs and UASs.

Fig 1-7 The GROB 115E
(Tutor)



The Duke of Edinburgh's Award is introduced

22. 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. From April 1998 to March 1999 ATC cadets achieved a total of 255 Gold awards, 813 Silver awards and 1854 Bronze awards.

23. By 1960 many changes had taken place in the Air Cadet world. A review of training in this year saw a move away from academic study to a more general approach to aviation related subjects. The recently set up HQ Air Cadets took over the role of setting examinations from the RAF Central Examining Board, and ex-cadets no longer received any privileges on joining the RAF - they would have to do the same RAF training as any other entrant.

ATC banner presented to mark the 21st anniversary

24. 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.

Fig 1-8 The ATC Banner



The Banner is only paraded on special occasions, being most frequently seen at Annual Wing Parades when the Commandant Air Training Corps is the reviewing officer. 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.

The old banner is on display

25. In 1967 a committee under Air Marshal Sir Douglas Morris RAF(Retd) was appointed to review the ATC and if necessary to re-organise and improve it. The *Morris Report* recommended many changes to the administration of the Corps and its training, bringing it to much the same position that we find it in today. Amongst other things the report recommended introducing a fourth stage of advanced training called *Staff Cadet*, and continuing the move away from academic training by introducing project training and adventure training as part of the official syllabus. This allowed cadets to pursue additional activities which would make use of their practical and technical skills. A further change to the Royal Warrant was made, which still holds today, stating - The aims of the Corps shall be:

Morris Report introduces Staff cadets, Project and Adventure Training

- a. To promote and encourage among young people a practical interest in aviation and the Royal Air Force.
- b. To provide training which will be useful both in the Services and in civilian life.
- c. To foster the spirit of adventure, and to develop the qualities of leadership and good citizenship.

The Royal Warrant sets out the Corps aims

26. 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 take off 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*.

Air Commodore Chamier died

27. 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.

Girls join the Corps

28. 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. By 1981, girl cadets were flying solo in gliders, gaining marksman badges and taking an active part in the D of E Award. Cadet Fiona Brown of No 404 (Borough of Morpeth) Squadron being the first girl cadet in the Corps to gain a Gold D of E Award. The first woman to command an ATC squadron - No 2500 (St Neots) - was Flight Lieutenant Janet Page WRAFVR(T) who was appointed in 1982. By the end of March 1999, there were 8682 girl cadets in the Corps.

The Guinea Pig Prize

29. The 40th anniversary of the Corps was marked by HRH the Duke of Edinburgh, Air Commodore-in-Chief presenting a special award in February 1981. The award called the *Guinea Pig Prize* is awarded in recognition of an outstanding individual performance. Both Flight Sergeant Simon Burrow of No 127 (Wakefield) Sqn and Cadet Daniel Norman of No 1013 (Quantock) Sqn received the award in 1982 for outstanding personal courage. Simon Burrow had to swim out to rescue a friend who had got into difficulties in a fast flowing tide. He had risked his own life to save another.

30. 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



Fig 1-10 The Vigilant is a 2 seat side by side motor glider



HM The Queen presents an award for flying and gliding training

31. Over the years the ATC has grown to be perhaps the largest gliding organisation in the world and has taught many thousands of cadets to fly. In recognition of the magnificent job the Corps has done in bringing flying and gliding training to cadets, in 1985 HM The Queen presented the ATC with the Royal Aero Club's most prestigious award - *The Royal Aero Club Diploma*. At the beginning of 1999, the Corps had 15 winch launch and 13 self launch schools, with a total of 2801 glider training certificates awarded in the first 6 months of 1999. Microlight flying training has also recently been introduced.

The ATC celebrate 50th anniversary

32. A significant landmark in ATC history came in 1991 with the Corps' Golden 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.

Fig 1-11 Air Commodore Skelley receives the Air League Challenge Cup from Mr Michael Cobham



Throughout the year the whole Corps celebrated the occasion by organising special events. Squadrons had open evenings, held local Thanksgiving parades or undertook community related projects in an effort to show the nation the value of the work done by the cadets of the ATC.

33. Fifty years from that germ of an idea, when Air Commodore Chamier gave the Corps 3 years to prove itself, the ATC finds itself strong and active. It has changed considerably from those early days of training for entry into the RAF but it is still aimed at capturing the imagination and enthusiasm for aviation amongst our young people. The Corps will, through its range of many activities, continue to produce a setting for our youth to show its finest qualities.

Sample Questions

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

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 Skelley.

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. Air Defence Cadet 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.

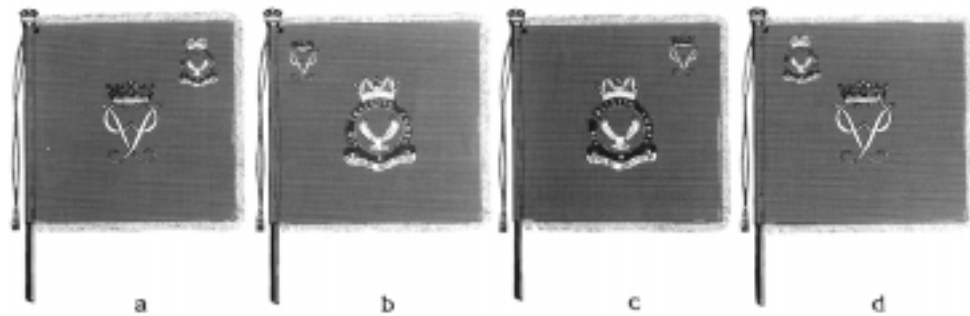
5. The ATC came into existence in:
 - a. 1941
 - b. 1938
 - c. 1944
 - d. 1930

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 awarded for?

12. What significant ATC event took place in 1991?

CHAPTER 2

THE AIR TRAINING CORPS - ORGANISATION

The Squadron

1. The basic unit that goes to make up the ATC, and the point at which you will have joined the Corps, is the Squadron. There are two kinds of Squadron:

a. Open Squadrons - formed within the local community with a membership open to any young person approved by the Squadron Commander. The majority of Squadrons are open Squadrons.

b. School Squadrons - formed within a school with a membership restricted to either past or present pupils. Most school squadrons nowadays have relaxed the rules and opened their membership to any young person from the local area.

Detached Flights and Squadrons

2. 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 adults Warrant Officers (AWOs), 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 1999 there were a total of 927 Squadrons and 76 detached Flights.

The Civilian Committee

Duties of the Civilian Committee

3. 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. Obtaining and administering Squadron accommodation.

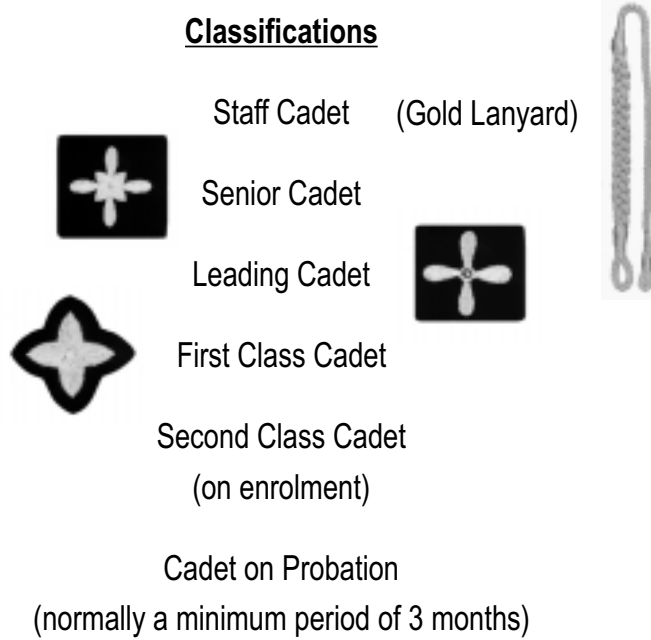
d. Helping with cadet welfare problems.

4. 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.

5. 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.

Classification and Rank

6. 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 complete a short period of probation and are then enrolled as a Second Class Cadet. Further classifications are awarded as a result of examination and are available to everyone.



Stages of Training or Classification

Classification in training

7. 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.

8. 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.

9. 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!

10. 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.

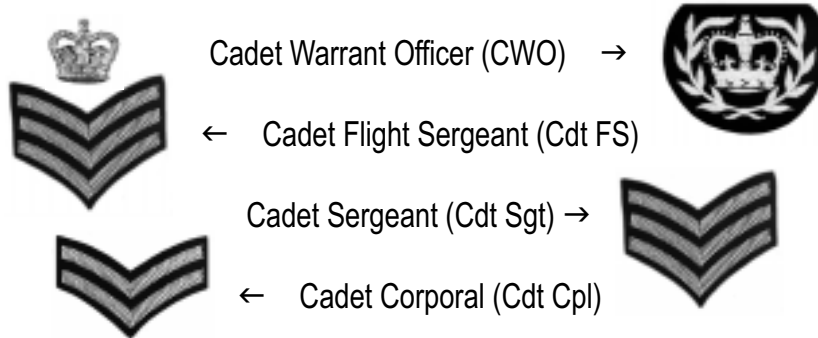
11. Staff Cadet Training. The technical subjects studied at Senior Cadet level are continued through the Staff Cadet classification. You should also find that your training now includes things like organisational and managerial skills, because when you are qualified you will be expected to take on the responsibility for organising and running various Squadron activities. This last stage of your training will normally take about 9 months.

Ranks

Squadron Rank structure

12. 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

13. Every CWO and 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.

14. 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.

15. 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.

16. 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.

17. 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.

Wings and Wing Committee

18. 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 Physical Education Officer and Wing Adventure Training Officer, and for a number of Squadrons.

19. 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 control the non-public monies.

Regions and Regional Councils

The number of ATC Regions

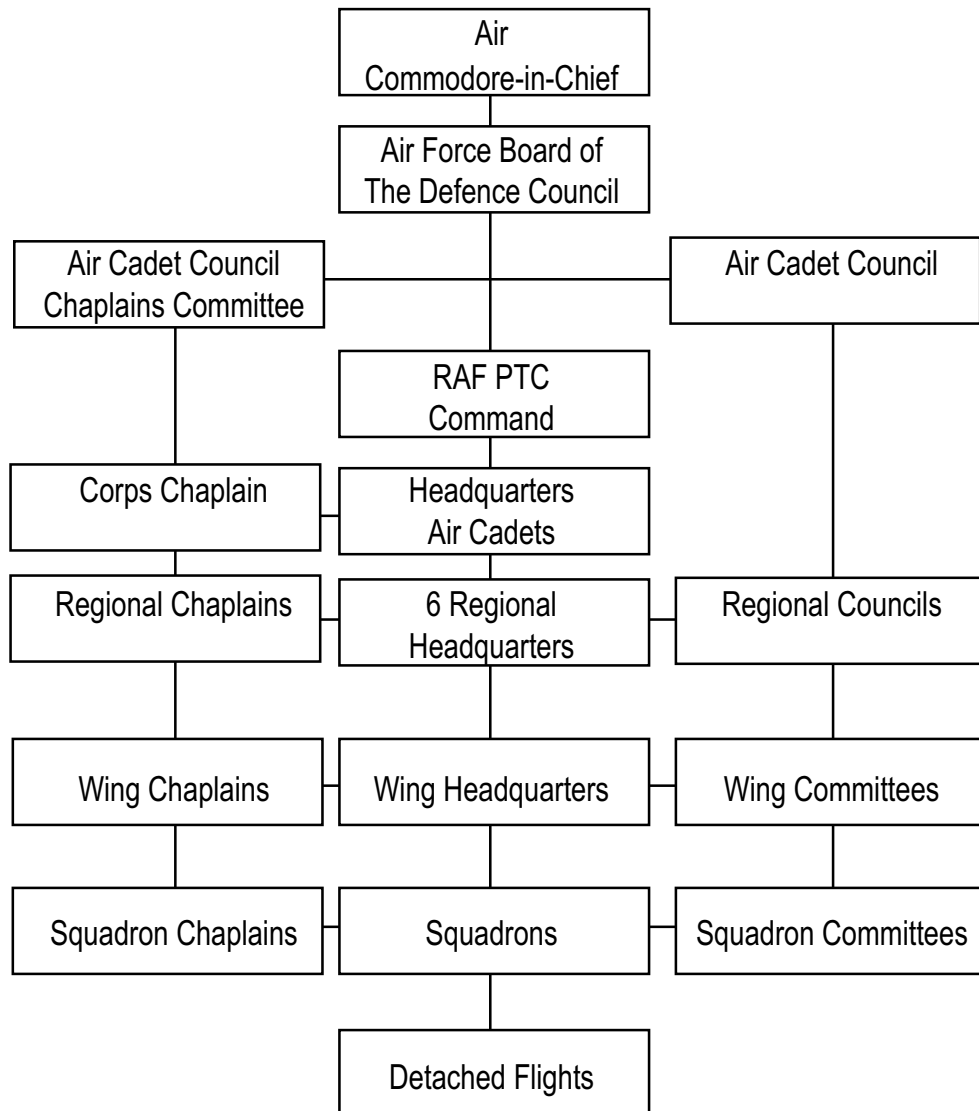
20. The whole of the United Kingdom is divided into 6 regions, each region controlled by a Group Captain (Gp Capt) who is a retired RAF Officer. He is called the Regional Commandant and has a Regional HQ with a Regional Staff Officer and one full time civilian staff to help him, plus a part time typist, and a limited number of RAFVR(T) Officers.

21. Rather like the Squadrons and Wings already mentioned, the Regional Commandant has a Regional Civilian Council to assist in running the region. Together they will determine Regional ATC policy and make sure the training programme in the region is implemented correctly.

Headquarters Air Cadets (HQAC).

HQAC located at Royal Air Force College Cranwell

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



Affiliation and Parenting

23. 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 pre-arranged 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.

Parenting Responsibilities

24. 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?***Public and Non-public money***

25. 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.

Where does Public money go

26. Public Money. This is money provided to the Corps by the MOD from our Nation'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.

Where does Non-Public money go

27. Non-Public Money. Your weekly subscriptions are divided up and shared between:

- a. The General Purpose Fund - controlled by the Air Cadet Council and used to pay for sporting and welfare 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.

28. **WHO's WHO**

Use pencil to complete the following:

Cadet's Name

Region

Wing

Squadron

Appointment	Name	Rank
Commandant of ATC		
Regional Commandant		
OC Wing		
Wg PEd O		
Wg Trg Off		
Wg Shooting Off		
Wg D of E Off		
OC Squadron		

Sample Questions

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

1. An ATC Squadron must ideally have at least:
 - a. 20 cadets
 - b. 25 cadets
 - c. 30 cadets
 - d. 50 cadets

2. The correct order of progression through the stages of training are:
 - a. Second class, First class, Leading, Senior, Staff.
 - b. Second class, Leading, First class, Senior, Staff.
 - c. First class, Second class, Staff, Leading, Senior.
 - d. Staff, Leading, Senior, Second class, First class.

3. The correct order of progression through the rank structure is:
 - a. FS, CWO, Sgt, Cpl.
 - b. CWO, FS, Cpl, Sgt.
 - c. Sgt, Cpl, FS, CWO.
 - d. Cpl, Sgt, FS, CWO.

4. HQAC is located at:
 - a. RAF Brampton.
 - b. RAFC Cranwell.
 - c. RAF Cosford.
 - d. RAF Waddington.

5. Public money is:
 - a. Money paid by MOD to pay for sporting activities.
 - b. Money paid by MOD to pay for training.
 - c. Money raised by Civilian Committees to pay for training.
 - d. Money raised by Civilian Committees to pay for sporting activities.

CHAPTER 3

DRESS AND DISCIPLINE

Introduction

The need for Discipline

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

What is Self-Discipline

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

3. In a highly technical service like the Royal Air Force, a high degree of self-discipline is required, and it is this which is fostered in the 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.

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

UNIFORM

Uniform - What is it?

What NOT to wear with Uniform

5. 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.

Uniform - When to be worn.

Where and when to wear uniform

6. 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. Do not worry if this sounds confusing - your Sqn adult staff will always give you clear guidance.

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

Standard Dress

What is Standard Dress

8. Standard Dress consists of:
- a. Beret. The beret is to be worn so that the band is horizontal round the head. 1in (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.

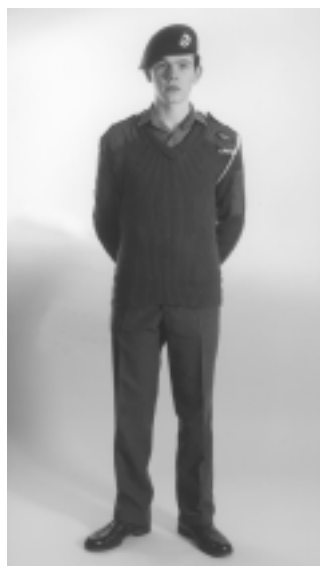


Fig 3-1 Standard Dress



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 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 male cadets privately or Service pattern hosiery for girl cadets.

Which items of uniform are not issued

Shirtsleeve Order

9. Shirtsleeve Order. In summer, 1 May - 30 Sep, Shirtsleeve Order, ie uniform without jersey, may be authorised by the Sqn Cdr. This is:
 - a. Shirt worn with the top button undone and the sleeves rolled up neatly above the elbows.
 - b. No tie is worn.
 - c. Badges of rank are worn on the shoulder straps of the shirt.
 - d. The brassard is worn with appropriate badges. Staff Cadets wear the lanyard around the left shoulder, as usual, and button the end to the button of the left breast-pocket of the shirt.
 - e. Flying Scholarship, Cadet Navigator, Gliding and Duke of Edinburgh's (D of E) Award badges are not worn.

Optional Dress Items.

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

Items of optional dress

- a. Gloves, knitted blue grey (one pair may be purchased from RAF stores). Not on formal parades.
 - b. Gloves, black leather/ leatherette (girls only, private purchase). Not on formal parades.
-

Fig 3-3 Shirtsleeve Order



- c. Stable belt, worn under the jersey, and therefore visible only in shirt sleeve order (private purchase). Informal wear by cadets only.
- d. Airman's No 1 Service Dress hat, to be worn by Cadet Warrant Officers or band members only (private purchase).
- e. No 1 Service Dress (part-worn) may be issued when available from RAF sources. To be worn with SD hat by Cadet Warrant Officers and band members only, or by special appointment.
- f. Anoraks (Jeltechs) 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.
- g. Protective, combat or flying clothing may be worn as ordered for taking part in specified activities. Such clothing may be issued on loan or may be purchased privately.

Badges.

11. Badges of Rank. Cpl, Sgt, FS and CWO badges are to be worn on the shoulder straps of either the jersey or the shirt, depending on the mode of dress.

12. Flying Scholarship, Cadet Navigator, Microlight and Gliding Badges. Flying and Gliding badges are to be worn on the left shoulder patch of the jersey, as follows:

- a. When more than one badge is authorised, the Flying Scholarship, Cadet Navigator badge or the microlight badge is worn centrally 1 cm ($\frac{1}{2}$ in) above the Gliding badge, the bottom edge of which is to be worn 1 cm ($\frac{1}{2}$ in) above the lower edge of the patch.

Fig 3-4 *Flying, D of E Badges and Staff Cadet Lanyard*



- b. When only one of these badges is worn, it is to be worn centrally, 1 cm ($\frac{1}{2}$ in) above the lower edge of the patch.

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

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

- a. Identification Badge. The identification badge (Squadron Number) is to be worn centrally, 6 mm ($\frac{1}{4}$ in) below the top edge of the brassard and in this position covers the button hole.

b. Distinguishing Badge. The distinguishing badge (Air Training Corps) is to be worn centrally, immediately below the identification badge.

c. Classification Badges. The First Class, Leading and Senior Cadet badges are to be worn centrally on the brassard, immediately below the distinguishing badge. The Staff Cadet badge is a yellow lanyard, worn with the cord fastened over the left shoulder, under the shoulder strap and fastened to a small raised, RAF crested, black button sewn centrally on the bottom edge of the left shoulder patch of the jersey - in shirt sleeve order it is fastened to the button of the left breast-pocket of the shirt. Only one classification badge is worn at a time, ie. when Leading Cadet classification is gained, the First Class badge is taken down and replaced by the Leading Cadet badge, and so on. The Staff Cadet lanyard signifies that the cadet has completed all his training and he wears the lanyard only - with no badge on the brassard.

d. Badges for Shooting. The Air Cadet Marksman's or the RAF Marksman's badge is worn centrally 6 mm ($\frac{1}{4}$ in) above the lower edge of the brassard. Note that only one badge is worn at a time, eg. when a cadet wins the RAF Marksman's badge he takes down the Air Cadet Marksman's badge and replaces it. However, if a cadet wins a Cadet Hundred badge, he wears this in addition to his Marksman's badge and must reposition the badges so that the Cadet Hundred is on the left side 6 mm ($\frac{1}{4}$ in) above the lower edge, and the Marksman's badge is on the right side with 1 cm ($\frac{1}{2}$ in) between the two. Note that the Marksman's badges have to be earned annually.

e. Bandsman's Badge. The Bandsman's badge is worn on the brassard above the Marksman's badge, ie in a central position 75 mm (3 in) above the lower edge.

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

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

h. Microlight Badge. The Microlight Badge is only to be worn by cadets who have successfully completed the Air Cadet Microlight Course. The badge is to be worn centrally 1cm above the Gliding badge, the bottom edge of which is to be worn 1cm above the lower edge of the patch. (Only one out of the Flying Scholarship, Microlight or Cadet Navigator badges is to be worn). The priority is Flying Scholarship, Air Cadet Pilot and Navigation Badge, then the Microlight Badge.

Recognise ATC Badges

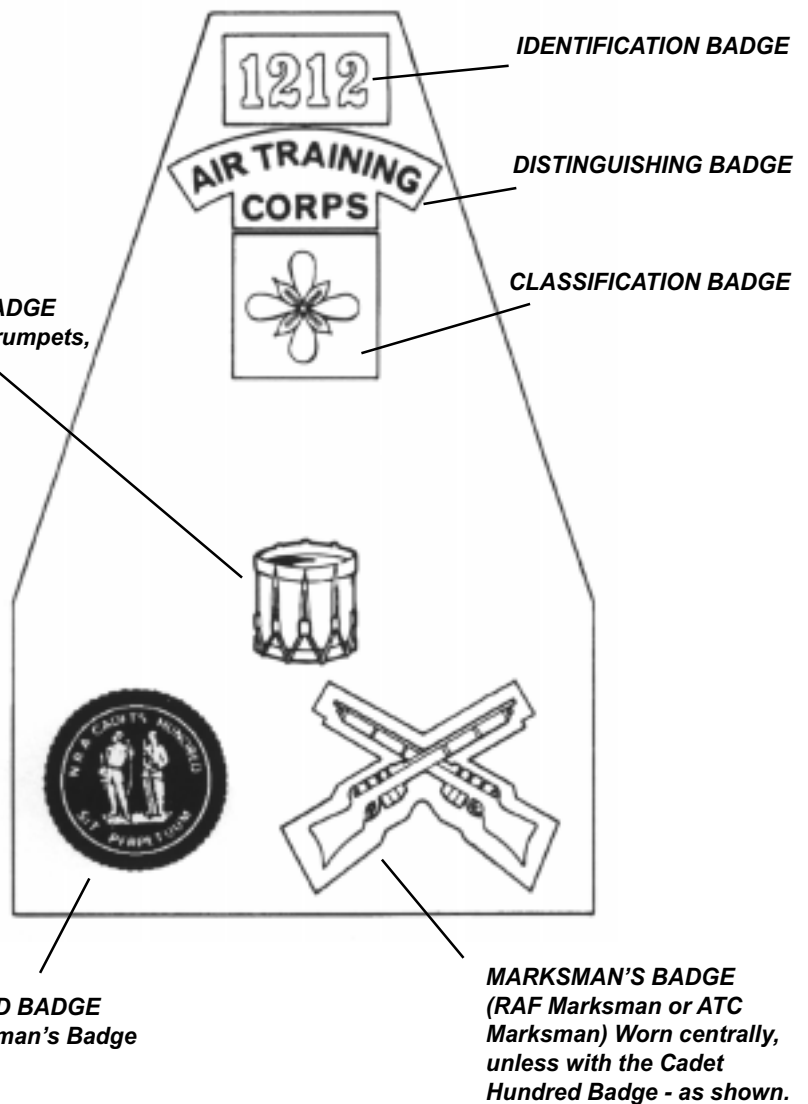
15. The ATC Poster (ACP 30) on Badges of Rank and Distinguishing Badges should be studied to recognise and remember the various badges.

Fig 3-5

THE CADET BRASSARD

BANDSMAN'S BADGE
(Drum, crossed trumpets, pipes or lyre)

CADET HUNDRED BADGE
Worn with Marksman's Badge



SALUTING

The Salute.

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

Why we Salute

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

How to Salute.

How and When to Salute

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



Fig 3-6 The Salute

When to Salute.

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

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

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

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

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

Recognising Who to Salute.***Recognise rank badges from the 3 Services***

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

METHODS OF ADDRESS***How to address people***

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

26. When referring to officers in writing, their full rank is always to be stated; “Squadron Leader A” or “Flight Lieutenant B”. However, when referring to Flying Officers, Pilot Officers or ATC Warrant Officers in conversation, it is accepted practice to refer to them as “Mister or Ma’am...”: Flight Lieutenants and senior officers must invariably be referred to by their rank.

27. Officers may also be referred to according to their position, such as: “The Commanding Officer”, “The Adjutant”, “The Flight Commander” and so on.

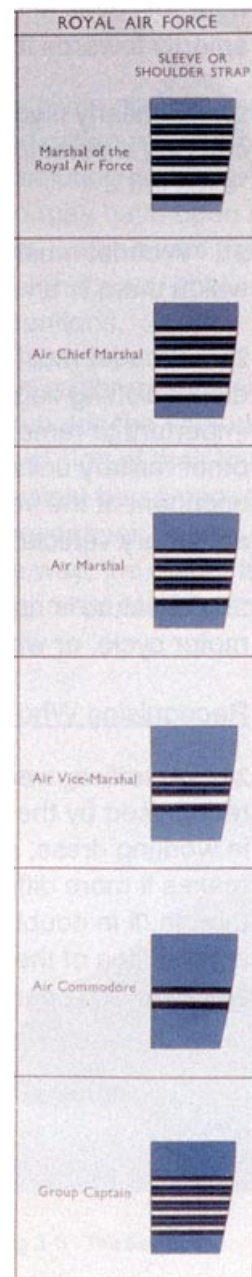


Fig 3-7 Ranks of the Royal Air Force

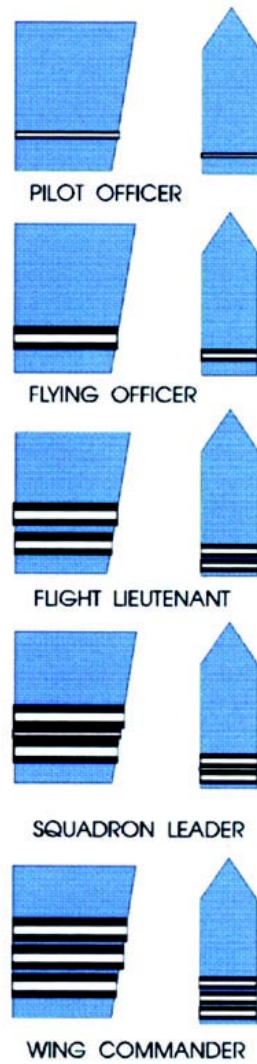


Fig 3-7 Ranks of the Royal Air Force

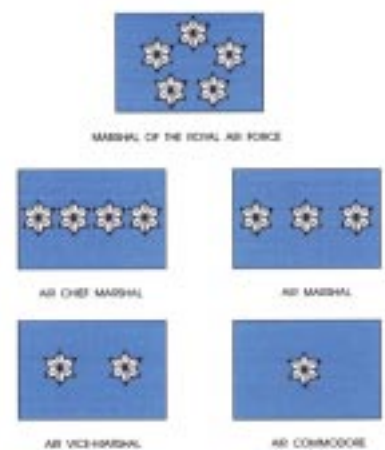


Fig 3-8 Vehicle Star Plates

Sample Questions

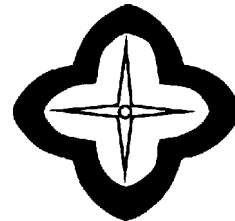
Do not mark the paper in any way - write your answers on a separate piece of paper.

1. Which items of uniform are not issued to cadets:
 - a. Wedgewood Blue shirts.
 - b. Black shoes.
 - c. Trousers.
 - d. Black tie.

2. For shirtsleeve order a cadet would wear:
 - a. Open neck shirt, no brassard and shirtsleeves down.
 - b. A tie, a brassard and shirtsleeves rolled up.
 - c. Open neck shirt, a brassard and shirtsleeves rolled up.
 - d. Open neck shirt, no brassard and shirtsleeves rolled up.

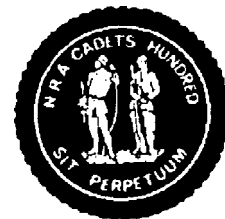
3. This badge would be worn by a:

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




4. What does this badge represent?

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



CHAPTER 1



INSTRUCTORS GUIDE

THE AIR TRAINING CORPS - HISTORY

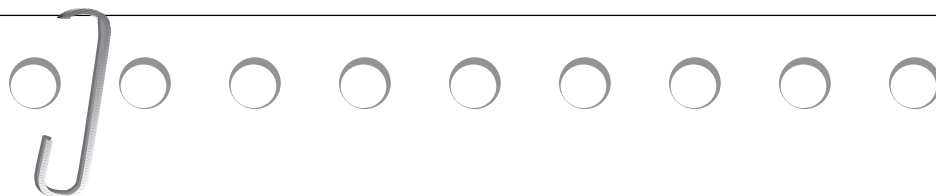
Page 31.1.1-1 Paras 3-5

1. 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 in their communities to raise squadrons and to raise at least £200 per 100 cadets per year to support them.
 - e. The committee to nominate air-minded men who were willing to volunteer to be squadron officers to be commissioned by the Air League but to be unpaid and to buy their own uniform.
 - f. The committee to canvass for cadets who were willing to volunteer to join and to be taught aviation subjects, and to be trained in discipline and patriotism designed to help them to take a place in military or civil aviation when they reached the age of joining - but who would pay threepence a week and mostly would buy their own uniform.
2. In January 1938, at an Air League luncheon given by the Duke of Sutherland, President of the Air League, the plan was agreed.
3. The Air Ministry was approached and at once proved enthusiastic, agreeing to make a per capita grant of 3s 6d (17 ½p) 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.

Page 31.1.1-1 Para 6

4. 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.

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Page 31.1.1-2 Para 7

1. 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.

2. 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.

Page 31.1.1-2 Para 8

1. When the war started Air Ministry became so busy 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.

Page 31.1.1-3 Para 10

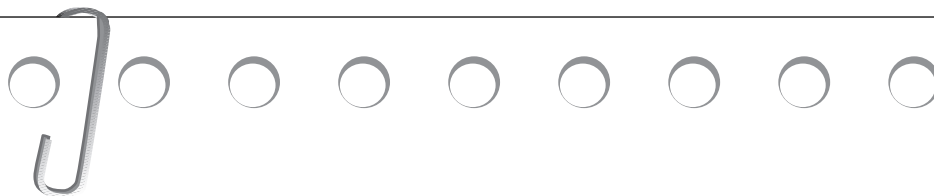
2. When war casualties mounted they asked the ADCC for a steady stream of aircrew applicants and the ADCC stepped up its efforts to qualify cadets (who volunteered for aircrew) to appear before RAF Selection Boards.

3. 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.

4. 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.

5. 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.

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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.

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

7. Towards the end of 1940 it was the Yorkshire County Civilian Committee 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 a strength of some 221,000 cadets. Thus the ADCC structure provided the basic mould for the new corps which the Air Council now ordered to be planned under the name the Air Training Corps (ATC).

Page 31.1.1-3 Para 10

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

“Whereas we deem it expedient to provide for our youth the means of preparing themselves for 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.

Page 31.1.1-4 Para 12

1. There was much publicity to launch the ATC.

2. 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.

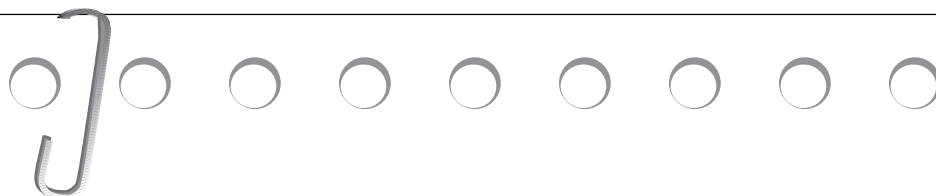
3. On 10 January 1941, Sir Archibald Sinclair made a national radio broadcast to appeal for support by adults and for young men to come forward and join as cadets.

4. 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'

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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.

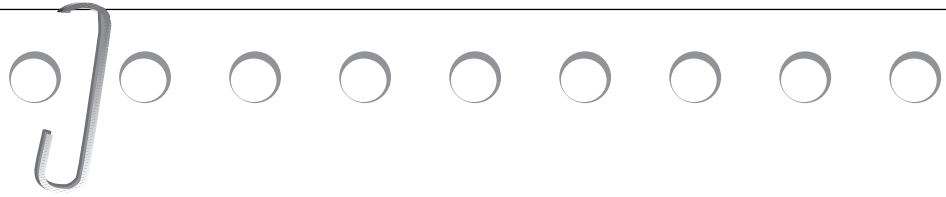
You have sacrificed much for him, and you may be afraid that this new Air Training Corps will take too much of his time and energy. Honestly it won't: I won't let it.

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".

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

6. On the 1 February 1941, Air Commodore Chamier also made a national broadcast and the result was spectacular. Within the first month the size of the old ADCC was virtually doubled to more than 400 squadrons, the first of the "new" ATC squadrons being No 210 (Newport) Squadron. Within the first year of the ATC the old ADCC had expanded by about 8 times to around 1524 squadrons with 7142 officers, 616 warrant officers, 7048 civilian instructors and 171,407 cadets. Within 18 months the ATC reached its peak with around:

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- 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.

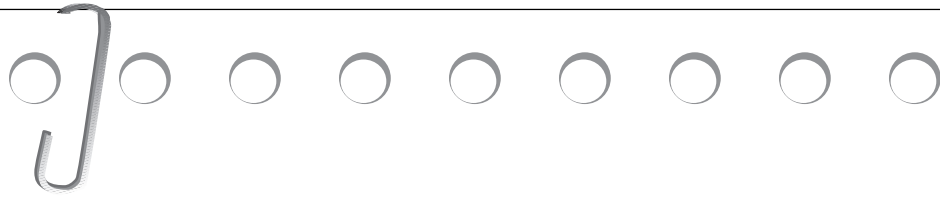
Page 31.1.1-6 Para 17

1. 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.

Page 31.1.1-7 Para 20

1. 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.
2. When competent at balancing he went on to ground slides, 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.
3. 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.
4. 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

CHAPTER 1



airborne with the correct speed and to 'land' it by reducing speed gently at the end of the flight.

5. 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.

6. 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.

Page 31.1.1-7 Para 22

7. 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.

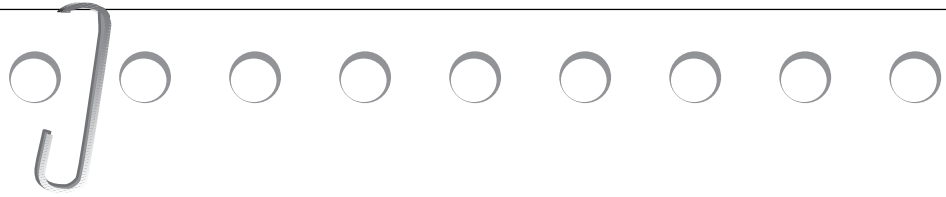
c. When joining the RAF as Tradesmen:

(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.

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**Page 31.1.1-8 Para 24**

1. The 5 February 1962 was the 21st anniversary of the formation of the ATC. 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.
2. 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.
3. 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.

**Fig 1-8** The ATC Banner

4. 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. He was escorted by 4 cadets representing the ATC organisation in England, Wales, Northern Ireland and Scotland, who were:
 - 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.

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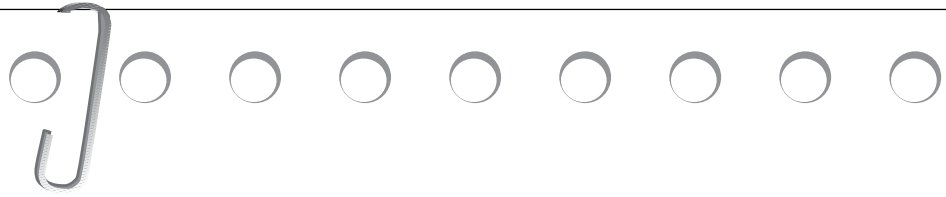


5. Outside the church, trumpeters of No 296 (Stoke Newington) Squadron sounded a fanfare, a guard was formed by members of the City of London Wing and an Escort Flight provided by the County of London and Middlesex Wings marched off the Banner at the end of the service.
6. On this day normal "ATC SUNDAY" thanksgiving services and church parades took place throughout the land, at which were read a message from the Duke of Edinburgh and an Order of the Day from Air Commodore A G Dudgeon CBE, DFC, RAF Commandant ATC.
7. 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.
8. 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.
9. 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.

Page 31.1.1-9 Para 26

1. 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.
2. The machine chosen for evaluation trials was the Schiebe Falke 25B being built by Slingsbys under licence from the Germany 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.
3. 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.
4. The production model as modified was designated the Slingsby T61E.
5. 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;

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Viper; Vela; the T61E was officially named VENTURE Mk1.

6. 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.

7. 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.

8. In July 1978 MOD placed an order for 25 more to bring the fleet of Venture Mk2s to 40.

9. 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.

10. 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.

Page 31.1.1-10 Para 30

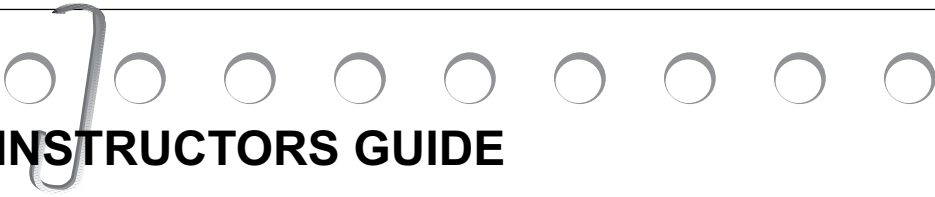
11. During 1980 two more Venture schools were established, at 613 GS RAF Halton and 612 GS at RAF Benson, making 9 schools in all – and all 9 with 3 aircraft each. The new electric engine starters were effective but delay in the programme to modify earlier aircraft was caused by economy pressures.

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.

Page 31.1.1-12 Para 32

1. 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 representing 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.
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CHAPTER 2



INSTRUCTORS GUIDE

THE AIR TRAINING CORPS - ORGANISATION

Criteria for Continuation of Units

Page 31.1.2-1 Para 2

1. The minimum and maximum permitted size of units is shown in column (c) of the table over page. 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.

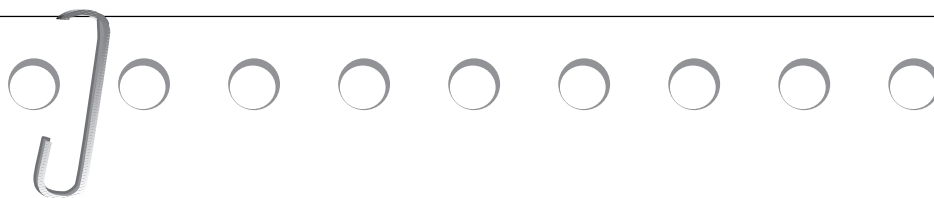
b. Detached Flights. Subject to the recommendation of the Commandant Air Cadets, authority may exceptionally be given for a detached flight to continue in being provided that a minimum strength of 10 enrolled cadets is maintained. Such an extension period will not normally exceed one year.

Adult Establishment Scales

2. Squadron and Detached Flights. Adult establishment scales are related to the criteria mentioned above, and are set out in the following table, with the numerical gaps in cadet strength allowing for fluctuations in squadron strength. Sqns and Flts that include girls must include at least one female member of adult staff.

Serial No	Type	Enrolled Strength	Commanding Officers		Other Officers		Adult Warrant Officers (WOs)	Civilian Instrs	Total
			Sqn Ldr	Flt Lt	Flt Lt	Fg Off			
a	b	c	d	e	f	g	h	j ***	k
1	Det Flights								
	F1	10-14	-	-	-	1	1	-	2
	F2	15-30+	-	-	-	1	1	2 (6)	4
	F3	20-45	-	1	-	2	1	4 (12)	8
2	Sqn								
	E1*	25-29	-	1	-	1	1	2 (6)	5
	E2**	25-29	-	1	-	2	1	2 (6)	6
	D1	30-45	-	1	-	2	1	4 (12)	8
	D2	50-60	-	1	-	3	1	4 (12)	9
	C1	70-80	-	1	-	5	1	4 (12)	11
	C2	90-100	-	1	-	5	1	5 (10)	12
	C3	110-120	-	1	-	5	2	5 (10)	13
	B1	130-140	1	-	3	2	2	6 (12)	14
	B2	150-160	1	-	3	3	2	6 (12)	15
	A1	170-180	1	-	4	2	2	7 (14)	16
	A2	190-200 (max)	1	-	4	3	2	7 (14)	17

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- E1* Indicates a Sqn temporarily under-strength having no detached flight.
- E2** Indicates a Sqn temporarily under-strength which has one or more detached flights.
- j*** Indicates total number of CIs admissible shown in brackets.

3. 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.

4. Wing Headquarters. A Wing Commander is established to command each Wing, irrespective of size. Wing staff officers are appointed according to the scale shown below:

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 the following table:

Serial No	Combined Total Number of Squadrons and Detached Flights	Number of Squadron Leaders
1	Under 27	2
2	27 to 36	3
3	37 to 46	4
4	Over 46	According to need

b. In addition, each Wing establishment scale includes one qualified WRAFVR(T) Officer in the rank of Flt Lt. It should be noted that these posts may not be filled by male officers or by AWO (F)s.

c. 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.

Page 31.1.12-1 Para 3

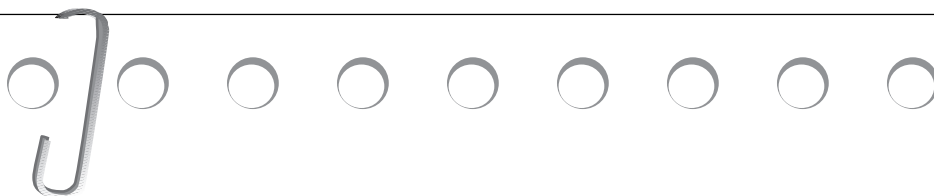
Full details of the composition of the Squadron Committee can be found at Reference AP 1919 Chapter 1 Annex F.

1. Responsibilities:

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

- (1) Obtaining and administering squadron accommodation, in consultation with the Wing Commanding Officer, Squadron CO and other staff officers and in liaison with the appropriate TAVRA.

CHAPTER 2



- (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, adult WOs, civilian instructors and honorary squadron chaplains are laid down in AP 1919 Chapters 3 and 7.

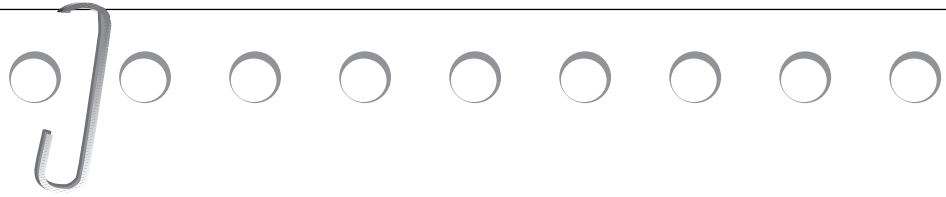
Reference AP 1919 Chapter 1 Annex E.

Role and Responsibilities

Page 31.1.2-5 Para 18

1. 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.
-

CHAPTER 2

**Page 31.1.2-5 Para 20**

1. 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.
2. 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.

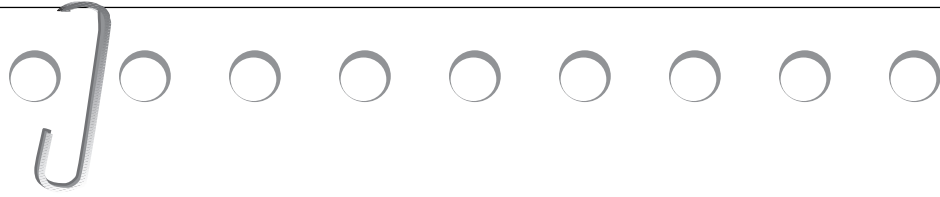
Page 31.1.2-7 Para 23PARENTING AND AFFILIATION

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

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 Statement1. ACP 8 is held at your wing headquarters 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, No 10F (Luton) Squadron has the following entry:

PARENT STATION	PARENTING PROVIDED
RAF HENLOW	A3, E, F, T8, T10, W Z – Advice Only
A3	= Accommodation - Technical
E	= Supply – All services
E1	= Supply – Domestic
E2	= Supply – Technical
E3	= Supply – Accounting
E4	= Supply – Ammunition
F	= Fire Precautions

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- T8 = Technical – Ground Defence Weapons (Storage and Maintenance)
- T10 = Technical = Explosive Storage
- W = Works Services – Domestic and Technical
- Z = Security – All services

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 20AACTI 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:

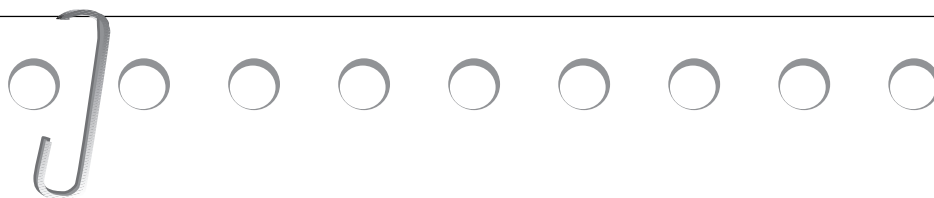
- a. By accepting air cadets on day visits. (Exceptionally, 2-day visits if long journeys are involved).
- b. By providing facilities for wing functions and courses.
- c. By providing RAF personnel (officers and airmen) to visit ATC squadrons to assist with the training programme.

Squadron Non-Public Funds

Page 31.1.2-8 Para 27

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 HQ Air Cadets (CBPS), to cover the additional gas, water and electricity used.
 - e. **Fire Insurance.** Where it is necessary for premises to be insured against loss by fire then arrangements will be made by the local TAVR Association. 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.

CHAPTER 2

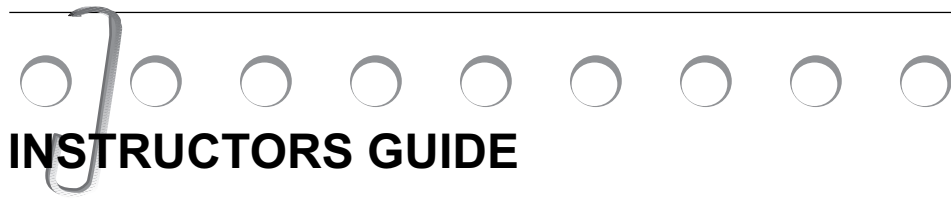


- f. Detached Flights. The same rules apply to Detached Flights as Squadrons.
- g. Link Trainers. The installation, repair, maintenance and running costs.
- h. Band Instruments. The provision, maintenance and replacement of instruments and accoutrements.
- i. Duke of Edinburgh's Award. The scheme does 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.
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.
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INSTRUCTORS GUIDE

DRESS AND DISCIPLINE

Page 31.1.3-1 Para 2

1. Emphasis should be placed on the cadets appreciating the distinction imposed and self discipline. Use small discussion groups to allow cadets to express an opinion on such topics as:
 - a. Obeying orders given by:
 - (1) Officers.
 - (2) Cadet NCOs.
 - b. Following rules eg, no dropping litter.
 - c. Swearing.

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

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

Page 31.1.3-1 Para 5

Wearing and Return of Uniform

1. 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.
2. Uniform is not to be worn in foreign countries unless specially authorised.
3. Ex-members of the ATC are forbidden to wear its uniform.
4. All items of dress and other clothing provided at public expense are to be recovered by ATC squadrons from officers, AWOs and cadets who leave the Corps.

Page 31.1.3-2 Para 8

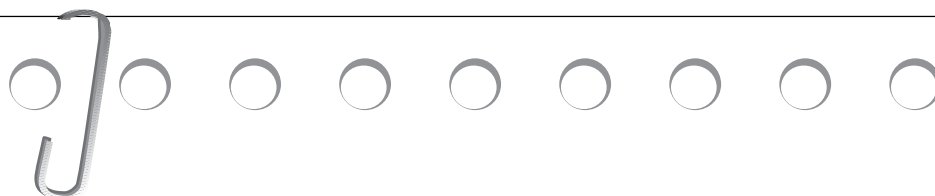
SCALE OF UNIFORM AND DRESS REGULATIONS – ATC CADETS

SCALE OF UNIFORM CADETS

1. Cadets are required to possess the following items of uniform, which are issued and maintained free of charge from RAF Stores:

<u>Item</u>	<u>Quantity</u>	<u>Notes</u>
Jersey, blue grey RAF	1	
Shirts, working dark blue	1	
Shirts, Wedgwood Blue	1	For wear on formal occasions only
Skirts, No 2 Dress	1	Female Cadet
Trousers, No 2 Dress	1 pr	Male Cadets
Belt, trousers	1	For wear with trousers blue grey

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Beret, blue grey	1	Practising members of the Sikh religion are issued with 5 metres of ensign blue pugri cloth in lieu of a beret
Badges, Beret	1	
Brassard, ATC	1	
Anoraks, blue Jeltex	1	
Necktie, black	1	To be worn with Wedgwood blue shirts only
Coverall 1971 pattern	1	To be worn when participating in adventurous activities

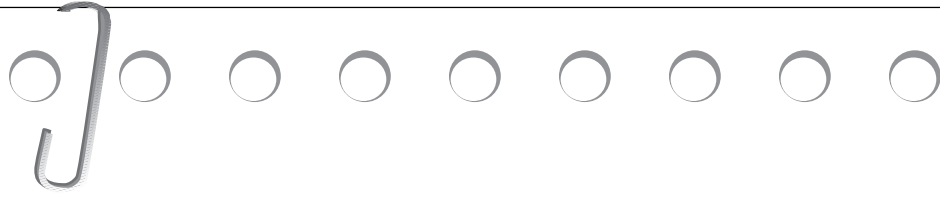
OPTIONAL ITEMS MAY BE OBTAINED AT PRIVATE EXPENSE

Shoes/Boots DMS, RAF or woman pattern		
Gloves, knitted blue grey (male and female cadets)		
Belt, Stable (Male Cadets only)	1	The RAF Stable Belt is web woven in RAF Colours, and has leather straps and buckle fastenings, secured over the left hip. It is not to be worn on the outside of the Jersey.
Handbags, shoulder strap (Female Cadets only)		Not to be carried on parade.
Hats, Airman's No 1 SD		May be purchased privately by CWOs only
Part work Airman's/ Airwoman's No 1 SD uniform as appropriate and No 1 SD hat		May be issued on availability basis for wear by CWO and cadet bandsmen only.
Purse Belt		Buckle worn in the centre of the body (females only).

DRESS REGULATIONS - GENERAL

2. The normal working dress for cadets is:
 - a. Beret (blue/grey and complete with ATC badge). This is to be worn so that the band is horizontal around the head, 25mm above the eyebrows. Loose material of the crown is to be drawn to the right side and the badge clearly displayed in a position directly above the left eye.
 - b. The Dark Blue Working Shirt, worn with the top button undone and the collar of the shirt placed outside the jersey.

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- c. Jersey blue grey, RAF.
- d. No 2 Dress trousers (worn with a blue grey supporting belt) or No 2 Dress skirt for female cadets.
- e. Black socks and black shoes/boots (male cadets); pattern hosiery and black shoes female cadets).
- f. Brassard.
- g. Proficiency and Qualification Badges are worn either on a brassard on the right arm or on the shoulder patches of the Jersey.

Notes:

- 1. *Jeltex jackets may be worn in inclement weather.*
- 2. *Protective combat clothing and flying clothing may be worn as ordered.*

Page 31.1.3-3 Para 9

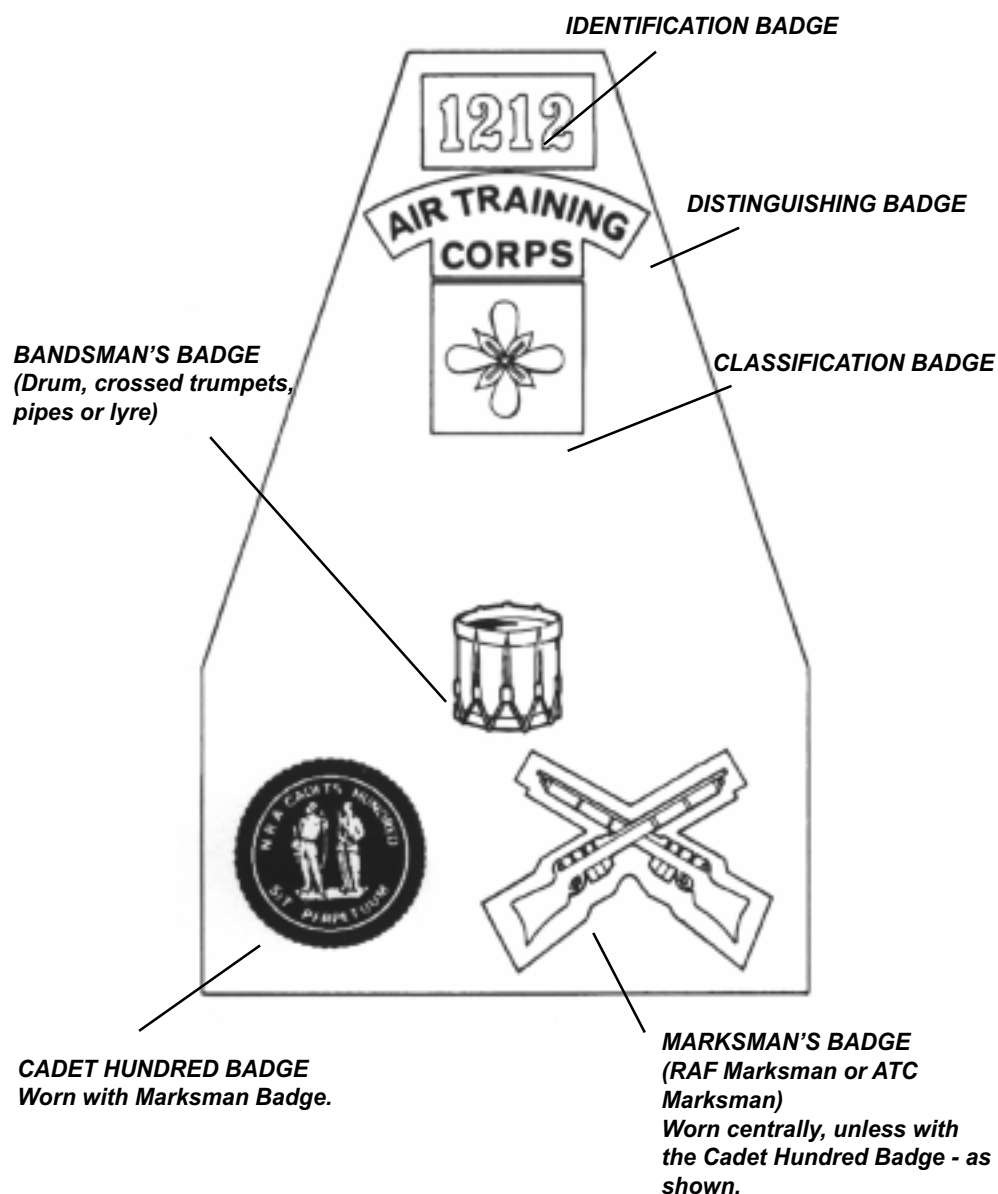
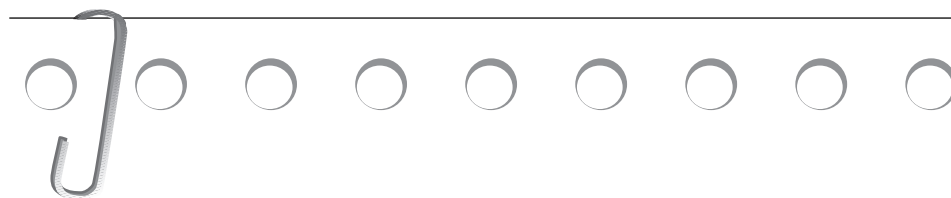
SHIRT SLEEVE ORDER

- 1. During the period 1 May-30 Sep, COs may authorise Shirt Sleeve Order for cadets, subject to uniformity of dress. Shirt Sleeve Order comprises:
 - a. Dark blue working shirt with the top button undone and sleeves neatly rolled above the elbow.
 - b. No 2 Dress trousers supported by a blue-grey webbing belt or stable belt (male cadets only) or skirts No 2 Dress for female cadets.
 - c. Black socks, black shoes or boots (male cadets); black shoes, pattern hosiery (female cadets).
 - d. The brassard bearing appropriate badges.
 - e. Beret.

CADET BADGES

- 2. Cadet badges are to be worn as stated:
 - a. Badges on the Brassard. The brassard is to be fitted over the right sleeve of the Jersey or shirt and positioned above the elbow. The top of the brassard is to be fixed by a fabric strap to the right shoulder strap of the Jersey or the shirt, as appropriate. The location of badges on the brassard are:
 - (1) ATC Squadron Identification Badges. These are to be worn centrally at the top of the brassard, 6mm from the top edge.
 - (2) ATC Badge. The embroidered distinguishing badge "Air Training Corps" is to be worn in a central position immediately below the Squadron Identification Badge.
 - (3) Proficiency Badges. First class, leading or senior cadet badges are to be worn in a central position immediately below the distinguishing badge with one point of the star or one blade of the AL 24 propeller uppermost. Only one Proficiency Badge is to be worn and normally will be that for the highest classification for which a cadet is qualified.

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- (4) Bandsmen Badges. These are to be worn in a central position with the bottom of the badge 75mm from the lower edge of the brassard.
- (5) Cadet Hundred Badges. These are to be worn on the left side of the brassard 6mm above the lower edge and 1.2cm from the Marksman's Badge.
- (6) The Marksman's Badge (RAF or ATC). This is to be worn on the right side of the brassard 6mm above the lower edge and 1.2 cm from the Cadet Hundred Badge. Where the Marksman's Badge only is worn it is to be positioned centrally on the brassard 6mm from the lower edge.

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

- (1) Gliding Proficiency Badge. 1.0 cm above the bottom edge of the patch on the left shoulder.
- (2) Flying Scholarship Badge. When worn with the Gliding Proficiency Badge, 1.0 cm above it. Otherwise it is to be worn as in sub-sub para 1b(1).
- (3) Cadet Navigator's Badge. When worn with the Gliding Proficiency Badge, 1.0 cm above it. Otherwise it is to be worn as in sub-sub para 1b(1).
- (4) Glider Pilot's Badge. When worn with the Flying Scholarship Badge and/or the Cadet navigator's Badge it is to be worn as in sub-sub para 1b(1).

Note: When worn with No 1 SD uniform, the above badges are to be positioned in accordance with sub-para 4e below.

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

d. The Staff Cadet Lanyard. This is to be worn as a cord over the left shoulder, affixed under the shoulder strap and fastened to a small raised RAF crested black button sewn centrally on the bottom edge of the shoulder patch. When worn with the Wedgwood blue shirt the lanyard should be placed under the epaulette on the left shoulder with the braided part hung in front. The cord is passed under the shoulder and secured by planing the end of the lanyard through the 'eye' of the cord.

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

- (1) CWOs, 1.2 cms above the top edge of the CWO badge.
- (2) Other cadets, 16 cms from the cuff.

DESCRIPTION OF BADGES

3. 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".

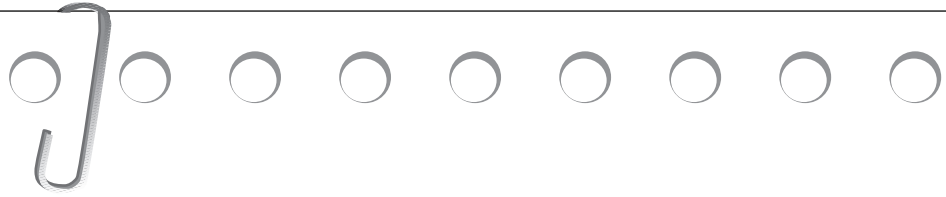
b. ATC Distinguishing Badge. An arc-shaped dark blue fabric badge with "AIR TRAINING CORPS" embroidered in light blue.

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 as in sub-para 2c.

e. Senior Cadet Badge. A four-pointed star superimposed on a four-bladed propeller and embroidered as in 2c.

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

g. ATC Marksman Badge. A badge comprising a rifle and crown embroidered as in sub-para 2c.

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

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

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

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

- (1) Trumpeter Badge. Consisting of crossed trumpets in white metal.
- (2) Piper Badge. Pipes in white metal.
- (3) Drummer Badge. A drum in white metal.
- (4) Other Musicians in Brass, Military and Pipe Bands. A badge of white metal comprising a lyre within a wreath.
- (5) Drum Major. A badge of white metal comprising 4 inverted chevrons surmounted by a drum.
- (6) Pipe Major. A badge of white metal comprising 4 inverted chevrons surmounted by pipes.

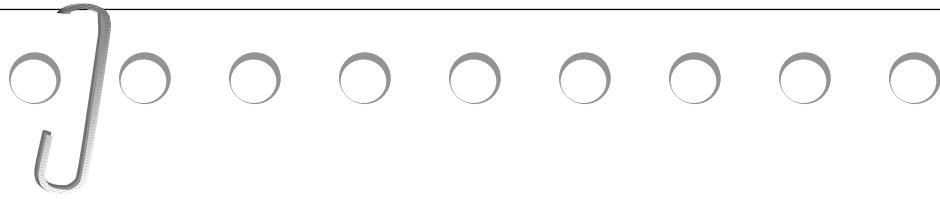
Note: For the manner of wearing band badges on No 1 SD, see para 5.

n. 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

4. 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. Description of badges are:

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- 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.

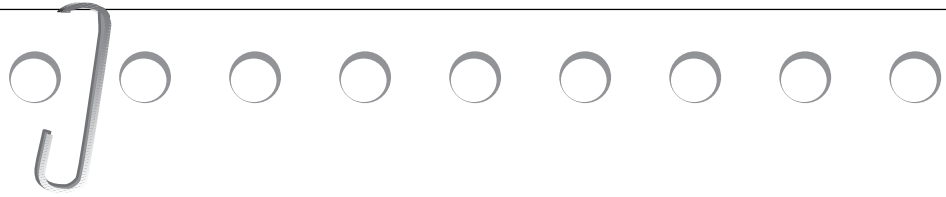
WEARING OF AIRMAN'S NO 1 SD UNIFORM BY CWOs

5. The wearing of No 1 SD uniform by CWOs is subject to the following regulations:
 - a. The authority of OC Wing is required for the wearing of No 1 SD uniform on parade and, at all times, uniformity of dress among CWOs is to be maintained on parade.
 - b. Distinguishing Badges are to be worn on both sleeves with the centre point of the top edge of the badge located 6 mm below the centre of the shoulder seam.
 - c. Squadron Identification Badges are to be worn on both sleeves with the top of the squadron number located centrally 5 cm below the shoulder seam.
 - d. CWO Rank Badges are to be positioned on the front centre of both sleeves with the middle of the badge located 16 cm above the cuff.
 - e. Glider Pilot and Gliding Proficiency Badges are to be centrally worn 1.0 cm above the left breast pocket. When a CWO is qualified also for the Flying Scholarship Badge, Microlight or Cadet Navigator Badge, it is to be worn centrally 1,0 cm above the Gliding Proficiency Badge.
 - f. When worn without the Cadet Hundred Badge, the Marksman Badge is to be positioned on the right sleeve, immediately above the CWO badge. When the Cadet Hundred Badge is worn it is to be located immediately above the CWO badge with the Marksman Badge positioned immediately above it.
 - g. Leading Cadet and Senior Cadet Badges are to be worn centrally on the left sleeve with the top of the badge 15 cm below the shoulder seam and located with a propeller blade vertical.
 - h. Staff Cadet Lanyards are to be affixed to the top of the left shoulder by means of a hook and eye so that the tassel hangs in front of the shoulder. The top of the cord is to be drawn back over the shoulder, passed under the arm and through the loop at the base of the tassel before being affixed to the button of the left breast tunic pocket.

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

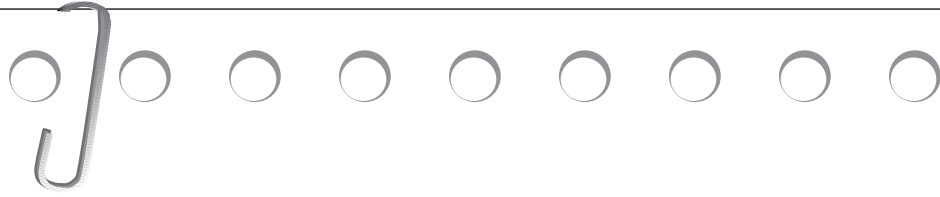
 - i. Duke of Edinburgh Award badges are to be worn on the left sleeve, 1.2 cm above the CWO badge.
 - j. Lord Lieutenant's Cadet Badge. When required to be worn, the Lord Lieutenant's Badge is to be positioned centrally on the left sleeve with the bottom edge of the badge 1.2 cm above the lower badge.

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

6. Official working dress for ATC Bandsmen and Bandswomen is the same as for all other cadets, viz: Jersey BG, blue working shirt, no 2 trousers, black socks, black shoes or boots and beret is to be worn on all occasions other than when on formal duties with the band. Optional dress for formal band duties is No 1 uniform, Wedgwood blue shirt, black tie, black boots or shoes, black socks, beret or SD hat with headgear uniform throughout the band. OC Wings may authorise bandsmen to wear white belts, cross straps, gaiters and gloves subject to uniformity being maintained within the band(s).
7. When wearing No 1 SD uniform, bandsmen are to wear ATC Badges in the prescribed manner:
- a. Flying Scholarship Badges, Glider Pilot, Gliding Proficiency and Cadet Navigator Badges are to be worn as described in para 1b above.
 - b. First Class Cadet Badges are to be worn centrally on the left forearm of the jacket with the top of the badge 18 cm above the cuff and one point of the star uppermost.
 - c. Leading and Senior Cadet Badges are to be worn as described in sub-para 4g and with one propeller vertical.
 - d. Marksman Badges are to be worn centrally on the right uniform sleeve and located 18 cm above the cuff. When First Class, Leading or Senior Cadet badges also are worn, the Marksman Badge is to be positioned immediately above the Classification Badge.
 - e. Badges of rank for FSs, Sgts and Cpls are to be worn centrally on the outer face of both uniform sleeves with the lowest point of the chevrons located 24 cm from the shoulder seams.
 - f. Band badges for cadets, other than NCOs are to be worn centrally on the right arm of the jacket with its lowest point located 23 cm below the shoulder seam. Sgts and Cpls are to locate the badge centrally and position it 18 cm below the shoulder seam. FSs are to locate their band badge centrally between the chevrons and the crown.
 - g. Drum Majors and Pipe majors are to wear 4 inverted chevrons on both jacket sleeves with the apex of the lowest chevron located 18 cm above the cuff; the lower edge of the drum or pipe badge is to be 12 mm above the apex of the topmost chevron. Pipe and Drum Majors are to wear Proficiency and advanced training badges in the manner prescribed in para 4g.
 - h. Dress Cords are to be worn as stated: the loop at the end of the braided portion of the cord is to be fastened to the top button of the jacket inside the buttonhole. It is then taken under the right arm, parted and placed over the bead and under the jacket collar. The toggles are to be drawn up the back and front of the neck. With the cord looped from the neck it is fastened by a tag to a loop sewn on the had of the left shoulder near the seam. The tassels are to hang down freely from the front of the shoulder and to the left side of the body.
 - i. ATC Distinguishing Badges and Squadron Identification Badges are to be worn as described in paras 4b and 4c.

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WEARING OF OPTIONAL ITEMS BY FEMALE CADETS

8. Subject to CO's approval the following optional items may be worn:
 - a. Rainhood. During wet weather a clear unpatterned plastic hood may be worn over uniform 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, overboots, overshoes or Wellington's may be worn with uniform except on parade or other occasions as locally ordered. This footwear is to be black, plain patterned with low heels made of rubber, leather or plastic and of such a length that the top of the boot is not higher than the base of the wearer's knee.
 - d. Purse/Belt. The Purse Belt is web woven in blue.

VALETING OF UNIFORMS

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

Page 31.1.3-8 Para 16

SALUTING

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

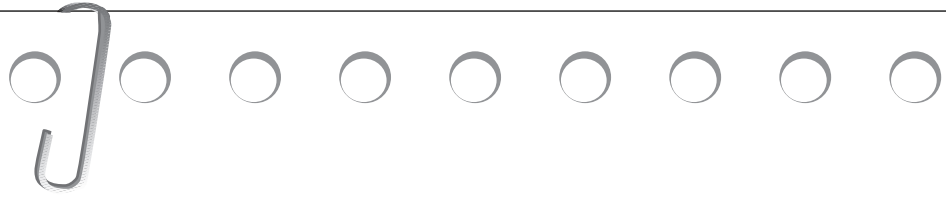
Reason for Saluting

1. Saluting is a recognition of the Sovereign's Commission, being indirectly a salute to the Crown through the individual holding the Queen's authority. Returning a salute is not an acknowledgement of a salute to the officer personally, but is a recognition of the fact that through that officer an outward sign of loyalty to the Crown and Service has been acknowledged.
2. Saluting is important and it is the responsibility of all officers to see that saluting is carried out.
3. Personnel are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand.

Saluting by Non-commissioned Personnel.

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

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5. A person in passing an officer is to salute on the third pace before reaching him, at the same time turning the head smartly in the direction of the officer. The salute is to be finished on the third pace after passing the officer, by smartly lowering the hand to the side and turning the head to the front.
6. When the person is not wearing headdress or is carrying anything other than his weapon, which prevents his saluting, he is to turn his head smartly towards the officer being passed. If the person is stationary he is to stand to attention as the officer passes.
7. A non-commissioned person when approaching to address an officer is to halt two paces from the officer. He is then to salute and address the officer. He later takes leave by saluting again before turning to withdraw (no backward step before saluting).
8. On entering a room personnel are to salute entitled officers as usual; they are also to salute finally before leaving the room again.

(Note: Personnel are to remain standing until given permission to sit by the senior person present. Headdress is not to be removed until permission is given. However, if the senior person has already uncovered it is appropriate for male personnel to remove their headdress when permitted to sit. (If the senior person remains covered, then all present are to follow suit). Headdress is to be replaced on rising to leave).

9. Flight Sergeants and below, when addressing a warrant officer, are to halt two places from him/her and address him/her as "Sir/Madam". Similarly, any airman when addressing a non-commissioned officer senior to himself is to halt two paces from him and is to address him by full title of his rank. Airmen when reporting to, or being addressed by their seniors in rank are to stand to attention.
10. When a stationary airman sees an officer approaching, he is to stand to attention, face the officer and is to salute when the officer is three places from him. The salute is to finish and the hand returned to the side after a pause equal to five paces. When airmen are sitting or standing together, the senior airman present is to stand facing the officer and call the whole party to attention before saluting.
11. Personnel in a group already being addressed by an officer or NCO are not to take individual action to salute another officer; the responsibility lies with the senior person present who will give orders as appropriate.
12. When a number of personnel are walking together as individuals, they are all to salute when passing an officer. When they are being marched in a party however, it is the responsibility of the senior person to give orders as appropriate.

Trumpeters

13. 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 of 45 degrees, the trumpeter is to turn his head towards the officer.

Royal Air Force Ensign

14. 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.

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Uncased Colours

15. 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.

16. Banners. These general rules are to be applied within their own formations by the Air Training Corps in relation to their own Corps' banners.

Vehicles

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

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

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

Self Assessment Questions - Answer Sheet

Chapter 1 Page 32.1.1-9

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

Chapter 2 Page 32.1.2-11

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

Chapter 3 Page 32.1.3-5

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